



**UNIVERSITY OF MALAYA  
STUDENT EXCHANGE PROGRAMME (UMSEP)**

**Application Form For Inbound Programme  
As Non-Graduating Student**

Please attach  
a recent  
passport-sized  
photograph

Please read the form carefully and fill in all sections before submitting it to the **International Student Centre (ISC), Level 1, Block D, Perdanasiswa Complex, University of Malaya** in **two (2)** copies. Application must be accompanied with copies of relevant certificates/transcripts and supporting documents. Omissions and illegible applications will not be processed.

A. APPLICANT'S PARTICULARS			
Full Name (in block letters):			
Permanent Address:			
Mailing Address :			
Date of Birth:	Gender: (M / F)	Nationality:	
Tel. No.:	Fax No.:	E-mail Address: <i>china@um.edu.my</i>	
Passport No.:	Date of Issue:	Place of Issue:	Date of Expiry:
Person to Contact (in case of emergency):			Relationship:
Address:		Tel. No.:	Fax. No.:

B. APPLICANT'S ACADEMIC PARTICULARS	
Name of Home University:	
Address:	
Name of Officer to contact:	Designation:
Tel./E-mail/Fax:	
Current Program of Study: Bachelor/Master/Ph.D (please specify specialization, if any):	Year of Study:
Are you a recipient of any scholarships/loans? If yes, name the sponsor:	<b>Yes / No</b>
Does your University have an agreement signed with the University of Malaya? Year signed:	<b>Yes / No</b> Year renewed:

C. COURSES APPLIED			
Faculty	Course Code	Course Title	Credit Hours
Research Topic (if applicable):			
Period of study applied (month/year) From:		To:	
Are you required by your home university to take the examinations for credit transfer. (if yes, attach a support document from your home University) <b>Yes / No</b>			
Reasons for applying to study at University of Malaya: (please attach with the application form)			

**D. AIRPORT PICKUP**

Does your group need an airport pickup service when you arrive? **Yes / No**

If your answer is **Yes**, please fill up the details of your flight:

Date of Arrival:

Expected Time of Arrival:

Place to pick up: **KLIA / LCCT / KL SENTRAL**  
Others, please specify:

**IMPORTANT\***

- Kindly take note that airport pickup service is arranged only for group consisting at least **10 or more students**.
- Please email the flight details at least one week before your departure date to: [useinwin@um.edu.my](mailto:useinwin@um.edu.my) or [noor\\_azam@um.edu.my](mailto:noor_azam@um.edu.my)

**E. ON CAMPUS ACCOMMODATION**

Do you need accommodation during student exchange programme? **Yes / No**

**ACCOMMODATION INFORMATION**

- The offer for accommodation comes with basic facilities (Matress, bed, study table, chair, cupboard and fan)
- Common facilities include toilet, bathroom and pantry which provides iron and kettle.

**IMPORTANT\***

- Accommodation facilities are provided on the basis of student's arrival date, booking period and **NOT** on the preferences of individual student.
- If your answer is **NO**, University of Malaya will not be held liable or responsible for any other accommodation arrangements.
- The accommodation offered is subject to availability. By answering **YES** in this form does not mean that your accommodation is confirmed.

**F. INSURANCE MATTERS**

Please ensure that you provide proof of insurance from your Home Country which covers the following benefits:

- Death
- Personal Accident
- Repatriation

I certify that I:

- have read, fully understand and accept the conditions in the "Application Information for Admissions as a Non-Graduating Student";
- made true and correct statements in my application, or the application will be invalid and;
- understand and agree that the University of Malaya reserves the right to reject this application, withdraw the offer of admission or terminate my admission as a non-graduating student, if there is any breach of these or any other conditions established by the University.

.....  
Signature

.....  
Date

## CHECKLIST

### INBOUND APPLICATION

- 1. Application Form for Admission as Non-Graduating/Exchange Student
- 2. A Letter of Support from the Home University
- 3. Two Photocopies of Academic Transcript
- 4. Two Photocopies of Passport
- 5. 2 Passport Size Photographs
- 6. Insurance from Home Country (Death, Personal Accident & Repatriation)
- 7. Reference Letter from Home University for Credit Transfer/Sit for Examination
- 8. TOEFL/IELTS Certificate (required for credit transfer)