

ADMISSION PROCEDURE CHART

ACTION BY STUDENT

ACTION BY THE SCHOOL

APPLICATION PROCEDURE

1) Submit completed application package with Application Fee.

2) Send email link to Student for assessment test.

3) Complete the Assessment Test.

4) Review assessment test. Issue Offer Letter should the Student pass.

5) Receive scanned copy of Offer Letter and remit initial payment within 7 days as stated in Letter.

6) Submit visa application to the Malaysian Immigration Department (Minimum 60 days Approval Process).

8) Get visa endorsement from the Malaysian Embassy or High Commission and make travel arrangements.

7) Obtain Visa Approval Letter (VAL), inform Student and courier original VAL and Offer Letters to Student.

9) Provide full departure details:
• Flight name and number.
• Date & time of departure from home country.
• Date & time of arrival in Malaysia.
• Email to pickup@uis.edu.my

10) Coordinate all arrival arrangements.

11) Bring to airport:
• Valid passport.
• Original VAL or valid entry visa.
• Medical Certificate/ Report.

12) Request & complete the Arrival Card on the airplane. Upon arrival, proceed to Baggage Claim & Immigration Counter. Wait at Immigration Counter for the School representative for clearance:
• KLIA Counter 40, or
• LCCT Counter 10

13) Arrange for Refreshment Package & accommodation check-in assistance by Student Affairs.

14) Proceed to International Office & attend Arrival Briefing.

15) Submit necessary documents.

16) Provide certified passport copy & proceed with Student Pass Endorsement.

COMMENCE CLASSES!

PRE-ARRIVAL PROCEDURE

POST-ARRIVAL PROCEDURE