

**Universiti Putra Malaysia (UPM)
Exchange Student Program**

Information Sheet

Name of Institution: Universiti Putra Malaysia (UPM), Malaysia	
Vice Chancellor	Prof. Datin Paduka Dr. Aini Ideris Vice Chancellor Office of the Vice Chancellor Administration Building, 4 th Floor Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel: +603 8946 6001 Fax: +603 8948 3244 E-mail: nc@upm.my
Deputy Vice Chancellor (Academic & International)	Prof. Datuk Dr. Mad Nasir Shamsudin Deputy Vice Chancellor (Academic & International) Office of the Deputy Vice Chancellor Administration Building, 4 th Floor Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel: +603 8946 6024 Fax: +603 8943 2516 E-mail: tnca@upm.my
Type of University	Public
Year Established	1931
Total of UPM Students	25,510

Exchange Student Program Contact Information

Office	Putra International Bangunan C11, Lorong Pongamia 1, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor Darul Ehsan, Malaysia
Contact Person	Assoc. Prof. Dr. Zelina Zaiton Ibrahim Director Putra International (International Centre), Universiti Putra Malaysia, 43400 UPM Serdang, Selangor Darul Ehsan, Malaysia Tel: +603 8946 8656 Email: dir.intl@upm.my / zelina@upm.edu.my
	Name: Mrs. Saliza Mustafa Position: Head of Division, Putra International (International Centre) Tel: +603 8946 6942 Email: saliza@upm.edu.my / head.intl@upm.my
	Name: Mrs. Nur Maisarah Roslan Position: Head of Mobility Section, Putra International (International Centre) Tel: +603 8946 7446 Email: nurmaisarah@upm.edu.my maisarahroslan.upm@gmail.com
	Name: Mrs. Nur Atiqah Mustaffa Kamal (Inbound) Position: Administrative Assistant, Putra International (International Centre) Tel: +603 8946 7446 Email: nur_atiqah@upm.edu.my
	Name: Ms. Suhana Johan (Outbound) Position: Administration Assistant, International Division Tel: +603 8946 7808 Email: hanajohan@upm.edu.my
Website	www.upm.edu.my www.intl.upm.edu.my www.akademik.upm.edu.my

Exchange-related Information

Semester in UPM	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
		September
Duration of Exchange	1 Semester	
Deadline for nomination(s) to reach our office	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
	30 April	30 September
Application Materials	Please refer to the following link. www.intl.upm.edu.my	
Language Requirement	English, Malay or others	
Supporting documents required for application	<ul style="list-style-type: none">• Completed Application Form• Completed Credit Transfer Form (if any)• Academic Transcript/Record• Copy of passport (all pages)• 4 recent passport sized picture (blue background only)	

Academic / Course-related Information

Person In-charge	Name: Mr. Idris Johari Position: Senior Assistant Registrar, Enrolment, Scheduling and Infrastructure Unit, Division of Admission & Academic Governance, UPM Tel: +603 8946 6057 Fax: +603 8942 6469 Email: idrisj@upm.edu.my	
Academic Calendar (2016/2017)	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
	September	February
Dateline Application Submission	30 April	30 September
Expected to receive offer letter (if approved)	30 May	30 October
Course Information	Yes, please refer to the following link. http://www.upm.edu.my/academic/ProgrammesCourses	
	Undergraduate – Related Faculty and Academic Division http://www.upm.edu.my/academic/Faculties http://www.akademik.upm.edu.my	
	Postgraduate – Related Faculty and School of Graduate Studies (SGS) http://www.sgs.upm.edu.my http://www.upm.edu.my	
Courses taught in English for exchange students	Most courses are taught in English for all local and international students.	
Class Timetable	Please refer to the following link. http://www.akademik.upm.edu.my/index_bi/scheduling-and-registration/lecture-timetable.html	
Course/Credit Requirement	Please refer to the following link. http://www.upm.edu.my/academic/ProgrammesCourses	
Restricted programs/courses for exchange students I.e. not open for exchange students	Yes, please refer to the following link. http://www.upm.edu.my/academic/ProgrammesCourses	
Cross-faculty Courses	Yes, only for minor / elective courses are offered for students.	
Courses of different levels E.g. Year 2 students taking Level 3 courses	Yes, depend on the agreement of the student's supervisor and faculty.	
Special language courses for exchange students prior to the exchange program stint	Yes, please refer to the following link. http://www.akademik.upm.edu.my/ http://www.fbmk.upm.edu.my http://www.calc.upm.edu.my http://www.els.edu.my	

Academic transcripts of exchange students	Yes, the academic transcript of exchange students will be sent to the students after the results are out upon request.
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Accommodation		
University-administered Accommodation	<p>On-campus Student College will be reserved for mobility students based on first come first serve basis.</p> <p>Please refer to: http://www.upm.edu.my/Campus_Life/accommodation</p> <p><i>*Information will be given upon receiving Offer Letter</i></p>	
Person In-charge	<p>On Campus Colleges Name: Mrs. Salmah Mohd Nor Position: Head of Students Accommodation Section, Student Affairs Division Tel: +603 8947 1325 Fax: - Email: salmahnor@putra.upm.edu.my</p>	
Application Deadline	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
	30 April	30 September
Application Procedure	Application for accommodation will be done by Mrs. Nur Atiqah Mustaffa Kamal	
Private Accommodation?	Please refer to www.intl.upm.edu.my	

Visa Requirement

Professional Pass Approval Letter Application Procedure

You are required to apply for Professional Pass Approval Letter (PPAL) from the Immigration Department in Malaysia before coming to Malaysia. Kindly find attached the required documents to be sent to Putra International, UPM for PPAL application which to be submitted (via courier) three (3) months before coming to Malaysia. Please be informed that Immigration Department in Malaysia will take approximately two (2) months to issue the PPAL. After receiving the PPAL, you are required to apply for a Single Entry Visa/Pass from the Malaysian Embassy/High Commission in your country before coming to Malaysia. Kindly present the approval letter to support your visa application to the Malaysian Embassy/High Commission in your country. The required documents for PPAL are as below:

- 1) Original Offer Letter from UPM
- 2) Original Offer Letter from Home University. The following information should be mentioned on the Offer Letter:
 - Date of Exchange Programme (start & end)
 - Place of Exchange Programme at Universiti Putra Malaysia
- 3) Curriculum Vitae (CV) / Resume
- 4) Copy of Passport (all pages including empty page)
- 5) 2 recent photographs (standard passport size and blue background only)
- 6) Bank Guarantee fee payment (MYR200) – student from China only
- 7) Proof of Professional Pass Approval Letter application fee payment (MYR270)

The above documents must be sent via courier to the below address:

**Mrs. Nur Maisarah Roslan
Putra International
Bangunan C11, Lorong Pongamia 1
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan
Malaysia**

Upon arrival, please submit your passport and make payment to International Centre, UPM in order to get your Professional Pass from Immigration Department. Professional Pass fee ranges are different for each country.

Dateline Application Submission for PPAL

30 April

30 September

Work during exchange

On campus

Exchange students are not allowed to work as front liners

Off campus

Exchange students are not allowed to work as front liners

Health & Medical Insurance

<p>Medical Insurance Plan (for exchange program with the duration of 6 months and more only)</p>	<p>Yes, it is a compulsory for exchange students to purchase a medical insurance plan (6 months and more). The insurance details are:-</p> <ol style="list-style-type: none"> 1. Hospitalization at private hospital 2. Personal accident 3. Repatriation <p>For the stay of less than 6 months, it is a compulsory for them to purchase a medical insurance from home country which should include the following details at any country in the world:-</p> <ol style="list-style-type: none"> 1. Hospitalization at private hospital 2. Personal accident 3. Repatriation <p>UPM Health Centre will only cover normal illnesses such as fever, flu and cough with basic medication or treatment.</p>
<p>Health/medical Examination</p>	<p>It is a compulsory for students to have their health/medical examination done at home clinic or government hospital (own country). Please get the assigned doctor to fill up all the forms (attached) and do all the necessary check-up on you. Please make sure all the forms are completely filled, along with the original copy of all the medical reports signed and stamped or endorsed by the doctor too. Everything has to be brought to UPM and get it endorsed at our University Health Centre for the approval of your health report.</p> <p>This is to ensure that the student is fit to go under the Exchange Student Program at UPM.</p> <p>Please refer to the front page of UPM Medical Check-up Form for check-up instruction. For your information, medical check-up report will only valid for 2 months from the date of the check-up.</p> <p><i>*Information will be given upon receiving Offer Letter</i></p>

Services for Exchange Students

Recommended arrival date	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
		2 weeks before September
Airport pick-up service	Putra International does provide airport pick-up service. Airport Pickup Form will be given upon request. Airport pickup is only available for 2 weeks before the semester start.	
Cost of orientation program	Please refer Estimated Expenses Section	
Orientation Program	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
	September	February

Estimated Expenses per Semester

Non – Recurring Fee (Paid only once)	Tuition fee	MYR550 – MYR850
	Registration	MYR85
	Library	MYR50
	Health	MYR20
	Bus Ticket	MYR15 / month
	Service fee	MYR243.50
University-administered Accommodation	<u>Hall lodging fees</u>	<u>Compulsory hall meal charges (if any)</u>
	Ranging from MYR270 to MYR540 (Dormitory – sharing/single basis)	Nil
Private Accommodation (off campus)	MYR1000 – MYR3000	
Food/Meals	MYR960	
Personal expenses (e.g. laundry, sundries, local transportation, etc)	From MYR600 to MYR700	
Academic Expenses (e.g. books)	MYR200	

Uniform for Students

During Class Session	<ul style="list-style-type: none"> • All students are required to wear an appropriate and decent clothes during class session • Shorts, miniskirts, sleeveless top, tight clothes and flip flop are NOT allowed
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