

INTERNATIONAL STUDENTS MANAGEMENT CENTRE
INFRASTRUCTURE UNIVERSITY KUALA LUMPUR
BLOCK 2, UNIPARK SURIA, JALAN IKRAM-UNITEN
43000 KAJANG, SELANGOR DARUL EHSAN

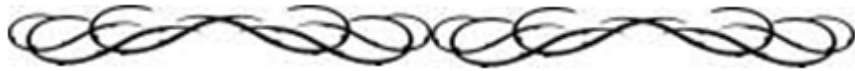
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PREPARED BY

**STUDENT AFFAIRS DIVISION
&
INTERNATIONAL STUDENTS MANAGEMENT CENTRE
IUKL**





WELCOME NOTE

WELCOME TO IU KL~ SELAMAT DATANG KE IU KL~

INFRASTRUCTURE UNIVERSITY KUALA LUMPUR (IU KL) is committed to lay down a solid foundation for students to build their future.

Ever since its establishment in 1998, the university has produced graduates who have become respected practitioners in their fields, be it engineering, architecture, communication, business or multimedia. The quality and balanced education provided by the university has churned out well-balanced individuals who are able to face challenges in the working world.

With the increasing number of international students pursuing their studies at IU KL, it is an indicator that IU KL has gained international recognition. Students from countries around the world are now gathered at IU KL to study and share their knowledge and experiences with each other as well as with the Malaysian students and staff of IU KL. IU KL students will thus be able to bring back sweet memories upon the completion of studies at IU KL .

IU KL welcomes every international student with the intention of sharing, caring and working towards establishing unity among the citizens of the universe as reflected in its motto “ For Knowledge For Humanity”.



LATE SUBMISSION OF PASSPORT FOR RENEWAL/NEW VAL/SHORTEN/SPECIAL PASS (SP)

Effective date : 1st April, 2016

Duration	Penalty Charges
Less than 14 days prior to expiry date / travelling date	RM 200

PROCESSING FEE CHARGES (ongoing)

	Charges (IU KL)
Special Pass	RM212 (inclusive GST)
Shorten/ Transfer Endorsement of Student Pass	RM106 (inclusive GST)
Dependent Pass (per visa)	RM318 (inclusive GST)

ANNOUNCEMENT

TO : INTERNATIONAL STUDENTS

Date : 15 February, 2016

NOTICE ON PENALTY CHARGES & OTHER CHARGES

Kindly take note on the following charges and the effective date as agreed by the IUKL Management. The details are as follows :

LATE SUBMISSION OF DOCUMENTS FOR STUDENT PASS RENEWAL PROCESS

Duration	Penalty Charges
Less than 60 days prior to expiry date	RM 300
Less than 30 days prior to expiry date	RM 500
Less than 14 days prior to expiry date	RM 1000



GENERAL INFORMATION



LIFE IN MALAYSIA

Studying In Malaysia

Malaysia is fast gaining reputation as a centre of excellence in tertiary education in this region. This has attracted students from many countries of the world. Tertiary education is offered both through the public and private institutions of higher learning. The programmes offered include professional and specialized courses that are comparatively priced and of excellent quality.

Living in Malaysia

Malaysia is a modern, multi-racial and multi-religious country with a population of about 30,995 millions (2015). The national language is Bahasa Melayu, but English is widely spoken in the country. The time in Malaysia is eight (8) hours ahead of the Greenwich Mean Time (GMT).

Malays comprise 62% of the population, while the Chinese, Indian, Bumiputeras and other races make up the rest of the country's population. The culture of Malaysia draws on the varied cultures of the different people of Malaysia. In Sabah and Sarawak, there are a myriad indigenous ethnic groups with their own unique cultures and heritage.

Islam is the official religion in the country, but other faiths such as Christianity, Buddhism and Hinduism are practiced freely in Malaysia.

Malaysia follows the bicameral legislative system, adopting a democratic parliamentary. The head of the country is the King or the Yang Di-Pertuan Agong, a position which is rotated every five(5) years among the Malay Sultans or rulers, while the government is led by the Prime Minister. The Prime Minister is officially appointed by the Yang Di-Pertuan Agong.

All electrical items operate on a 240- volt 50 cycle power supply.

IMPORTANT NOTE!!!

PROVIDING FALSE INFORMATION IN THE APPLICATION FORM

- The qualifications stated in the student's application form to enter IUKL will be verified by checking the original documents at the time of enrolment.
- If a student is found providing any false or misleading information in the form, false medical health report or failing to provide full documentation, it will lead to the disqualification of the application for admission and enrolment.
- Fees paid earlier will **NOT** be refunded.

INTERNATIONAL STUDENT PASS RENEWAL

STEP 1:

Three (3) months before the expiry date of the Student Pass/travelling date, submit the following documents to the (ISMC):

- A. **Two (2) sets of passport copy**
- B. **One (1) copy of latest examination result**
- C. **One (1) piece of passport size photo (white background)**

(The validity of the passport must be more than 18 months)

STEP 2:

Within three (3) working days upon submission of STEP 1:

- A. Do medical check-up at the CLINIC @ IUKL, Ground Floor, Block F (HOSTEL)

- B. **Immediately** return the "Medical slip" to ISMC after the check-up

(Late submission of the Medical slip to ISMC may delay the renewal process)

STEP 3:

One (1) month before the expiry date of the Student Pass/travelling date, submit the original passport to ISMC.

(PENALTY charges and special pass fees will be imposed to the student for late Passport submission if the validity of the Student Pass is **less than 14 working days**).

****REMINDER****

A student whose passport is in the process of the renewal of his/her **Student Pass** is **NOT allowed** to travel out of Malaysia. * It is advisable for him/her to plan ahead any travelling trip overseas or to renew his/her Residence Visa to avoid unnecessary conflicts.

For further information, please refer to ISMC.

*** Note:**

IUKL cannot be held liable for any change in the policy set by the Malaysian Immigration Department regarding the issuance of the Student Pass.

Climate

Malaysia has an equatorial climate with a hot and humid weather most of the time. The wettest season is the result of heavy rainfall brought by the monsoons, with some dry inter-monsoonal periods. The average temperatures range between 22°C-32°C. Annual rainfall varies from 2,000mm to 2,500mm.

Students do not need to have special clothings, as the climate is mostly sunny throughout the year. Light clothing such as linen or cotton-based material is a good choice.

Banking Hours

Monday- Friday : 9:15 am - 4:00 pm

*Saturday & Sunday : Closed

*Some banks open on the second and fourth Saturdays of the month.

Students are advised to obtain further information on local banking hours of the respective bank via the bank's official website.

Currency

The monetary unit of the country is Ringgit Malaysia and is written as RM. Foreign currencies can be exchanged at money changers and banks.

Cost of Living

Food, house/room rental, and transportation expenses are relatively low and students can live comfortably in Malaysia based on the following estimated costs:

Accommodation	:	RM400–RM800 per month
Meals	:	RM600–RM900 per month
Transport & Personal Expenses	:	RM300–RM600 per month

Local and International Cuisine

Malaysia is a haven for local and international cuisine as well as fruits. Food is reasonably priced and easily available at restaurants and hawker stalls. With the incoming of tourists and students from all parts of the world, various cuisine from other countries such as the Middle East and Africa are also readily available.



- Students are to abide by the rules and regulations set by IUKL. The university **reserves the right to expel students for serious breaches of discipline.**
- Students who are found guilty of disciplinary offences shall be liable to any one or any appropriate combination of two (2) or more of the following punishments:
 - reprimand;
 - warning letter (copies to parents/guardian and embassy);
 - monetary fine (Ringgit Malaysia);
 - suspension from any or all of the facilities of the university for a specified period;
 - exclusion from any division/department of the university for a specified period; and
- **International students should inform ISMC if they:**
 - change their contact numbers and addresses in Malaysia;
 - plan to leave Malaysia for a short or long period of time;
 - plan to change their programmes/courses;
 - need to defer their study or withdraw from IUKL;
 - transfer to other educational institutions in Malaysia;
 - have lost their passports;
 - have graduated and need to extend their stay; and
 - are no longer registered as IUKL students.

Financial Responsibility

Every international student should have **sufficient funds** to cover the tuition fees and expenses while in Malaysia to avoid facing financial difficulties.

INTERNATIONAL STUDENT RESPONSIBILITIES

As an international student of IUKL, there are responsibilities that have to be adhered to in the university as well as outside of the university. Students are also required to follow the rules and regulations pertaining to academic and governmental matters.

Failure to abide by the rules and regulations can result in unpleasantness and in some cases the students may even be required to leave the country. The ultimate goal of obtaining the degree in tertiary education will thus not be achieved.

General Responsibilities

- All international students are required to **have a valid Student Pass**.
- All international students are required to be a **registered students**. Students with an **UNREGISTERED** status will not be eligible to extend the validity of their Student Pass.
- In order to **extend** the validity of the Student Pass, students must submit the related documents (refer to steps in International Student Pass Renewal) to the International Student Management Centre (ISMC) **three (3) months before the expiry date** of the Student Pass.
- In the event whereby the student **needs to travel**, he/she must submit the documents to ISMC at least **three (3) months before the expiry date** of the Student Pass or **the date of travelling**.
- Students are responsible to **monitor the expiry date of their passports and Student Pass**.
- Students are required to **attend at least 80% of all the scheduled classes and achieve a record of satisfactory academic performance (CGPA above 2.0)**. Failing which may affect the student pass renewal.
- **Student must cancel their Student Pass when they complete their studies or withdraw from IUKL**. Those who fail to do so will be reported to the authorities-Police and Immigration Department.

Modes of Transportation

Rapid Kuala Lumpur Light Rail Transit:

The Rapid Kuala Lumpur Light Rail Transit (Rapid KL LRT) comprises of two(2) network systems. It is one of the fastest, economical and convenient ways to travel within KL.

Monorail :

The monorail train is the most convenient means of transportation for travelling within the city centre. Tickets can be purchased on a daily or monthly basis at the respective stations.

Commuter Trains (KTM) :

This is the train service for destinations outside KL. It has two (2) links; one starts from Batu Caves and ends in Port Klang (Pelabuhan Klang) passing through Subang Jaya and Shah Alam and the other links Rawang to Sg. Gadut. Tickets can be purchased at the respective stations.

Express Rail Link (ERL) :

The Express Rail Link (ERL) connects Kuala Lumpur City Air Terminal (KL CAT) at KL Sentral to the Kuala Lumpur International Airport (KLIA). It is the fastest way to travel from KL Sentral to KLIA since the journey takes only 28 minutes.



FACILITIES IN IUKL

IUKL is laid-out on a 100 acre piece of land with lush greenery. This contributes to a conducive learning and living environment for IUKL students. The facilities on campus include:

- academic facilities;
- sports and recreational facilities; and
- living facilities – on campus accommodation.

The academic facilities provided include fully air-conditioned and well-equipped classrooms, science laboratories, multi-purpose hall, auditorium, IT Centre and a well-stocked library, among others.

IUKL's vast campus enables the university to provide sports facilities such as badminton courts, netball courts, football field, jogging track and a gymnasium.

Students can also benefit by being members of clubs and societies to enrich their social, cultural and sporting interests. By joining these clubs and societies, they will be able to broaden their horizon through the exchange of experiences with other international students as well as the Malaysian students.

On campus accommodation such as hostels and condominiums are provided for students to choose with 24-hours security services. Apart from that a mosque is located in the campus surroundings. As IUKL is situated at the De Centrum City, a shopping heaven known as the De Centrum Mall has been provided for the convenience of the students and local community.



Health Matters :

International students at IUKL are required to purchase Medical Insurance as per requirement of Education Malaysia Global Service (EMGS). Students are advised to have with them the Medical Card at all times. The Medical card can be collected from Student Affairs Division.

(Officer In-charge: Mr. Kumaran Chandran).

The Medical Card covers sudden **illnesses or accidents that may require hospitalization or surgery** at selected hospitals. Below are some of the hospitals that can be referred to by the students if they encounter any health problems which **need hospitalization:**

Note: For **out patient cases**, please refer to the clinics with '**Med iExpress**' logo to get the treatment. For any assistance, students can call the **24 Hours**

SELANGOR	KUALA LUMPUR
MANIPAL HOSPITALS SDN BHD	KL EYE SPECIALIST CENTRE
ASSUNTA HOSPITAL	KPJ AMPANG PUTERI SPECIALIST HOSPITAL
COLUMBIA ASIA MEDICAL CENTRE - BUKIT RIMAU	COLUMBIA ASIA HOSPITAL - CHERAS
COLUMBIA ASIA HOSPITAL - PETALING JAYA	COLUMBIA ASIA HOSPITAL - SETAPAK
COLUMBIA ASIA HOSPITAL - PUCHONG	DAMAI SERVICE HOSPITAL - TAMAN MELAWATI
KPJ DAMANSARA SPECIALIST HOSPITAL	DAMAI SERVICE HOSPITAL - JALAN IPOH
DEMC SPECIALIST HOSPITAL SHAH ALAM	GLENEAGLES INTAN MEDICAL CENTRE (KL)
HOSPITAL PAKAR AN-NUR HASANAH SDN BHD	HSC MEDICAL CENTRE
KELANA JAYA MEDICAL CENTRE	INSTITUT JANTUNG NEGARA
SENTOSA SPECIALIST HOSPITAL (KAMUNING)	ISEC INTERNATIONAL SPECIALIST EYE CENTRE
KPJ KLANG SPECIALIST HOSPITAL	HOSPITAL PUSRAWI
KPMC PUCHONG SDN BHD	AL-ISLAM SPECIALIST HOSPITAL
PANTAI HOSPITAL KLANG	PANTAI HOSPITAL CHERAS
PUTRA MEDICAL CENTRE - SG BULOH	LOURDES MEDICAL CENTRE
KAJANG PLAZA MEDICAL CENTRE	PANTAI HOSPITAL AMPANG
PUSAT RAWATAN ISLAM AZ-ZAHRAH	PANTAI HOSPITAL KUALA LUMPUR
QHC MEDICAL CENTRE	PRINCE COURT MEDICAL CENTRE
KPJ RAWANG SPECIALIST HOSPITAL	UKM SPECIALIST CENTRE 7TH FLOOR
SHAH ALAM SPECIALIST HOSPITAL	PUSAT PERUBATAN NALURI SDN BHD
ARA DAMANSARA MEDICAL CENTRE SDN BHD	PARKCITY MEDICAL CENTRE SDN BHD
KPJ KAJANG SPECIALIST HOSPITAL	SENTOSA MEDICAL CENTRE
SUBANG JAYA MEDICAL CENTRE SDN BHD	SENTUL MEDICAL CENTRE
SRI KOTA MEDICAL CENTRE	KPJ TAWAKKAL SPECIALIST HOSPITAL
KPJ SELANGOR SPECIALIST HOSPITAL	TAMAN DESA MEDICAL CENTRE
SUNWAY MEDICAL CENTRE	TUNG SHIN HOSPITAL
TROPICANA MEDICAL CENTRE	UNIVERSITY MALAYA SPECIALIST CENTRE
THE TUN HUSSEIN ONN NATIONAL EYE HOSPITAL	
TOP VISION EYE SPECIALIST CENTRE (SETIA ALAM)	
TOP VISION EYE SPECIALIST CENTRE (BANTING)	
TOP VISION EYE SPECIALIST CENTRE (KUALA SELANGOR)	
UMRA MEDICAL SERVICES SDN BHD	
BEACON INTERNATIONAL SPECIALIST CENTRE(WIJAYA M.C)	

INTERNATIONAL STUDENTS MANAGEMENT CENTRE

The International Students Management Centre (ISMC), is responsible for the welfare of all international students. A range of services is provided to students after they are accepted for admission to IUKL. These services include the application and renewal of students' visas, airport pick-ups, opening of bank accounts, periodic reporting to parents/guardians of students and assisting in acquiring accommodation.

The address and contact persons at the ISMC are as follows:

- Address : International Students Management Centre
Infrastructure University Kuala Lumpur
Unipark Suria, Jalan Ikram-Uniten,
43000 Kajang, Selangor
Malaysia.
- Telephone no. : 03 – 8926 6993 (Ext. 861)
- Fax no. : 03 – 8925 1940
- Office Hours : Monday to Friday (8:15am-5:30pm)
(Closed on Friday: 12:30pm-2:30pm)
- **Contact Persons : Mdm. Jazzilla Abdullah (Mobile : 016-224 6100)**
Mr. Shah Rezam (Mobile : 019-287 1955)


STUDENT SERVICES

Induction Programme:

New students are given briefings on matters pertaining to their courses, programmes, fees, payments, accommodation, as well as the rules and regulations of the university. They are also advised on personal safety and security matters while living in Malaysia.

Guidance and Counseling :

Guidance and Counseling services for academic and non-academic matters are also available for all students at the Student Affairs Division (STAD). Friendly and helpful counselor are available to assist students.



IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

