



ENROLMENT GUIDE

for International Students

REGISTRAR'S OFFICE

Unipark Suria
Jalan Ikram-Uniten
43000 Kajang
Selangor
Malaysia
www.iukl.edu.my

DOCUMENT CHECKLIST

What you need to BRING during Registration:

(please ignore this if has submitted or done earlier)

<input type="checkbox"/>	Letter of Offer from IU KL
<input type="checkbox"/>	Original documents e.g academic transcripts, passport, visa
<input type="checkbox"/>	4 passport-sized colour photographs (white/ blue background)
<input type="checkbox"/>	Initial payment of RM12,000 (USD4,000)/ RM15,000 (USD5,000)/RM18,000 (USD6,000) [please refer to Fee Regulations and Procedures]
<input type="checkbox"/>	Signed Letter of Acceptance / Enrolment Agreement
<input type="checkbox"/>	Medical Examination Report [original]

What you need to DO during Registration:

1. All students are required to 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 for tuition fees
5. Make payment for accommodation
6. Register attendance for the I-Week
7. Make confirmation on accommodation during I-Week

PRE-DEPARTURE

Before you depart for Malaysia, ensure that the following has 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 "Fees Regulations and Procedures"
3. Have a valid passport for the duration of your programme.
4. Kindly ensure that you have received your Student Visa Approval Letter before flying to Malaysia.
5. Check with the local immigration authorities or embassy 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 the Malaysia International Airport, inform IUKL's International Students Office of your flight details at least one (1) week in advance. **Only students with Student Visa Approval Letter will be entitled for airport pick up.** *(Please fill up the attached airport pick up form.)*
8. Complete all required Documents.

UPON ARRIVAL IN MALAYSIA

1. Upon arrival at the airport, you will be welcomed by the representative of IUKL representative at the **Immigration Office** (check point) and this service is only available for your first arrival as an international student. Please bring along the Student Pass Approval Letter as you may not be allowed to enter Malaysia without it.
2. On the day of registration, you must submit your passport to the International Students Office, which will then submit your passport to the Malaysian Immigration Department for the endorsement of the Student Pass applied for you earlier.
3. International students are required to register on the date stated in the Offer Letter. If you are unable to register due to some unavoidable reasons, please notify the International Students Office. You are also required to attend the 'Induction Programme'.
4. Please take note that all international students at IUKL are **required** to purchase Medical Insurance Scheme while attending courses at IUKL. Please keep your Medical Insurance Membership Card with you at all times.
5. A medical examination report from a local hospital / clinic is required.

FACTS TO REMEMBER

1. **The offer letter is not a permit to enter Malaysia. Only the "Student Pass Approval Letter" issued by the Immigration Department of Malaysia is acceptable.** We shall keep you informed on the status of your visa application.
2. Clearance from the health authorities are needed, therefore a medical checkup is required. Incomplete Medical Health Report will be returned and your **application will not be processed.**
3. **Conditions for Entry Under Student Pass**
 - a. You must have a letter of offer from IUKL.
 - b. You have the financial capability to meet course fees for the whole duration of studies and living / travel expenses.
 - c. You do not intend to work in Malaysia and prepare to leave Malaysia at the end of your studies or if you have been dismissed from the Institution.
 - d. Possess good health and character.
 - e. Genuine intention to seek entry for study purposes only.
 - f. You are allowed to bring your immediate family members but must bring along related documents.

4. **Other Conditions**

In accordance with Regulation 13 (4) (a) & (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 & Permit Division).
 - b. IUKL has to report to the Immigration Department when you :
 - i 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.
5. You must always remember that your Student Pass includes the following conditions :
- a. Full time study at IUKL.
 - b. Satisfy course requirements by attending at least **80 percent** of all your scheduled classes and achieve a record of satisfactory academic performance.
 - c. Maintain a valid enrolment at INFRASTRUCTURE UNIVERSITY KUALA LUMPUR
 - 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 International Students Office 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 International Students Office if you change your student status, transfer to another educational institution or withdraw from the program that you are enrolled in.
 - g. Extend your Student Pass every year through the International Students Office. It is your responsibility to remember the expiry date of the student visa and passport.
6. You **are not advised** to come to Malaysia on a **Social Visit Visa**. If you insist on doing this, kindly ensure that you have a **Single Entry Visa, flight ticket for two ways and enough money for travelling**. IUKL will **not be responsible** if you are held up by the Immigration Department at the airport.
7. Having a **Letter of Offer is not equivalent to getting permission** to enter Malaysia. The valid document is the 'Student Pass Approval Letter'.

For more information, please contact:

Ms. Jazzilla Abdullah

International Students Management Centre (ISMC)

Infrastructure University Kuala Lumpur

Unipark Suria, Jalan Ikram-Uniten

43000 Kajang, Selangor

Malaysia

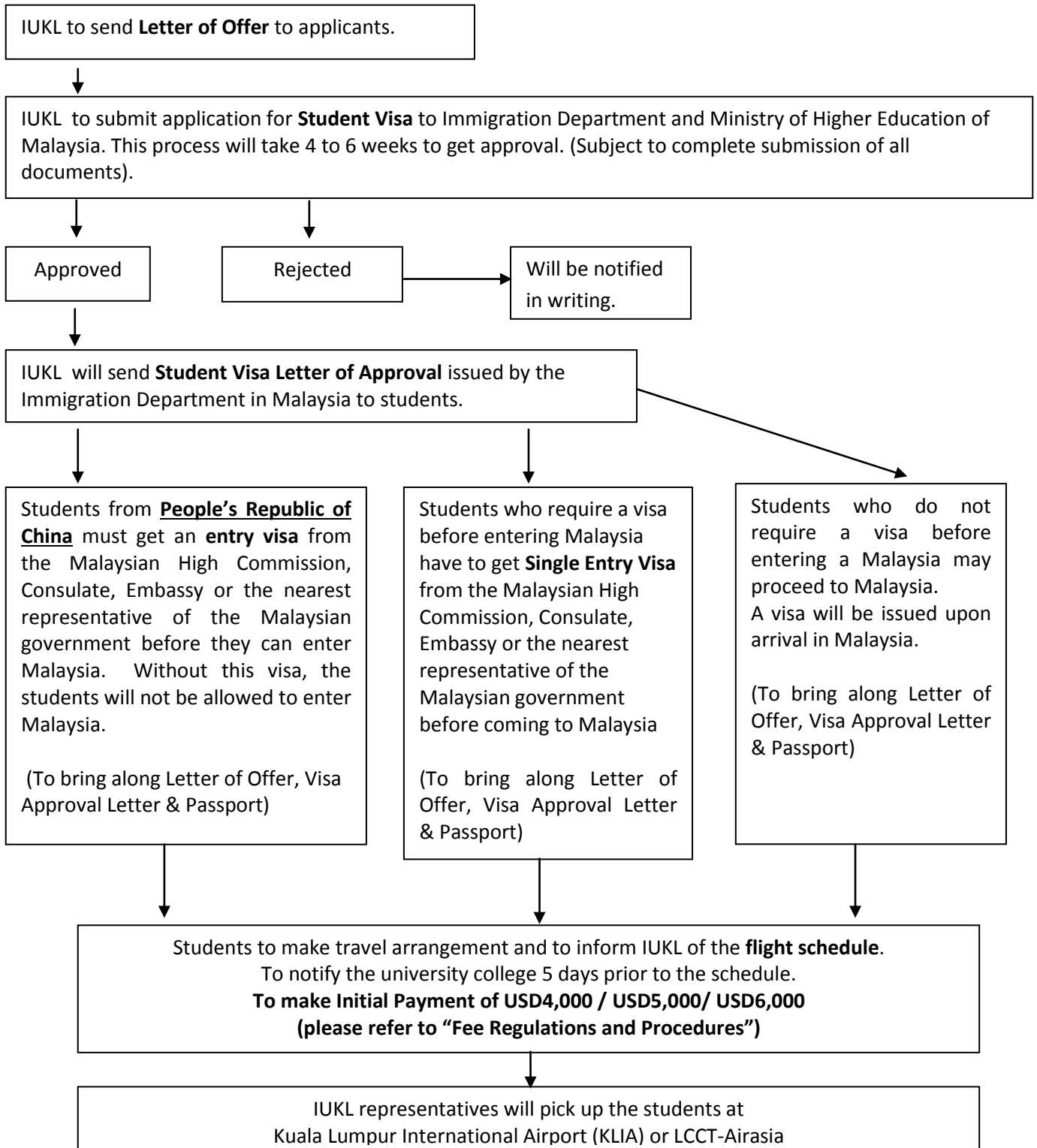
Tel : 603 – 8738 3388

Fax : 603 – 8925 1940

Mobile: 6016 – 2246 100

Email: jazz@iukl.edu.my

STUDENT VISA 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

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 would be required to pursue our Intensive English Programme (IEP) before proceeding to the diploma, degree or postgraduate programmes.

TUITION FEE WAIVER

Our priority is to help our students in all aspects of their academic life. Not only do we want to help them build their future, we also look for ways to aid them while they are here. IUKL provides financial assistance to students based on merits. IUKL offers the Tuition Fee Waiver scheme to both local and international students depending on their Cumulative Grade Point Average (CGPA) earned.

This merit-based financial aid is awarded as they demonstrate their academic achievements through their semester's results. This scheme is applicable only for students studying at IUKL (not applicable to those studying at the partner Universities).

CGPA	TUITION FEE WAIVED
3.751 to 4.000	60%
3.500 to 3.750	30%

CREDIT TRANSFER

Students from another institution who are accepted to the University may be considered for a Credit Transfer. When a student is given a credit transfer, he/she will be exempted from taking the accepted transfer courses

Since these courses will not carry grades, they will have no effect in CGPA calculations. These courses meet graduation requirements only. The student's new normal programme length will be shortened to reflect the transfer courses and the maximum time frame will be recalculated.

Credit Transfer may be considered for students with a Diploma who want to pursue their studies for a Degree or for students with a Diploma or Degree who want to continue their studies at the same level (lateral transfer).

General Policies:

- a. Credit Transfer is considered upon the request of the student during the first semester of study.
- b. An official copy of all transcripts from the former/previous higher educational institution must be submitted to the Registrar's office. Additional documentation such as course descriptions, syllabi, and academic catalogues may be necessary to assure that the transferred course is equivalent to one of the courses required for completion of the degree or diploma programme at the University
- c. The maximum allowable Credit transfer must not be more than 30% of the total credits required for the conferral of the Diploma/Degree.
- d. For students with a Diploma who want to pursue their studies for a Degree, credit transfer is accepted only for courses completed with satisfactory grades (C or better) in other institutions/colleges provided the courses correspond in time and content to courses offered at the University
- e. For students with a Diploma or Degree who want to continue their studies at the same level(lateral transfer), credit transfer is accepted only for courses completed with satisfactory grades (C or better) in other institutions/colleges provided the courses correspond in time and content to courses offered at the University.
- f. The University will NOT award credit for courses successfully completed at another institution which were previously taken at the University.

- g. 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.
- h. The University reserves the right to deny credit for courses that are not equivalent with those offered in its programmes. Examples of courses that receive no credits include remedial courses and courses with the same subject content.

INDUCTION PROGRAMME

Why 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, 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 Career
- 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 THAT YOU HAVE TO BRING

(For students staying at the hostel)

ATTIRE FOR MEN

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

ATTIRE FOR LADIES

- Bajukurung/kebaya and formal attire to be worn during Induction Programme & other formal occasions
- National attire (for college formal occasions)
- Sportswear & shoes
- Suitable attire for lectures/classes
- Daily attire

HOSTEL NECESSITIES

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

HOSTEL ACCOMODATION

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. 1st year students will be given priority to stay at the hostels.
2. The accommodation fees do not include food.

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 comprises 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. In the northern part of Peninsular Malaysia lies Thailand, and in 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. The ethnic groups also converse in the various 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 democratic parliamentary. 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 2,500mm.

Currency

The monetary unit of the country is Ringgit Malaysia and is written as RM. The exchange rate is valued at USD1 = RM3.00. Foreign currencies can be exchanged at banks and money changers.

Electricity

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

DOs AND DONTs 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 the court;
 - He/She is involved in any job, trade or the like, on part-time or full-time basis, which are deemed illegal in the Immigration Ordinance 1959 and the Immigration Rules and Regulations 1963 or other laws or that which could affect his 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 Pass

- Any international student who wishes to study in Malaysia is required to obtain a Student Pass.
- Application has to be made through 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 7 days.
- A student is permitted to work part-time in Restaurants, Petrol kiosks, Mini Markets and Hotels only (excluding singer, masseur, musician, GRO and other 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 to 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 among themselves or 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 organisations of students plan, organise, attend or take part in any assembly or meeting at any given places without permission from the relevant authorities.

Academic integrity

- A student is not allowed any form of falsification and plagiarism i.e 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 International Office or your contact at IUKL (Infrastructure University Kuala Lumpur)
- 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 are the following ways :-

- 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 Sg. Besi LRT Station.



FORMS TO BE SUBMITTED DURING REGISTRATION DAY

Name : _____

Address: _____

Email : _____ Phone : _____

Date : _____

To:

The Office of Registrar

Infrastructure University Kuala Lumpur (IU KL)

ACCEPTANCE OF ADMISSION

- I accept the offer of admission to IU KL as specified in the 'Offer Letter.'
- I accept the offer of admission to IU KL 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 understand that my *Confirmation of Admission*, is subjected 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 also abide by the statues, ordinance and regulations of the university in force from time to time.
- I understand that my personal information provided is correct. I am fully aware that IU KL reserves the right to reject my admission or terminate my study if the information given is incorrect.
- I declare that regulations from Malaysia government departments are subject to change and are beyond the control of Infrastructure University Kuala Lumpur

Student's Signature

Date:

AIRPORT PICK UP FORM

(Please fax / e-mail **7 days before your flight**)
Please plan your arrival on weekdays (Avoid Sundays or Public Holidays).

Attention to : International Students Management Centre (ISMC)
Infrastructure University Kuala Lumpur (IUKL)
UniparkSuria, JalanIkram-Uniten
43000 Kajang, Selangor
Malaysia--
Person in charge:
1. Mdm.Jazzila Abdullah
Email- jazz@iukl.edu.my / jazzilla71@yahoo.com
Tel : 603 - 8738 3388 ext. 701 Fax : 603 – 8925 1940
Mobile : 6016 – 2246 100
2. Mr.Irymaldris
Email- iryma@iukl.edu.my
Mobile: 6016-2030351

Arrival : **KUALA LUMPUR INTERNATIONAL AIRPORT (KLIA)**

: **LOW COST CARRIER TERMINAL (LCCT - AIRASIA)**

Student's Name : _____

Contact Number : _____

Passport No. : _____ Country : _____

Departure Date : _____ Time : _____

Arrival Date : _____ Time : _____
(Malaysian Time)

Flight No. : _____ Airline : _____

No. of Pax (inclusive of student) : _____

Accompanied by (name) : _____

For Office Use :

Received : _____ Date : _____

Transport : _____

Accommodation : _____