



## **INTERNATIONAL STUDENT ADMISSION PROCEDURES**

### **(A) - APPLICATION / PRE ARRIVAL**

#### **STEP 1: ITEMS REQUIRED FOR APPLICATION**

The documents required for application are:

- A duly completed **Xiamen University Malaysia** [XMUM hereafter] Academic Programme application form. The form can be downloaded from the XMUM website.
- **THREE (3)** sets of certified true copies of the applicant's passport (all pages including the blank pages). The passport must have more than 18 months of validity from the date of application submission.
- **THREE (3)** certified true copies of the applicant's academic qualification / transcript / certificate in English. Translated copies from a foreign language to English must also be certified. The translation company/translator is required to provide a certification letter to confirm that the translation is accurate with the date of translation and the full name, seal and signature of the translator must be indicated clearly.
- **EIGHT (8)** passport-sized photos (3.5cm x 5.0cm) of a frontal facial shot of the applicant with WHITE background taken within a period of SIX (6) months.
- Health Examination and Medical Check-Up reports. The Health Examination Report Form can be downloaded from the XMUM website.
- A Release Letter, Academic Transcripts / Certificates and an Attendance Report from the previous institution if the applicant is intending to transfer from another institution in Malaysia (Progression / Variation category)
- Details of the settlement of the tuition fee (Terms & Conditions apply)
- Application, Registration & International Student Fees = RM 2,800
- Accommodation Booking Fee = RM100

Fees can be paid via telegraphic transfer to the following account:

Bank Name: **Public Bank Berhad**

Account Name: **XMU Jiageng Education Development Sdn Bhd**

Account Number: **319-724-8410**

After payment, please email the receipt to [int.enquiry@xmu.edu.my](mailto:int.enquiry@xmu.edu.my)

**[Attention: International Student Recruitment Office]**

#### **STEP 2: UPON RECEIPT OF AN APPLICATION**

An offer letter will be issued after XMUM has accepted the applicant's application and the payment of fees by the applicant to confirm the applicant's eligibility to enroll in an academic programme offered by XMUM.



### STEP 3: APPLICATION FOR STUDENT VISA / STUDENT PASS

XMUM will submit an application for a student visa / student pass to the Education Malaysia Global Services (EMGS). The process will take about **6 – 8** weeks.

### STEP 4: VISA APPROVAL LETTER (VAL)

- A notification letter will be sent to the applicant according to the address stated in the application form.
- If a visa application is successful, a VAL will be sent to the applicant after receiving the Telegraphic Transfer (TT) slip as proof of advance fee payment. The applicant is then required to apply for a single entry visa (SEV) at the Malaysian Embassy/ Malaysian High Commission in his/ her home country.

**XMUM allows successful applicants to enter Malaysia TWO (2) weeks before the semester starts provided he/ she has the Visa Approval Letter (VAL).**

### STEP 5: CHECKING WITH THE LOCAL IMMIGRATION OFFICE AT HOME COUNTRY

After a VAL has been issued, the successful applicant is advised to check with his/ her local immigration office or the Malaysian Embassy/ Malaysian High Commission whether a visa is required to enter Malaysia.

### STEP 6: DETAILS OF ARRIVAL

The successful applicant **MUST** provide details of his/ her arrival and accommodation requirement to XMUM **ONE (1)** week before the arrival date.

## **(B) - PRE DEPARTURE ADVICE**

### 1. Confirmation of Travel Arrangements and Preparation for departure from Home Country

Once a travel arrangement has been made and confirmed, an incoming foreign student **MUST** submit the following details to the XMUM International Student Affairs Office **ONE (1)** week before the date of departure:

- Name
- Passport Number
- Traveling From
- Date
- Flight Number
- Arrival Time

Copies of the flight ticket and the stamped single entry visa (SEV) must be submitted as well.

Luggage should be labeled with the incoming student's full name and the full address of the final destination. It is advisable to label each piece of luggage individually.



## 2. Things to Bring

Many of the common everyday item can be purchased in Malaysia. However, an incoming foreign students is advised to bring the following items:

- Clothes & footwear (casual & formal)
- Bed sheets
- Cell phone
- Charger & adapter plugs
- Medication and / or prescriptions

Important documents that are needed to brought along are as follows:

- Passport with at least a one-year validity
- Flight Ticket
- XMUM Offer Letter & Original Visa Approval Letter (VAL)
- Original Academic Transcripts
- Adequate money to cover living expenses in the first **TWO (2)** months (accommodation, food, travel, books, etc.)

## **(C) - ARRIVAL ADVICE**

### 1. Airport Pick-Up

Once XMUM has received the incoming foreign students' arrival details, XMUM staff will be present at the immigration checkpoint to meet them and assist them with the immigration clearance.

Incoming foreign students must not make any arrangement for their friends or relatives to pick them up from the airport. Any meet-up with friends or relatives is only allowed after the incoming foreign students have checked into their on-campus hostel.

### 2. Accommodation Check-In

Incoming foreign students will be bought to the hostel after setting their accommodation arrangements. All foreign students are required to stay in the on-campus hostel provided by XMUM for at least **ONE (1)** year.

## **(D) - REGISTRATION / POST ARRIVAL**

### **STEP 1: REPORTING TO THE UNIVERSITY**

All incoming foreign students must report to the International Student Affairs Office of XMUM within **ONE (1)** working day after arrival.



## STEP 2: ENDORSEMENT OF VISA / STUDENT PASS

All foreign students must report to the XMUM International Student Affairs Office within **ONE (1)** working day of their arrival by bringing along the following items:

- The original Passport
- A photocopy of the passport
- An Offer Letter from XMUM

The above items are required for a student pass to be endorsed. The endorsement process will take approximately 3 – 4 weeks from the date of passport submission by the student to XMUM. This is a procedural requirement imposed by the Malaysian Immigration Department and the consequence of failing to do so may request in a penalty which will be borne by the affected student.

Foreigners who are on a social/ visit/ dependent/ special pass are forbidden to study in Malaysia. Thus, foreign students must get their student passes endorsed and carry with their valid student passes with them at all times during their studies at XMUM. Foreign students are not allowed to work in Malaysia during their course of studies.

Every incoming foreign student needs to submit his/her passport to the International Student Affairs Office in order for the student pass and visa to be endorsed by the Malaysian Immigration Office after undergoing a medical check-up within **SEVEN (7)** working days from the date of arrival.

## STEP 3: STUDENT ID TAG

Foreign students will be issued with a Student ID tag upon the payment of fees. The Student ID tag is used to gain access to the facilities within the XMUM Campus.

## STEP 4: BANKING MATTERS

The XMUM International Student Affairs Office will assist foreign students in exchanging their money into the Malaysian currency and applying for a bank account. A bank account can be opened only after a student pass has been endorsed in the passport.

## STEP 5: PAYMENT OF TUITION FEES

Tuition fees for the following year will be paid on a semesterly basis before the commencement of a new semester.

## STEP 6: ENGLISH PLACEMENT TEST

- All incoming foreign students are required to sit for the English Placement test (if they do not meet the minimum TOEFL or IELTS band score).
- If the results of the English Placement Test indicate a need to enroll in intensive English courses, the students are required to do so accordingly before the commencement of the programme proper.



## Flowchart

### Submission of a completed application form together with application fees and documents:

- 3 certified true copies of all relevant academic qualifications/ examination results: high school result/ college transcript
- 3 certified true copies of passport booklet (all pages including blank pages)
- 8 passport-size color photographs of the applicant's frontal facial shot with white background taken within the last six months



Submission of an application for a student pass and visa on behalf of the applicant of a complete set of documents

- Processing time: 6-8 weeks from the date of the offer letter issued by XMUM
- An offer letter will be sent to the applicant



Issuance of a Visa Approval Letter (VAL) by the Malaysian Immigration Department. The VAL will be sent to the successful applicant when the payment of tuition fees has been made. Successful applicant will be informed when the VAL has been issued.



Notification by incoming foreign students regarding the details of their arrival in Malaysia **ONE (1)** week in advance of the arrival date



Arrival and reporting of foreign students at the XMUM International Student Affairs Office within **ONE (1)** working day of arrival. Submission of the passport for the endorsement of the student pass and visa after a medical check-up has been completed with **SEVEN (7)** working days from the date of arrival.



Collection of the passport from XMUM International Student Affairs Office 3-4 weeks after the submission of the passport for the endorsement of student pass and visa.

\*VAL approval depends on the processing time by the Malaysian Immigration Department