

## REGISTRATION GUIDELINES FOR INTERNATIONAL STUDENTS

### 1. Calling Visa

1.1 Begin 01 January 2014, Malaysian Department of Immigration Malaysia has decided that calling visa is compulsory to all international students.

1.2 All calling visa expenses are to be borne by the prospective students themselves in a telegraphic transfer/bank draft form which payable to:

<b>Purpose of Payment</b>	<b>: Calling Visa Processing Fees</b>
<b>Account Name</b>	<b>: Bendahari Universiti Malaysia Terengganu</b>
<b>Bank Name</b>	<b>: CIMB Islamic</b>
<b>Account No</b>	<b>: 8601751742</b>
<b>Bank Address</b>	<b>: CIMB Bank Berhad Cawangan Kuala Terengganu Lot 3083, Jalan Sultan Ismail, 20200 Kuala Terengganu, Malaysia</b>
<b>Swift Code</b>	<b>: CIBBMYKL</b>
<b>Amount Payable</b>	<b>: MYR1, 434.20</b>

1.3 All document(s) below must reach our address or email at **ic@umt.edu.my** 3 month prior to your registration day:

- a) Passport size photograph (White background 3.5cm x 4.5cm), **please check your photo <https://educationmalaysia.gov.my/how-to-apply/online-photo-checker.html/>.**
- b) Clear copy of all pages of the passport including the empty pages and passport validity (must be at least 12 months from the expected date of entry) each application should have a maximum of only 2 pages of the student's passport visible on each photocopied sheet.
- c) A copy of academic and other related certificates.
- d) A proof of payment slip for visa processing at MYR1, 434.20.
- e) A completed letter of acceptance.
- f) Offer Letter / Deferment Letter (If you deferred on first semester).

1.4 Please ensure that UMT will receive the exact amount and all document. Otherwise UMT International Centre will not able to process your VAL application. Once the application has been approved by the Immigration Department of Malaysia, the approval letter will be email to the students. Students are required to enter Malaysia within 6 month after the issuance of the VAL. Upon arrival student will be given a social visit pass/special pass but its validity is limited to between 30 days. You are advised to enter Malaysia prior to your registration date, but not earlier than 7 days before the date.

1.5 In order to convert the social visit pass/special pass to student pass, you must register as UMT student as soon as possible. Once registered, UMT International Centre will proceed to the student visa application. It will takes around 3 or 4 weeks to get the student visa.

## **2. Medical Examination**

- 2.1 A medical examination is compulsory for all local and international students in Malaysia.
- 2.2 A medical checkup must be done at UMT Health Centre or our panel clinics in Kuala Terengganu by using a prescribed form on your offer letter. A report from other than our panels will not be considered.
- 2.4 University has the right to withdraw this offer or to terminate you from your studies if you are found to suffer from or to be a carrier of such diseases, or to suffer from a medical condition requiring continuous medical care that will adversely affect your study at UMT

## **3. Insurance**

- 3.1 In 2008, the Ministry of Higher Education (MOHE) has endorsed that all international students must have an insurance scheme. It is compulsory for all international students to have this insurance scheme.
- 3.2 This insurance package must be effective from the day of the students' registration (after the medical check-up conducted at our panel clinics is submitted to the International Centre).
- 3.3 MOHE has set a minimum premium of RM 300.00 per year. UMT will select the insurance company that is registered under the Ministry of Finance. Any other insurance companies, within or outside Malaysia, will not be accepted.
- 3.4 The schedule of benefits are as follows:-
  - a) Personal Accident and Death
  - b) Inpatient Services
  - c) Repatriation
- 3.5 Please note that insurance coverage does not include the medical checkup that students must undergo or any pre-existing illness.
- 3.6 If no illness is detected, students must pay their insurance premium as set by International Centre. Students must obtain payment form from International Centre and are required to pay at the Bursar Counter. Receipt issued at the counter must be handed over to International Centre right away to obtain clearance form.
- 3.7 After the clearance form is issue, students then can register at Postgraduate Management Centre for the Postgraduate Student / Academic Department for the Undergraduate Student.