



**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 G, Perdanasiswa Complex, University of Malaya** in **two (2)** copies. Application must be accompanied with copies of relevant certificates/transcripts and supporting documents (which mentioned in the checklist). Omissions and illegible applications will not be processed.

**SECTION A: APPLICANT'S PARTICULARS**

|                               |                                                    |                 |
|-------------------------------|----------------------------------------------------|-----------------|
| Full Name (in block letters): |                                                    |                 |
| Permanent Address:            |                                                    |                 |
| Mailing Address :             |                                                    |                 |
| Date of Birth:                | Gender: Male / Female<br>(circle where applicable) | Nationality:    |
| Tel. No.: (Home)<br>(Mobile)  | Fax No.:                                           | E-mail Address: |
| Passport No.:                 | Place of Issue:                                    |                 |
| Date of Issue:                | Date of Expiry:                                    |                 |

**SECTION 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<br>(please specify specialization, if any):                                 |              | Year of Study:  |
| Are you a recipient of any scholarships/loans?                                                                             |              | <b>Yes / No</b> |
| If yes, name the sponsor:                                                                                                  |              |                 |
| Does your University have an agreement signed with the University of Malaya?<br>(to be filled up by Programme Coordinator) |              | <b>Yes / No</b> |
| Year signed:                                                                                                               |              | Year renewed:   |

**SECTION C: COURSES APPLIED**

| No. | Faculty | Course Code | Course Title | Credit Hours |
|-----|---------|-------------|--------------|--------------|
| 1   |         |             |              |              |
| 2   |         |             |              |              |
| 3   |         |             |              |              |
| 4   |         |             |              |              |
| 5   |         |             |              |              |
| 6   |         |             |              |              |
| 7   |         |             |              |              |

|                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Research Topic (if applicable):                                                                                                                                                                |
| Period of study applied (month/year)<br>From: _____ To: _____                                                                                                                                  |
| Are you required by your home university to take the examinations at the host university for credit transfer.<br>(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)                                                                                               |

#### SECTION 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 **5 or more students**.
- Please email the flight details at least one week before your departure date to:  
[waiwai@um.edu.my](mailto:waiwai@um.edu.my) or [maszcan\\_87@um.edu.my](mailto:maszcan_87@um.edu.my)

#### SECTION E: ON-CAMPUS ACCOMMODATION

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

#### ACCOMMODATION INFORMATION

- Tun Ahmad Zaidi Residential College
- The offer for accommodation comes with basic facilities (Mattress, 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.

#### SECTION F: INSURANCE MATTERS

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

- Health
- Death
- Personal Accident
- Repatriation

#### SECTION G: PERSON TO CONTACT (IN CASE OF EMERGENCY)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax. No.: \_\_\_\_\_

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