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DOCUMENT CHECKLIST

What you need to **BRING** with you during Registration

(Please ignore this if submitted or done earlier)

- Letter of Offer from IUKL
- Original documents (e.g., academic transcripts, passport, visa)
- Initial payment of RM12,000 (USD4,000)/ RM15,000 (USD5,000)/ RM18,000 (USD6,000).
(Please refer to Fee Regulations and Procedures – Page 10)
- Signed Letter of Acceptance / Enrollment Agreement

What you need to **DO** during Registration:

1. Register on the date stated on the Letter of Offer.
2. Bring all related documents.
3. Hand in all documents required to be verified.
4. Make payment of tuition fees.
5. Make payment for accommodation.
6. Register attendance for the Induction Programme.
7. Confirm accommodation for the Induction Programme.
8. Do Medical Examination Screening (EMGS Panel Clinics).

PRE-DEPARTURE

Before you depart for Malaysia, ensure that the following have been done:

1. Sign the acceptance letter of Admission.
2. Make the initial Payment to “**Ikram Education Sdn Bhd**” to secure your place at IUKL.
(Please refer to Fee Regulations and Procedures – Page 12)
3. Ensure passport to be valid for the duration of your programme.
4. Ensure that you have received your Student Visa Approval Letter before flying to Malaysia.
5. Check with the local immigration authorities or Malaysia Embassy in your country if you need an entry visa.
6. If you are granted a visa to enter Malaysia and to study at IUKL, make travel arrangements to enable you to report at IUKL on the registration day.
7. If you wish IUKL to make arrangements to meet you at Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport 2 (KLIA2), inform IUKL’s International Students Management Centre (ISMC) of your flight details at least seven (7) days in advance. **Only students with a Student Visa Approval Letter will be entitled for airport pick up. (Please fill up the airport pick up form – Page 22)**
8. Complete all required Documents.

UPON ARRIVAL IN MALAYSIA

1. Upon arrival at the airport, you will be welcomed by the IUKL representative at the **Malaysian Immigration** checkpoint. This service is only available for your first arrival as an international student. You must bring along the Student Visa Approval Letter, as you will not be allowed to enter Malaysia without it.
2. On the day of registration, you must submit your passport to the ISMC, which will then submit your passport to the Immigration Department of Malaysia for endorsement of the Student Visa applied for you earlier.
3. International students are required to register on the date stated in the Letter of Offer. If you are unable to register due to some unavoidable reasons, please notify the ISMC. You are also required to attend the **Induction Programme**.
4. Please take note that all international students at IUKL are **REQUIRED** to purchase the Medical Insurance Scheme while attending courses at IUKL. Please keep your Medical Insurance Membership Card with you at all times.
5. A Medical Examination Screening **MUST** be completed within 5 working days upon arrival in Malaysia (with visa approval).

FACTS TO REMEMBER

1. **The Letter of Offer is not a permit to enter Malaysia. Only the "Student Visa Approval Letter" issued by the Immigration Department of Malaysia is acceptable.** We shall keep you informed on the status of your visa application.
2. **Conditions for Entry Under Student Visa**
 - a. You must have a Letter of Offer from IUKL.
 - b. You must have the financial capability to cover course fees for the whole duration of studies and living / travel expenses.
 - c. You do not intend to work in Malaysia and must prepare to leave Malaysia at the end of your studies or if you have been dismissed from the Institution.
 - d. You possess good health and character.

- e. You have a genuine intention to seek entry for study purposes only.

3. Other Conditions

In accordance with Regulation 13 (4) (a) and (b) of the Immigration Regulations 1963:

- a. You are not allowed to transfer to another educational institution unless prior approval is obtained from the Headquarters of the Immigration Department (Visas, Pass and Permit Division).
- b. IUKL has to report to the Immigration Department if the following occur:
 - i You fail within a reasonable time to enter IUKL after obtaining approval from the Immigration Department.
 - ii Having entered IUKL you fail to remain or cease to be retained as a student therein.

4. You must always remember that your Student Visa includes the following conditions:

- a. Maintain full time study at IUKL.
 - b. Satisfy course requirements by attending at least **80 percent** of all your scheduled classes and achieving a record of satisfactory academic performance (CGPA 2.0 and above).
 - c. Maintain valid enrollment at **IUKL**.
 - d. You are required to stay on campus for the 1st year of study. If you wish to stay out of campus (with a very valid reason), you need to inform the ISMC when you change your address in Malaysia.
 - e. Have sufficient funds to cover your tuition fees and expenses while in Malaysia, as you cannot work while studying.
 - f. Inform the Malaysian Immigration Department through the ISMC if you change your student status, transfer to another educational institution or withdraw from the programme that you are enrolled in.
 - g. Extend your Student Visa every year through the ISMC. It is your responsibility to remember the expiry date of your student visa and passport.
5. You **are not allowed** to come to Malaysia on a Social Visit Visa. IUKL **will not be responsible** if you are held up by the Immigration Department at the airport.
6. Having a **Letter of Offer is not equivalent to getting permission** to enter Malaysia. The valid document is the **Student Visa Approval Letter**.
7. If your original examination results do not meet our standard entry requirements, the University reserves the right to review your status in the programme, which will include deregistration from the programme.

For more information, please contact:

Ms. Jazzilla Abdullah (Mobile : 6016 – 224 6100)

Mr Shah Rezam Muhamad (Mobile : 6019-287 1955)

Mr. Iryma Idris (Mobile : 6016 – 203 0351)

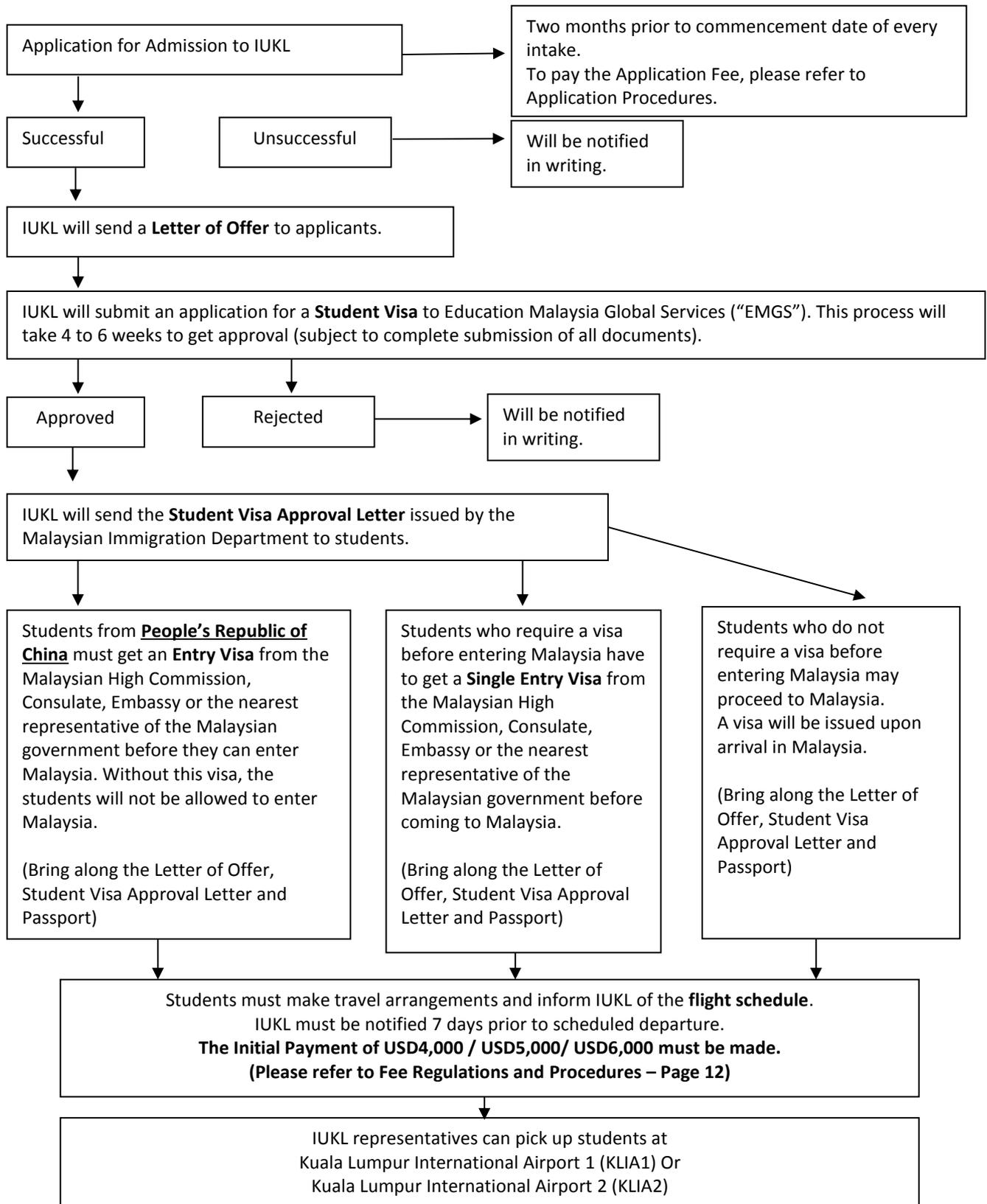
**International Students Management Centre
Infrastructure University Kuala Lumpur
Unipark Suria, Jalan Ikram-Uniten
43000 Kajang, Selangor
Malaysia**

Tel: 603 – 8926 6993

Fax: 603 – 8925 1940

Email: ismc@iukl.edu.my

FLOWCHART OF APPLICATION PROCESS



ENGLISH REQUIREMENT

English is the language of instruction at the University. An International student whose native language is not English must provide evidence of English proficiency before he/she can register for a programme.

Type of Examination	Minimum Score Requirement	
	Undergraduate	Postgraduate
O-Level / 1119	Grade 1 – 6	-
TOEFL Paper Based Test (PBT)	520	550
TOEFL Internet Based Test (iBT)	68	79
TOEFL Computer Based Test (CBT)	190	213
IELTS	Band 5.0	Band 6.0 / 6.5

Students are required to sit for an **English Placement Test** at IUKL before enrolment if they do not meet any requirements mentioned above. These students are required to pursue our Intensive English Programme (IEP) before proceeding to the diploma, degree or postgraduate programmes.

TUITION FEE WAIVER SCHEME

Terms and conditions for One Tier (50%) Tuition Fee Waiver Scheme are as follows:

1. Students must achieve a **GPA and CGPA of 3.750** and above for the semester.
2. Students shall register and complete a **minimum of fifteen (15) credit hours for June and September/October semester** and minimum of **seven (7) credit hours for the March semester**. **The credit hours must contribute towards the calculation of GPA and CGPA.**
3. Students **must be registered every semester** without any postponement.
4. Students **must not repeat any subject** throughout their course of study.
5. Students **must be punctual for registration** throughout their course of study.
6. Students **must be free from any disciplinary case** throughout their course of study.
7. Students **must not have requested for Rescheduled Examinations** in the semester concerned.
8. Students **must achieve at least 80% class attendance** for every subject in the semester concerned.
9. Students **undergoing Industrial Training will not be entitled** to the Tuition Fee Waiver Scheme.

In order to award the tuition fee waiver only to qualified students, all this term and condition must be fulfilled.

CREDIT TRANSFER and EXEMPTION POLICY

A. Definitions:

Credit Transfer means the acceptance of a student's previous academic record at IUKL or another college/university, in whole or in part, as either identical to or the equivalent of a part of IUKL course, for which appropriate Credit Hours are granted by IUKL at its sole discretion. When a student is granted **credit transfer for a course**, the student will be exempted from taking a similar course offered by the University and he/she will be granted with equivalent credits.

Course Exemption means the student will be exempted from taking a course offered by the University based on previous qualification and/or on the recognised academic work or any related work experience. However, credits are not granted, and he/she needs to take another course to make up for the total number of credits required for the purpose of graduation.

B. Credit Transfer (Vertical):

- i. Credit Transfer (Vertical) may be considered for students with a Certificate who want to pursue their studies for a Diploma or for students with a Diploma who want to pursue their studies for a Bachelor's Degree.
- ii. The maximum allowable Credit transfer must not be more than 30% of the total credits required for the conferral of the Degree.
- iii. Credit transfer is accepted only for courses completed with satisfactory grades C (or better).
- iv. The syllabus contents of the courses must equivalent to at least 80% of those of the corresponding courses at IUKL.
- v. The credit value of the courses to be transferred must be the same or more than the credit value of the subject offered by IUKL
- vi. Only courses of accredited/recognized programmes by MQA or the awarding country can be considered for credit transfer.
- vii. Credit transfer from a higher level program to a lower level programme is not allowed.
- viii. Credit transfer for MPU subject is not allowed.
- ix. Courses that have been granted credit transfer will not be included in the GPA/CGPA calculation. The credits for these courses will contribute to the graduation requirements of the programme pursued.
- x. Credit transfer is not allowed for industrial training, practicum, final year project, dissertation and thesis. Credit transfer is only applicable for taught courses.
- xi. No credit transfer will be considered for student with an 'academic dismissal' status (i.e failed and terminated from his study)
- xii. The University reserves the right to test the aptitude of any student in coursework transferred from other institutions and to disallow credit in courses in which the student cannot demonstrate acceptable aptitude.
- xiii. The University reserves the right to deny credit for courses that are not equivalent with those offered in IUKL.

C. Credit Transfer (Horizontal / Lateral):

- i. Horizontal/Lateral Credit Transfer allows the transfer of credits at the same level of studies, i.e., a diploma to a diploma, a bachelor's to another bachelor's, Master to Masters and PhD to PhD programmes. It is applied through the mapping of courses (aka subject to subject mapping) by the university.

- ii. There is no maximum limit for the transfer but students are subject to residential requirements as stipulated in IUKL Academic Regulations.
- iii. Credit transfer is accepted only for courses completed with satisfactory grades C (or better) for the undergraduate courses and grade B (or better) for the postgraduate courses.
- iv. The syllabus contents of the courses must equivalent to at least 80% of those of the corresponding courses at IUKL.
- v. The credit value of the courses to be transferred must be the same or more than the credit value of the subject offered by IUKL
- vi. Only courses of accredited/recognized programmes by MQA or the awarding country can be considered for credit transfer.
- vii. Courses that have been granted credit transfer will not/will be included in the GPA/CGPA calculation. The credits for these courses will contribute to the graduation requirements of the programme pursued.
- viii. Credit transfer is not allowed for industrial training/practicum/final year project /dissertation/ thesis. Credit transfer is only applicable for taught courses.
- ix. Credit transfer for MPU subject is allowed.
- x. No credit transfer will be considered for student with an 'academic dismissal' status (i.e failed and terminated from his study)
- xi. The University reserves the right to test the aptitude of any student in coursework transferred from other institutions and to disallow credit in courses in which the student cannot demonstrate acceptable aptitude.
- xii. The University reserves the right to deny credit for courses that are not equivalent with those offered in IUKL.

D. Course Exemption

- i. Course Exemption may be considered based on previous qualification and/or on the recognised academic work or any related work experience. However, credits are not granted, and he/she needs to take another course to make up for the total number of credits required for the purpose of graduation.
- ii. Applicants are required to compile a portfolio of evidence that demonstrates they possess the knowledge and skills they would otherwise achieve through a formal training program
- iii. An application for exemption must relate both to the content of the program and the specific competency elements.
- iv. Student with credit in Bahasa Kebangsaan at SPM level (or Pass in Bahasa Kebangsaan SPM **and** Principal Bahasa Kebangsaan at STPM) can be exempted from taking Bahasa Kebangsaan A

E. Application Procedure:

- i. Duly filled the Credit Transfer Application Form
- ii. All applications must be received during the first semester of study. No credit transfer will be considered for application after the first semester.
- iii. An application for credit transfer must be accompanied by an official academic record.
- iv. Applicants from other institutions must provide their previous full academic transcripts, course descriptions (syllabuses) and MQA approved documents on the programs of studies.
- v. The Deans of Faculty have the discretion to grant credit transfer based on the guidelines stipulated in the IUKL credit transfer policy.

F. Processing Fee

A Non Refundable Credit Transfer processing fee for the approved courses is as follows:

- i. Applicants from IUKL student:
 - Vertical Transfer/Exemption: **RM10.00 per Approved Course**
 - Horizontal Transfer: **No Charge**
- ii. Applicants from Other Institutions:
 - Vertical or Horizontal Transfer/Exemption: **RM100.00 per Approved Course**

INDUCTION PROGRAMME

Why the Induction Programme is Important:

- To meet new people – make friends and learn about IUKL.
- To gather information about IUKL's Rules and Regulations: subject registration process, add/drop subjects, withdrawal of studies, postponement of studies, etc.
- To receive personal attention and support regarding academic affairs and student welfare.
- To become familiar with the campus environment and services such as shuttle services, local banks, shopping, medical clinics, restaurants and places to visit.

Programme

- Registration
- Ice-Breaking Session
- Team Building Activities
- Opening Ceremony and Oath-Taking
- Briefing on Financial Assistance
- Briefing on Admission and Administration Matters
- Briefing on Student Affairs Services
- English Placement Test (EPT)
- Briefing on Library Services
- Briefing on Hostel and Accommodation Services
- Campus Tour and Treasure Hunt
- Forum on Careers
- Academic Briefing by the Respective Schools
- Closing Ceremony with Performances
- Online Subject Registration

(All students are advised to stay at the hostel throughout the Induction Programme as accommodation and food are provided.)

LIST OF THINGS STUDENTS NEED WHILE STAYING IN THE HOSTEL:

ATTIRE FOR MEN

- Long sleeve shirts, trousers and a necktie to be worn during the Induction Programme and other formal occasions
- National attire (for formal occasions)
- Sportswear and shoes
- Suitable shirts and collared T-shirts for lectures/classes

ATTIRE FOR WOMEN

- Baju kurung/kebaya and formal attire to be worn during the Induction Programme and other formal occasions
- National attire (for formal occasions)
- Sportswear and shoes
- Suitable attire for lectures/classes

HOSTEL NECESSITIES

- Pillow
- Bed sheet and pillow cases (2)
- Blanket (1)
- Personal items/toiletries

HOSTEL ACCOMMODATION

IUKL provides accommodation that is on par with other universities. The emphasis here is on the students' comfort and convenience, which is very much a priority for IUKL.

There are three types of hostel rooms available at IUKL ranging from single to quad sharing on a 'first come, first serve' basis. The hostels are 'just a 2-minute stroll away' from the lecture block, cafeteria and other campus amenities. Each room is furnished with beds and mattresses, wardrobes, a fan, study desks and chairs, bookracks and curtains. There are also adequate facilities for students to keep their personal belongings.

IUKL provides a 24-hour security service. Wardens regularly patrol the campus grounds to ensure the safety of students. Students may also take advantage of facilities like the Laundry Service, IUKL Walk Cafe and the Mini Mart, which are located conveniently within the campus. Maintenance services are also available upon request. To ensure a high level of cleanliness, the hostel compounds are well maintained.

Students are free to leave the campus grounds at any time when they have no classes, but must be back before 11 pm. For safety reasons, students are encouraged to abide by the campus rules and regulations at all times.

Hostel Fees

HOSTEL BLOCK ACACIA & IXORA	DURATION	SEMESTER RENTAL FEE Per Student (Subject to Approval)
Single Occupancy (Block F & G)	4 ½ Months	RM1805.00
Double Occupancy (Block F & G)	4 ½ Months	RM1480.00
Quad Occupancy (Block G) (Girls)	4 ½ Months	RM960.00

NOTE:

1. International students are required to stay in IUKL's accommodations.
2. 1st year students will be given priority for staying at the hostels.
3. The accommodation fees do not include food.

FEE REGULATIONS AND PROCEDURES

Fee Procedures

(All fees and deposits are subject to change.)

1. **Registration Fee:** Payment of the registration fee for all students must be made during registration for the particular programme. The registration fee is non-refundable.
2. **Tuition Fee:** Payment of the tuition fee must be made before or at the time of registration. By accepting an offer to study at IUKL, a student enters into a contract to pay the tuition fee by the due date as determined by IUKL. Students are allowed to pay the minimal payable fees within five (5) days from the date the semester commences. If the fee payments are not received by IUKL before/on the due date, the student's enrollment into the respective programme will be terminated. Students will not be permitted to re-enroll in their current course or in another course at IUKL at any time until all outstanding fees are paid in full. The students will not be permitted to be on campus.
3. **Laboratory Fees:** The Laboratory fees shall be payable at the time of registration at the beginning of each semester. The fees are non-refundable.
 - 3.1 Computer lab fee: Compulsory for all students.
 - 3.2 Science lab fee: Compulsory for all students who enroll in one or more science subjects such as Biology, Chemistry and Physics for in any semester.
 - 3.3 Engineering lab fee: Compulsory for all engineering students.
4. **Deposit:** Payable by all new students together with the first semester tuition fees. This deposit is refundable after deductions are made for the charges of damage or loss, and the costs incurred for repairs and purchase of library books, lab apparatus, equipment, furniture, etc.
5. **Full refund of deposit:** The deposit is fully refundable after the student has completed his/her duration of studies at IUKL, or has withdrawn from the whole programme. Application for refund of deposit can be made by completing the appropriate form, and submitting the original receipt of payment.
6. **Withdrawal from the academic programme:**
 - 6.1 Students who withdraw from their programmes or courses should complete the appropriate withdrawal form, which is available at the Registrar's office.
 - 6.2 After a withdrawal has been made, the student is required to return his/her student card, library books and all other equipment which belongs to IUKL. A penalty of RM50.00 will be imposed for failure to return the student card.
 - 6.3 Payment for breakage/damage to equipment, library books, or any other apparatus which belongs to the University must be made if the costs incurred for repair and purchase exceed the deposit (as mentioned in number 4 and 5).
 - 6.4 The student is required to settle the payment of all fees incurred before withdrawal is approved.
 - 6.5 All students must obtain official approval from the administration of IUKL before applying for withdrawal.
7. **Refund of Tuition Fee:** Please refer to the Refund Policy for Foundation, Diploma and Bachelor Programmes, and Short Courses (Page 11).
8. **Registration Status:** A student is deemed as fully registered when he/she has paid the deposit and fees in full for the semester.
9. **Requirement to sit for the semester and final exams:** Students are eligible to sit for the semester and final exams only after all fees are paid for the semester.

10. **Withdrawal Status:** Upon withdrawal from the programme, the student is not allowed to use the facilities of the university, since he/she is no longer a registered student of the university.
11. **Change in Programme:**
- 11.1 The student must fill in the form for transfer of programme.
 - 11.2 Transfer of programme is subject to the University's approval.
 - 11.3 The tuition fees that have been paid by the student for his/her first programme is transferable protractedly if the application is made within four (4) weeks after the commencement of the semester. If the transfer is made four (4) weeks after commencement of the semester, no transfer of tuition fees is allowed.

REFUND POLICY
For Foundation, Diploma, Bachelor Programmes,
And Short Courses

I. REFUND

1. Processing Fee is payable upon submitting the completed application form and is non-refundable.
2. Registration Fee, International Fee, Visa Processing Fee, Medical Insurance/Insurance, Student Card, Orientation Fee, Laboratory/Workshop, Library and Student Club are payable upon registration and are non-refundable and non-transferable.
3. The balance of an Initial Payment, if any, shall be refunded to a student upon completion of the programme or when he/she leaves the institution (only applicable to International Students).
4. Tuition Fee is neither refundable nor transferable except when a completed Withdrawal/Add Drop/Postponement/Transfer Form is received and approved by the University's Management. The amount of refund is subject to the following circumstances:

a) **Withdrawal**

If a student submits the Withdrawal Form within the first fourteen (14) days after the 1st day of registration of each intake, he/she is eligible for a 60% refund of his/her Tuition Fee for the long/short semester. If a student applies for withdrawal before the 1st day of registration, he/she is eligible for an 80% refund of his/her Tuition Fee for that long/short semester. In both cases, the refund is applicable only when full payment of the Tuition Fee has been made.

b) **Withdrawal from Courses**
(Bachelor Programmes)

Withdrawal Period		Refund (%)
Long Semester	Short Semester	
Before Friday, week 5	Friday, week 3	100%
Before Friday, week 7	Friday, week 4	50%
Week 8 onwards	Week 5 onwards	NO

Note:

- i) Refund is calculated based on the number of credit hours of the dropped subjects.

- ii) The refund is only applicable to those students who have registered for a minimum of 6 or 12 credit hours (after net of the dropped subjects) for the short semester or long semester, respectively. However, students who have registered with less than the required credit hours due to being in the final semester or in cases where no other required subject is offered for that long semester or short semester, the refund is allowed and based on the criteria in the table above.

Foundation/Diploma Programmes and Short Courses

- iii) No refund for the Tuition Fee is allowed when a student drops subjects, as the Tuition Fee is based on semester/level basis.

c) **Postponement**

The Tuition Fee can be carried forward and utilized for the next following long semester/short semester if a student postpones his/her studies within four (4) weeks (long/short semester) of the commencement of the semester. However, after the above mentioned time frame, any request for the Tuition Fee to be carried forward shall only be permitted on medical grounds, verified by medical officers from the Government or Private Hospitals.

d) **Transfer**

A student who transfers to another programme within the University will be eligible for a pro-rated Tuition Fee to be transferred to the new programme if the approval obtained from the University's Management is made within two (2) weeks (short semester) / four (4) weeks (long semester) after the commencement of the semester. Thereafter, no transferable Tuition Fee is allowed. However, the Caution Fee/Deposit is transferable to the new programme.

- 5. If a student is required to leave the programme for the National Service because his/her request for National Service Deferment is denied, he/she will be eligible for a full refund of all fees paid.
- 6. If a student is required to leave the programme due to non-fulfillment of entry requirements upon official announcement of examination results, he/she will be eligible for a pro-rated refund of the Tuition Fee due and paid.
- 7. Caution Fee/Deposit is refundable upon submission of the Withdrawal Form after graduation/withdrawal, whichever is earlier. IUKL reserves the right to recover any outstanding amount owed by the student and utilize the Caution Fee/Deposit for part or full settlement of any outstanding amount.

II. NO REFUND

A student who is expelled from the University due to disciplinary misconduct shall not be eligible for any refund except for the refundable Caution Fee/Deposit.

III. PAYMENT OF REFUND

Any refund will be paid to the student or his/her parents/guardians or the person whose name appears on the receipts. If a refund is to be paid to any other person, an authorized letter from the student is required.

IV. LATE PAYMENT

Late payment of fees shall subject a student to a penalty of RM10 on the 1st day and, thereafter, RM5 daily if the payment is not received by the specified due date.

ABOUT MALAYSIA

To know Malaysia is to love Malaysia. Malaysia is a bubbling, bustling melting pot of races and religions where Malays, Chinese, Indians, Ibans, Kadazans and many other ethnic groups live together in peace and harmony.

Country

The Federation of Malaysia is comprised of Peninsular Malaysia and the states of Sabah and Sarawak on the island of Borneo.

Geographic Location

Situated between 2° and 7° to the north of the equator, Peninsular Malaysia is separated from Sabah and Sarawak by the South China Sea. To the north of Peninsular Malaysia, lies Thailand, and to the south, neighbouring Singapore. Sabah and Sarawak are bounded by Indonesia, while Sarawak also shares borders with Brunei.

Population

27.17 million

Capital City

Kuala Lumpur

People

Malays comprise 57% of the population, while the Chinese, Indian, Bumiputeras and other races make up the rest of the country's population.

Language

Malay language (Bahasa Melayu) is the national language in use, but English is widely spoken. Ethnic groups also converse in various other languages and dialects.

Religion

Islam is the official religion of the country, but other religions are widely practised.

Government

Malaysia follows the bicameral legislative system, adopting a parliamentary democracy. The head of the country is the King, or Yang Di-Pertuan Agong, a position which is changed every five years among the Malay Sultanates. The head of government is the Prime Minister.

Weather

The country experiences tropical weather all year-round. Temperatures are from 21°C (70°F) to 32°C (90°F). Higher elevations are much colder with temperatures between 15°C (59°F) to 25° C (77°F). Annual rainfall varies from 2,000 mm to 2,500 mm.

Currency

The monetary unit of the country is Ringgit Malaysia and is written as RM. The exchange rate is valued at approximately USD\$1.00 = RM3.00. Foreign currencies can be exchanged at banks and money changers. (Subject to change)

Electricity

Voltage is 220 – 240 Volt AC at 50 cycles per second. Standard 3-pin square plugs and sockets can be used.

DOs AND DON'Ts FOR INTERNATIONAL STUDENTS IN MALAYSIA

General Rules and Regulations:

- A student must abide by Malaysian law at all times.
- A student has committed a case of misconduct when:
 - He/She is found guilty of criminal charges by a court;
 - He/She is involved in any job, trade or the like, on part-time or full-time basis, which is deemed illegal in the Immigration Ordinance 1959 and the Immigration Rules and Regulations 1963 or other laws, or that which could affect his/her studies.
- A student is to abide by all the **rules and regulations that are enforced by the institution.**
- A student must at all times respect the culture, norms and beliefs of the locals.

Student Visa

- Any international student who wishes to study in Malaysia is required to obtain a Student Visa.
- Application has to be made through the respective Educational Institution prior to entry.

Permission to work part-time

- A student is permitted to do part-time work for 20 hours per week during semester breaks or any holiday exceeding seven (7) days.
- A student is permitted to work part-time in Restaurants, Petrol kiosks, Mini Markets and Hotels only (excluding singer, masseur, musician or any activities deemed immoral) as long as the student pass remains valid.
- Students are not permitted to work as cashiers.
- Permission to work part-time is extendable by the Immigration Department depending on the student's attendance and academic reports.
- Application from students studying in Private Higher Educational Institutions must be submitted by the respective institutions to the Immigration headquarters in Putrajaya; while, for students from Public Higher Educational Institutions, it is done by the nearest Immigration Office.

Drugs and Poison

It is considered a serious offence if a student:

- Is found to be in possession of any kind of drugs or poisons. The term 'drug' is as defined in the Dangerous Drug Act 1952;
- Is found to provide, to supply, to distribute, to offer or to prepare any drug or poisons to other parties;

- Is involved in drug abuse of any kind.

Weapons and dangerous materials

It is considered a serious offence if a student:

- Is found to be in possession or in supervision of any dangerous weapons or explosive materials. 'Weapon' is as defined in the Weapons Act 1971.

Traffic Rules and Regulations

A student who owns or uses any type of vehicle must:

- Fulfil the requirements under the Road Transportation Act 1987 and all sub-sections under the Act on campus and on public roads.

Use of Force

It is considered an offence if a student:

- Partakes in any kind of activities that involve force, extortion, molestation, harassment or any form of disturbance towards others.
- Involves directly in any form of ragging or bullying, or abuse or the like inside or outside of campus.
- Uses force, aggression or threat to cause hurt to others.
- Engages in any physical aggression such as riots or fights, or commits an assault on any parties.
- Exhibits verbal and/or physical behaviour of a racist or prejudiced nature towards any other member of the community inside or outside the campus.

Assembly

- It is considered a serious offence if any group of students or organisation of students plan, organise, attend or take part in any assembly or meeting at any given place without permission from the relevant authorities.

Academic integrity

- A student is not allowed to commit any form of falsification and plagiarism such as copying or allowing people to copy, plagiarize during exams, lab assignments, preparation of coursework or thesis and the like.
- A student is to abide by all the **rules and regulations that are enforced by IUKL.**

Accommodation

- Students who reside in an on-campus residence are to **abide by the rules of accommodation set by IUKL.**
- Students who reside off-campus need to take on an even greater obligation of respecting the neighbourhood standards and watching out for neighbours.
- Students are advised not to cause trouble or make excessive noise in any way that would be of disturbance to others.

Safety and Emergency

- Be safety conscious, especially in the first few weeks as you get used to your new environment and culture.
- Take extra care of your safety in high risk areas, especially if you need to go out late at night.
- If you encounter a real emergency, the first point of contact would be the ISMC or your contact at IUKL.
- Call 999 – police, ambulance, fire stations and civil defence rescue units if you are in trouble. (Warning: Under Section 233 of the Communications and Multimedia Act 1998, the penalty for misuse of the communication network is a fine of RM50,000, or one year’s jail, or both).
- For further assistance, you may call Student Affairs and Development Division, Department of Higher Education’s general line at 603-8883 5939 during office hours.

OUR LOCATION

IUKL's lush 100-acre campus is nestled in the vicinity of Kajang town, which is located strategically between Kuala Lumpur, the commercial capital of Malaysia, and Putrajaya, the administrative capital of Malaysia. Our campus is easily accessible via the North-South Highway and is only a 35-minute drive from Kuala Lumpur city.

HOW TO REACH IUKL

IUKL can be reached via any of the following:

- North-South Highway (PLUS Highway) – exit Kajang
- Lebuhraya Damansara Puchong (LDP)
- KTM Commuter – from the Serdang Station
- LRT STAR – from Bandar Tasik Selatan Station interchange
- IUKL shuttle service – from KTM Serdang Station or LRT Sg. Besi Station



FORMS TO BE SUBMITTED DURING REGISTRATION DAY

Date:

Name :

Passport :

To: The Office of Registrar
Infrastructure University Kuala Lumpur (IUKL)

ACCEPTANCE OF ADMISSION

- I accept the offer of admission to IUKL as specified in the Letter of Offer.
- I accept the offer of admission to IUKL but I wish to change my semester of entry from
Semester: _____ Year: _____ to Semester: _____ Year: _____
- I do not accept the offer of admission, and I request that my application be withdrawn.

Declaration:

- I have read and accept the conditions outlined in the *Offer of Admission*.
- I have read and accept the conditions outlined in the *Enrolment Guide for students*.
- I have read and received the Student Handbook and Fee Refund policy.
- I understand that my *Confirmation of Admission* is subject to the approval of a Student Visa by the Immigration Department of Malaysia and clearance from the health authority of Malaysia. (For international students only).
- I shall abide by the enforced statutes, ordinances and regulations of the University.
- I verify that my personal information provided is correct. I am fully aware that IUKL reserves the right to reject my admission or terminate my study if the information given is incorrect.
- I accept that regulations from Malaysia government departments are subject to change and are beyond the control of Infrastructure University Kuala Lumpur.

Student's Signature: _____

General Consent Clause/Disclaimer

English – By submitting this document to the Company, you hereby agree and give your consent to the Company to collect, obtain, access, store and process your personal data provided herein for the purposes and in the manner as described in this document and/or the Company's Personal Data Protection and Privacy Policy, a copy of which is available for viewing at the Company's website.

