



**MONASH** University

# **International Students' Information Booklet**

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# BEFORE LEAVING HOME

## Pre-departure Checklist

- It is strongly advised that you are to send us the following (if you have not done so) when you accept the offer:
  - Student Acceptance Form
  - Payment for your general fees (or receipts of any payments you have made, if any)
  - Payment of your Hospitalization & Surgical Insurance premium (not required if you can show proof that you are covered for Hospitalization & Surgery while you are in Malaysia). For further details, please refer to Insurance Coverage (page 4).
  - THREE** full and clear copies of **ALL** pages of your passport(s) only on A4 size paper including the blank pages (scanned copies are not acceptable) **NOTE:** Please make sure that your passport expiry is valid for at least **ONE YEAR** prior to submitting these copies. If it is not, please ensure that is extended or that you have a new passport to submit when required immediately after making your application.
  - SIX** passport size colour photographs (3.5cm x 5cm- Head Size: 2.5cm x 3cm) with plain background. **NOTE:** Please write down your name, passport no. and the university name on the reverse side of the photographs
  - Letter of scholarship award (where appropriate)
  - Completed Health Check Examination form (please refer to [http://www.monash.edu.my/Student-services/Health%20Check%20Examination\\_MoHE.pdf](http://www.monash.edu.my/Student-services/Health%20Check%20Examination_MoHE.pdf) )- Please take note that effective 1 December 2008, International Students are required to undergo mandatory health examination as a condition to apply for student pass and to study in Malaysia, as directed by Immigration Department of Malaysia and Malaysian Ministry of Higher Education.
- If you have studied in Malaysia before, please provide us with the following documents **IMMEDIATELY** (acceptance of the documents according to your offer lapse date only):
  - The original release letter signed by Chief Executive Officer from last institution of study, or an original letter certifying you as a student of your last institution and the course in which you were enrolled
  - A certified true copy of your academic transcripts with information on the grading system from your last institution of study (E.g. A = 85% -100%, etc)
  - A certified true copy of attendance report and a certified true copy of your certificate of completion from your last institution of study
  - A copy of passport (information pages only) on A4 size paper (2 pages in a page with NO enlargement)
  - A copy of the highest academic qualification (i.e. transcript/ results/certificate(s)) from home country
  - If you have held a student pass from your last institution, please refer to your previous institution guidelines on student pass cancellation.
  - Completed Health Check Examination form (please refer to [http://www.monash.edu.my/Student-services/Health%20Check%20Examination\\_MoHE.pdf](http://www.monash.edu.my/Student-services/Health%20Check%20Examination_MoHE.pdf) ) – Please take note that effective 1 December 2008, International Students are required to undergo mandatory health examination as a condition to apply for student pass and to study in Malaysia, as directed by Immigration Department of Malaysia and Malaysian Ministry of Higher Education.
  - Any other relevant supporting documents
- Booking of hostel accommodation- At the same time you accept the offer, it is strongly advised that you **make an early booking for Accommodation**, at least 3 months before the course intake. Accommodation is offered on a first-come-first serve basis, and is available via Managed accommodation <http://www.monash.edu.my/hr/Accommodation/index.htm> or private accommodation

<http://www.monash.edu.my/hr/Accommodation/acc-offcampus.htm> Please refer to the respective websites for more information.

- Airport Pickup form filled up and emailed to [issu@monash.edu.my](mailto:issu@monash.edu.my) or faxed to Monash University.
- Completed filling up Hospitalization and Surgical Insurance – Student Details form or bring supporting documents
- Start a file of important documents:
  - Offer letter from Monash University
  - Certified copies of your academic transcripts and certificates (must be in English)
  - Photocopies of your full course outlines that you have completed or have previously undertaken tertiary studies
  - Copies of medical checkup forms
  - Other formal identification (driving license, certified copy of birth certificate and/or citizenship certificate, identification card, etc)  
**NOTE:** All these items should be kept in a different bag from where you keep the originals and should preferably be certified by a Public Commissioner for Oaths.

## Student Visas

1. All international students are required to hold **valid student pass or special pass** during their stay here in Malaysia. The International Student Services Unit (ISSU) will make the initial application to the Malaysian Immigration Department once the student has been offered admission into Monash University (hereinafter referred to as Monash or the University) and has **accepted the offer**. Therefore, it is critical that you accept the offer promptly.
2. Please make sure that you have **received the Approval Letter with proper visa documentation before coming to Malaysia**. Please note that Monash University adheres strictly to the rules and regulations as set forth by the Immigration Department of Malaysia.
3. Check with your local immigration authorities or embassy whether you need an **exit visa** when you receive the Approval Letter, before you purchase your flight ticket. If you do, proceed to the local Malaysian diplomatic mission (i.e. the Malaysian High Commission, Consulate, or Embassy) and show them the University's Offer Letter and the Approval Letter to obtain your **single-entry visa**.
4. For those who do not require a visa to enter Malaysia, you can inform us of your arrival details as soon as you get the Approval Letter. (Please see **Appendix VI** and **UPON ARRIVAL** for further details).
5. Please take note that effective 1 December 2008, International Students are required to undergo mandatory health examination as a condition to apply for student pass and to study in Malaysia, as directed by Immigration of Malaysia Department and Malaysian Ministry of Higher Education.

# Accommodation

1. At the same time you accept the offer, it is strongly advised that you **make an early booking for Accommodation**, at least 3 months before the course intake. Accommodation is offered on a first-come-first serve basis, and is available via <http://www.monash.edu.my/hr/Accommodation/index.htm> or private accommodation <http://www.monash.edu.my/hr/Accommodation/acc-offcampus.htm>. Please refer to the respective web links and early booking is recommended.

# Airport Pickup

1. Once we have received all the necessary documents and payments of your initial fee, we will submit an application on your behalf to the Immigration of Malaysia for you to study in Malaysia. The release of your student pass approval is at the discretion of Immigration of Malaysia. When the application is approved, we will send you the **Approval Letter** and an **Airport Pickup Form**.
2. Please inform the University of your arrival date **at least 7 working days in advance**. A complimentary airport pickup service is available for new Monash international students who have obtained a student pass. The airport pickup service is only intended for students. Parents or accompanying guardians must make their own transport arrangements. Please complete the Airport Pickup Form clearly and email to [issu@monash.edu.my](mailto:issu@monash.edu.my) or fax it to **603-5514 6037**. This Airport Pickup Form is usually sent to you together with a copy of the Approval Letter. Reconfirm your arrival details with ISSU by e-mail, telephone or fax before your departure from your home country. Make sure you read and understand the rules and regulations stated in the Airport Pickup Form completely. Please ensure that you receive an acknowledgement when you submit your airport pickup form to ISSU.
3. It is advisable for you to arrive before the orientation week. **Orientation week is important** because you can:
  - a) ensure that your enrolment details are correct for your chosen course of study
  - b) learn more about the course structure and meet staff from your School as well as other sections of the University
  - c) find out the services and facilities available on this campus
  - d) meet your new course-mates just before starting your course
4. You are required to report to ISSU on the next working day with your course enrolment form. After your course enrolment form has been stamped by ISSU, you may proceed to the respective school for official enrolment.
5. Airport pickup is not guaranteed on public holidays and eve of public holidays (please see **APPENDIX VIII** for the public holiday calendar). The university is closed on all the public holidays and holidays are subject to change. If for some reason you are **unable to arrive on time** for the orientation program or Monash University, Sunway campus

before the commencement of the semester, you **MUST** notify ISSU of your intended late arrival date. This notification can be done via e-mail to [issu@monash.edu.my](mailto:issu@monash.edu.my). You may need to seek approval from your School for late enrolment and/or late commencement of your course. **Please note that your School reserves the right not to approve late commencement/enrolment, and you may need to defer your course to the following semester.**

6. Once you have **confirmed your arrival**, pack your things in such a way that you have at least RM500 or USD200, your passport and your Approval Letter in a safe place immediately close to you. Also keep close to you this information booklet, the details of Monash University and the Monash Hotline phone number, which is **019-2725859**.
7. On the plane, wear comfortable clothes and shoes. All of your luggage should be **locked and labeled** with your full name and the full address of your destination. You are strongly advised to put this information in your luggage as well, in case the labels become torn or your luggage is mislaid.

## Insurance Coverage

1. In compliance with the Education Ministry's Code of Ethics, the University has made it compulsory for all international students to be covered for hospitalization & surgical insurance.
2. You **MUST** complete the Hospitalization and Surgical Insurance Form, included in your offer package, and pay the amount quoted in your Offer Letter when making your acceptance.
3. For students who already have prior hospitalization & surgical insurance coverage arranged for them while in Malaysia are **NOT** required to participate in this scheme if you can show proof of coverage. This proof of coverage must explicitly state that you are covered for hospitalization and surgery insurance while in Malaysia/worldwide for the duration of your study. You will also need to attach:
  - a) a photocopy of your Insurance Card/Cover Note
  - b) a brief note from the insurance company/your parent/your guardian stating that you are covered for hospitalization and/or surgery while in Malaysia.

**NOTE:** *If you purchased this coverage from another private educational institution in Malaysia, it is **NOT VALID** when you study in Monash.*
4. The coverage and benefits of the insurance scheme will be given together with the Medical Insurance Card to you from Finance Counter once it is available.

**Note: It is the responsibility of the student to ensure that their coverage is renewed before it expires annually.**
5. If you are currently suffering from an illness, it is advisable to bring any necessary **medication**, and **all documentation and written medical advice** relating to the condition. This is especially important if the medication you have to take is a restricted drug in Malaysia. Also, it might be wise to have a full-medical and dental check-up before you come to Malaysia. Please also refer to the medical insurance coverage information sheet for further information on the Hospitalization and Surgical plan once you collect the Medical Insurance Card from the Finance Counter.

6. As an international student, it may be difficult to contact your parents or guardian immediately when urgent medical attention is required for you and authorization is required before a doctor can proceed with a particular procedure. As such, the University needs to be authorized by your parents or guardian to sign on their behalf. This is because in certain cases, only authorized persons apart from parents or guardians may sign for emergencies at hospitals and medical centers. Please ask your parent or guardian to complete the Authorization Form (also attached in the Offer Package) and return it with your Acceptance Form. You may complete the form yourself if you are above 18 years of age.
7. Should you require to be **hospitalized** at any point during your period of study in Monash University, Kindly contact **AIG Assistance Centre (24-Hour Emergency Service Telephone No. Malaysia) 03-2772 5611** or Monash hotline at **019-2725859** at the point of admission to the hospital. Alternatively, kindly contact ISSU at Student Community Services at **03-5514 6000 (ext. 46017/ 46019/ 46059)**
8. You are advised to have the **AIG Assistance Centre (24-Hour Emergency Service Telephone No. Malaysia) 03-2772 5611** on your person at all times. They will accept reverse charges calls 24 hours a day.
9. You also need to check with the Malaysian diplomatic mission if you need to get a medical check-up. Students from **Yellow Fever Endemic Zones** such as Africa and South America in particular are reminded to ensure that they are vaccinated before coming to Malaysia. A Yellow Fever **Vaccination Certificate**, valid only if the vaccine is approved by the World Health Organization (WHO) and administered at an approved **Yellow Fever Vaccinating Centre** is required from those who come from these zones. Those from these zones who come to Malaysia without a valid Yellow Fever Vaccination Certificate will be quarantined upon arrival. The certificate is valid for ten years, beginning 10 days after the date of vaccination.

# What to Bring

1. A credit card will be useful. Money should be brought into Malaysia in either bank drafts or in **Travellers Cheques**. Make sure your bank drafts can cover at least the first three month's expenses, but be reminded that your bank drafts can take up to a month to clear. Therefore, it is advisable for you to bring enough cash and Travellers Cheques to cover your first month, including establishment and accommodation costs, as well as purchase of books.
2. Bring along three photocopies of your full course outlines if you have completed or have previously undertaken tertiary studies and your academic qualifications (must be in English).
3. Also bring other **formal identification** (e.g. driving license, certified copy of your birth certificate and/or citizenship certificate, your country's ID card, etc), your visa details (where applicable) and records of your Travellers Cheques and/or bank drafts. All these documents should be kept in a different bag from where you keep the originals, and should preferably be certified by a Public Commissioner for Oaths.
4. On your person, it would be wise to carry your passport, some money, your student pass Approval Letter and your Offer Letter.
5. It is also advisable for you to make a **file** of your Monash documents such as your offer letters, acceptance form and receipts (for your tuition fees, student pass, etc).
6. Malaysia has a **tropical climate** that is usually hot and humid. It rains off and on throughout the year, but more between October – February. Therefore, it is advisable to bring mostly **light clothing**, a raincoat and umbrella as well as comfortable footwear. Do bring a windbreaker or sweater as an extra precaution as sometimes it can get cold during the rainy season.
7. If you are currently having bad eye sight, bring a spare pair of spectacle or contact lenses and a current optical prescription.
8. If you want to be hygienic, it is advisable that you bring your own bed sheets, blankets, pillow cases and a small sewing kit as well.
9. Also bring your daily necessities such as toiletries and bath towel together with a set of clean clothes in your hand luggage just in case your checked-in luggage is misdirected.
10. For sports, you might want to bring your own racquets or sports equipment, but be careful so that it does not create unnecessary excess baggage. Please confirm baggage allowances with your aircraft carrier. It is suggested that you use a suitcase with wheels to ease your movements while traveling. As excess baggage charges are high, it is advisable that the not-so-essential items are sent by airfreight, unaccompanied baggage or surface post. When packing, also bear in mind the length of your stay.

11. Electrical appliances are easily and economically available in Malaysia, but if you bring your own, beware of excess baggage charges at the airport and customs regulations. Ensure that all your plug-in appliances operate on 240 volts, and fit your appliances with Malaysian style plugs (you can buy these later). Make sure you put batteries in your checked-in luggage and not your hand luggage if you bring some.
12. Other necessities that a student requires are available in Malaysia at reasonable prices.
13. **DO NOT** bring anything into the country that may be against the law, especially illegal drugs and firearms, both of which are punishable offenses by **death** if convicted. Common sense will tell you what other items that can or cannot be brought into the country. If you are still unsure, please contact your local Malaysian diplomatic mission (i.e. the Malaysian High Commission, Consulate, or Embassy) for more information. *Appendix III* has a reference of dutiable, non-dutiable and restricted items brought into the count
14. Please activate the roaming service on your mobile phone for at least one month prior and one month after your arrival in Malaysia so that are you able to contact the University, your family upon your arrival or contact the University staff during airport pick up at the arrival airport.

# LIVING IN MALAYSIA

1. You may visit the local Malaysian diplomatic mission to look up for useful references or books on Malaysia as a rough guide on how to adapt to living in Malaysia if you have never been here. You can also surf the following web sites:
  - a) [http://www.lonelyplanet.com/destinations/south\\_east\\_asia/kuala\\_lumpur/get.htm](http://www.lonelyplanet.com/destinations/south_east_asia/kuala_lumpur/get.htm)
  - b) <http://www.worldtravelguide.net/data/mys/mys.asp>
2. Malaysia is a predominantly Muslim country. Therefore, it will not be difficult to meet the needs of Muslim students. Most eating places serve Halal food and there are many organizations that provide support for Muslims. As for non-Muslims, non-halal food are also available at Chinese eating places and supermarkets such as *Giant* at *Sunway Pyramid Shopping Complex*, located about 15 – 20 minutes walk from the campus. Being a multicultural nation, there is a **wide variety of food** available nearby the campus and at Sunway Metro (look at the map of Bandar Sunway in **Appendix V**). If you have any further questions on food, the best people to ask from would be your 'buddies' during the orientation week or you can also opt to ask staff at the University.
3. **Traveling** by taxi is not unusual among students as it is a convenient means of transportation. If traveling by taxi, always insist on the use of the meter as it is compulsory by law for all taxis to do so. And if you are traveling out of Bandar Sunway or Subang Jaya, it might be advisable to find out the bus routes and/or the LRT/KTM schedules. Phone numbers for these transportation services and other important organizations are available at <http://www.mycen.com.my/phone.html>. One of the places that you might want to check out first would be the **Sunway Metro** area, which is 15 minutes walk from the campus. There are *7-Eleven* (24 hours convenience store), fast food outlets, banks, mobile phone shops, pharmacies, clinics, etc.
4. A mobile phone might be useful for your use while in Malaysia. Deposits for a fixed line phone can be expensive for international students, and students who stay at the Hostels cannot apply for one. However, second-hand mobile phone prices and pre-paid packages are reasonably cheap in Malaysia, so you might not want to get one until you arrive in Malaysia.
5. Please see **Appendix IV** for a sample estimate of expenses for accommodation and living costs for international students in the first year of study.

# UPON ARRIVAL

## Instructions for Airport Arrival

1. Please make sure to look at *Appendix VI (Procedure 2)* to know where to meet the Monash University representative.
2. Just before you land, place your **student pass Approval Letter** and **Monash University Offer Letter** together with your **passport** as you will need to show them to the immigration officer. A Monash University representative will be waiting for you, according to the flight details you specify on your airport pickup form. (Please make sure to refer *Appendix VI (Procedure 1)* to know where to meet the Monash University representative.) If you need to change your Travellers Cheques, inform the Monash University representative at this point in time so that he/she can take you to the most convenient place for you to do so. Remember banks close on weekends, so if you need Malaysian currency, change your Travellers Cheques at the airport.
3. Depending on the specifications of your request on the airport pickup form, after being cleared through immigration you will be brought to the Sunway Hostel Management. If you have decided to be picked up at the airport by a family friend or relative, the Monash University representative will bring you to the waiting area to meet them.

## Student Pass Endorsement

1. You **MUST** submit your passport and pay for the Student Pass Endorsement & Visa Levy (RM60 + Current Visa Rate [please refer to the amount relevant to your country in *Appendix I* – the conversion rate is USD \$1.00 = RM 3.50, subject to change]) to ISSU. Either way, make sure you submit your passport within **FOUR DAYS** of your arrival. Please note that all international students, regardless country, are required to submit their passports for endorsement and the process can take up to TWO months. You will be given a temporary receipt/acknowledgement when you do so. Make sure you read the contents of the receipt/acknowledgement carefully and **DO NOT** lose it. **STUDENTS OVERSTAYING WITHOUT THE PROPER PASS OR VISA WILL BE SUBJECTED TO STIFF PENALTIES AND POSSIBLE JAIL TERMS OR DEPORTATION BY THE MALAYSIAN IMMIGRATION DEPARTMENT.** Please see *Appendix VI* for more information.
2. Please check with ISSU on the estimated time frame for you to collect your passport and please bring the receipt issued to you upon passport collection.
3. The International Student Services Unit (ISSU) is located at the Student Community Services, on the 2<sup>nd</sup> floor Block 2 of the University building. If you are unsure of its exact location, please check at the reception for directions.

## Opening Bank Account

1. Before submitting your passport for Student Pass Endorsement, you should open a bank account to ease any financial transactions made with banks in your home country with regards to your fees, rental and living expenses.
2. To open a bank account, you need an 'Open Bank Account' short letter issued by ISSU, passport and a minimum of RM250 – RM300.
3. Please check out the following websites for information on individual banks:

Maybank	<a href="http://www.maybank2u.com.my">http://www.maybank2u.com.my</a>
CIMB Bank	<a href="http://www.cimbbank.com.my">http://www.cimbbank.com.my</a>
Public Bank	<a href="http://www.publicbank.com.my">http://www.publicbank.com.my</a>
Standard Chartered Bank	<a href="http://www.standardchartered.com.my">http://www.standardchartered.com.my</a>
HSBC Bank	<a href="http://www.hsbc.com.my">http://www.hsbc.com.my</a>

## Life at Monash

1. When in a new culture, it is a good habit to **observe** the habits and customs of other people for they may express their feelings and behave differently from people of your own culture. At the University, you will have many opportunities to develop new friendships and to become involved in social activities or participate in sporting activities through the many clubs and societies on campus. During this time, you will also develop a greater understanding of yourself and of other people. It is also important to have confidence in your own traditional values, so do not be afraid to stand by them. In the process, you must try not to impose your values and principles on others. Make sure you mix with everyone and not just people of your own country, otherwise you will not be able to get the full experiences an international university education can give you.
2. Transition involves adjusting to new teaching styles, new requirements, new expectations and for many international students, adjusting to classes and lectures conducted entirely in English. The University has initiated a Cultural Adaptation Program to help new students make these adjustments. This program works alongside orientation activities, and looks at the whole of the first-year experience at Monash University. However, we do not believe that there is one 'template' for transition, or one way of successfully adjusting to university life; the experience of adjustment is an educational experience in itself. So enjoy your university experience as best as you can.

# Immigration Requirements

The following conditions apply towards your Student Pass. You **MUST**:

- a. satisfy course requirements by attending **at least 80 percent** of all your scheduled classes and achieve satisfactory academic performance; failure to do so can result in you losing your student pass status.
- b. be responsible in taking note of **expiry dates** of any kind; passport expiry, student pass expiry etc. Please ensure that applications for extensions of your student pass must also be submitted **ONE month** in advance. You **must extend your student pass** through ISSU by making sure all your fees are up to date and paying a processing fee. Always check with the ISSU notice board for further instructions.
- c. advise by Malaysian Immigration Department through ISSU when you **change your address, contact details, travel** within Malaysia, or if you wish to **change your pass status** or **withdraw** from the course.
- d. have **sufficient funds** to cover your tuition fees and expenses while in Malaysia.

## **Visa**

Foreign nationals who require a Visa to enter Malaysia must apply and obtain a Visa in advance at Malaysian Representative Office before entering the country.

A visa is an endorsement in a passport or other recognized travel document of foreigner indicating that the holder has applied for permission to enter Malaysia and that permission has been granted. Foreign nationals who require a Visa to enter Malaysia must apply and obtain a Visa in advance at any Malaysian Representative Office abroad before entering the country. Visa which has been granted is not absolute guarantee that the holder will be allowed to enter Malaysia. The final decision lies with the Immigration Officer at the entry point.

## ***Internship for International Students***

Please note that the Malaysian government regulations dictate that International Students can undertake internship in Malaysia only if it is part of their course requirement. You may check with ISSU if you need further clarification.

All international students with valid student pass are allowed to apply for part-time employment whilst studying in a private or public university/ college in Malaysia. Strict guideline be given and please refer to Appendix VII for the **Guidelines on Employment for International Students**.

## APPENDIX I

### Visa Rates

Students from countries that require a visa to come to or stay in Malaysia are required to pay the necessary visa charges together with any other immigration charges by the Malaysian Immigration Department. Student Pass (RM60) is applicable for all students to endorse their student pass upon arriving in Malaysia.

Below are the visa rates for international students from countries that **require** a visa when they come to or stay in Malaysia:

VISA RATES			
COUNTRY	RM	COUNTRY	RM
Argentina	20.15	Korea	30.00
Bolivia	11.00	Liberia	13.00
Brazil	17.00	Mexico	17.50
Bulgaria	21.90	Myanmar	19.50
Bhutan	20.00	Nepal	20.00
Bangladesh	20.00	Panama	14.50
Chile	24.50	Peru	20.00
China (PRC)	30.00	Philippines	36.00
Costa Rica	9.00	Pakistan	20.00
Czechoslovakia	19.30	Poland	26.20
Denmark	6.00	Portugal	6.50
Dominaca Republic	12.90	Saudi Arabia	17.20
Ecuador	7.00	Spain	11.60
Finland	7.00	Sri Lanka	15.00
France	12.90	Sudan	12.90
Haiti	16.00	Thailand	GRATIS
Hungary	21.45	USA	6.00
India	50.00	Uruguay	13.50
Indonesia	15.00	Venezuela	18.00
Israel	9.70	Vietnam	13.00
Italy	19.50	Others	20.00

GRATIS means that a visa is required but there is no charge for it.

\* All rates are subject to change based on Malaysian Immigration Department's discretion

## APPENDIX II

### *Restricted Countries*

Student from the following countries are considered **'RESTRICTED'** and **MUST** obtain the visit visa/Student Pass Approval letter before coming to Malaysia to study:

- 1) AFGHANISTAN
- 2) BANGLADESH
- 3) BHUTAN
- 4) INDIA
- 5) MYANMAR
- 6) NEPAL
- 7) PAKISTAN
- 8) PEOPLE'S REPUBLIC OF CHINA
- 9) SRI LANKA
- 10) TAIWAN (REPUBLIC OF CHINA)
- 11) VIETNAM
- 12) ALL AFRICAN NATIONS EXCEPT SOUTH AFRICA.

HOLDERS OF CERTIFICATE OF IDENTITY, LAISSER PASSER AND TITRE DE VOYAGE FROM ANY COUNTRY ALSO COME UNDER THIS CATEGORY.

**STUDENTS FROM ISRAEL AND YUGOSLAVIA NEED TO APPLY FOR SPECIAL APPROVAL FROM THE MALAYSIAN HOME AFFAIRS MINISTRY BEFORE THEIR APPLICATION TO STUDY IN MALAYSIA CAN BE CONSIDERED.**

## APPENDIX III

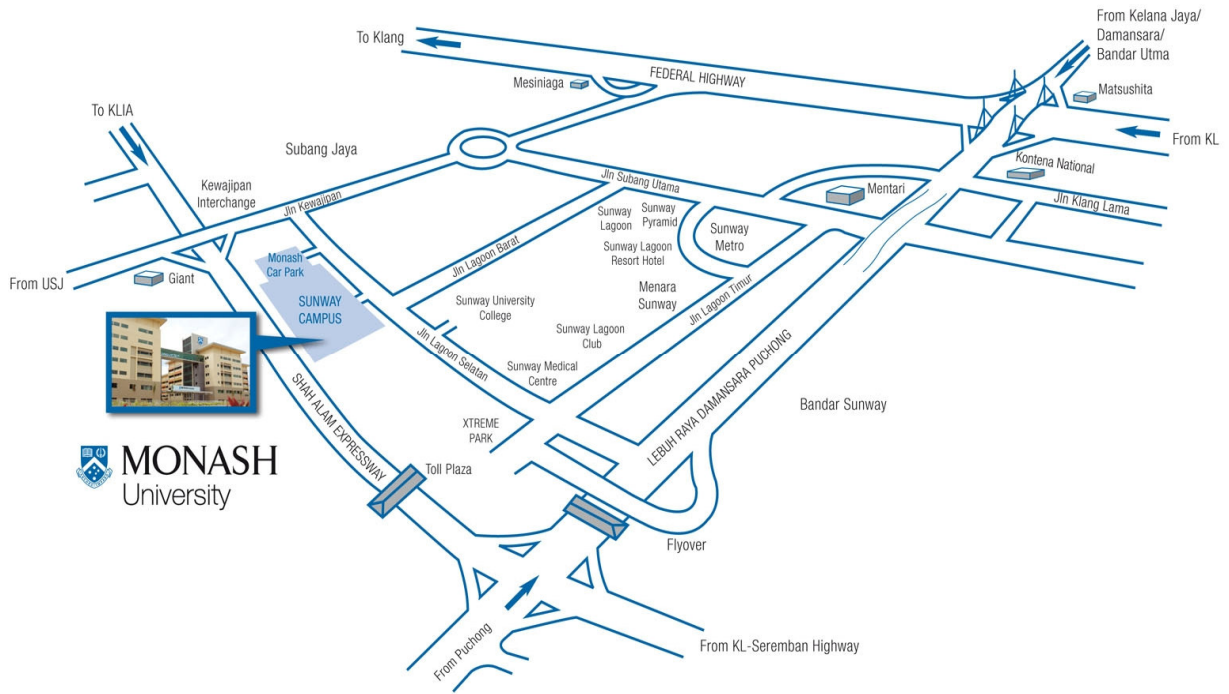
### SAMPLE ESTIMATE OF EXPENSES FOR ACCOMMODATION & LIVING COSTS FOR INTERNATIONAL STUDENTS IN THE FIRST YEAR OF STUDY

The following is an estimate of expenses (excluding tuition fee) an international student may need to incur in Malaysia for the year of 2009. Costs may vary according to lifestyles and preferences.

LIST OF EXPENSES	AMOUNT (RM)
General Fees for International Students:	[Total: RM 2,800]
- Application fee (once only)	RM 100
- Registration fee (once only)	
- General amenities @ RM 100 per semester	RM 200
- International security fee (once only)	RM 200
- International administrative fee @ RM 500 per semester	RM 1,000
- Hospitalisation & Surgical Insurance @ RM 150 per semester	RM 1,000
	RM 300
Immigration charges:	
Student pass charges per year (RM 60) + visa rates (RM 30) <i>Note: Visa rates used in the example is only applicable for international students from the People's Republic of China. Please refer to Appendix I for further details.</i>	
	RM 90
Hostel Rental per annum: <i>(Depends on the type of room.</i>  <i>This example uses a twin sharing air-con room at the Condo)</i>	
- Deposit (per length of stay)	RM 1,700
- Rental (per annum) @ RM 2,600 per term (4 months)	RM 10,400
Books, Materials and Equipment for Study	RM 1,500
Food & necessities @ RM 700 per month	RM 8,400
Miscellaneous (e.g. Haircuts, Travel, etc.) @ RM 300 per month	RM 3,600
Other Possible Costs (e.g. Medical costs, etc)	RM 2,000
<b>TOTAL COST</b>	<b>RM 30, 490</b>
<b>APPROX. USD\$ 1 = RM 3.50*</b>	<b>USD\$ 8,720</b>

\* subject to change according to foreign exchange rate

# Map of Bandar Sunway



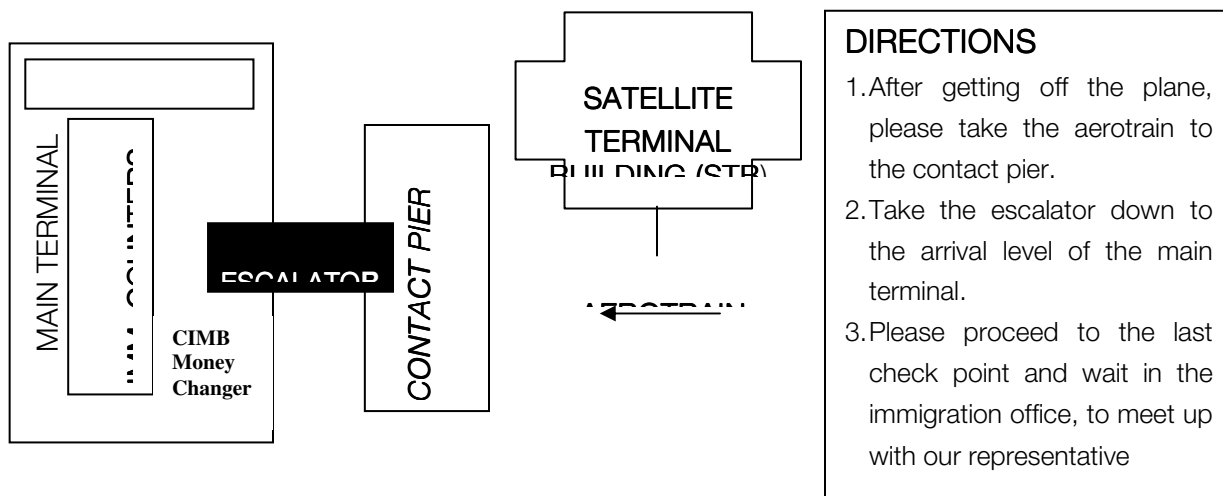
## APPENDIX V

When you have received your **Approval Letter**, please fill up the **Airport Pickup Form** (to inform us of your arrival as it is necessary for us to clear you from immigration) and email us at [issu@monash.edu.my](mailto:issu@monash.edu.my) or send it by fax to (603) 5514 6037.

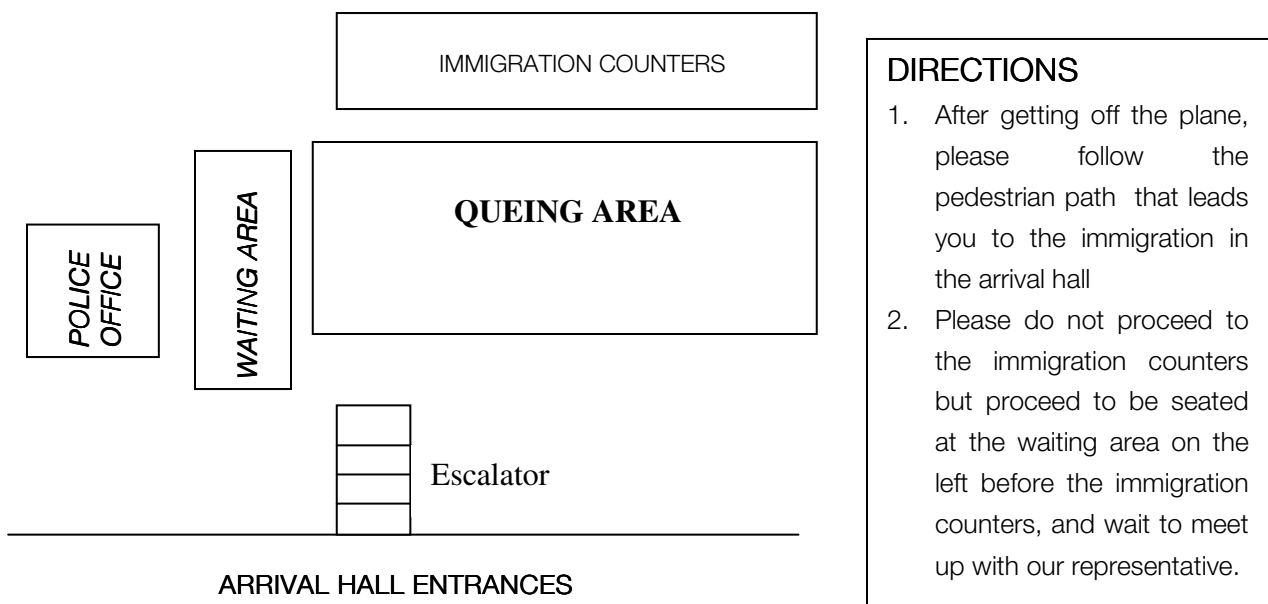
### **PROCEDURES FOR AIRPORT ARRIVAL FOR STUDENTS BASED ON**

### **ROUGH FLOOR PLAN OF KUALA LUMPUR INTERNATIONAL AIRPORT (KLIA) AND LOW COST CARRIER TERMINAL (LCCT)**

#### **1. STUDENTS WITH APPROVED STUDENT PASSES ARRIVING IN KLIA**



#### **2. STUDENTS WITH APPROVED STUDENT PASSES ARRIVING IN LCCT**



**APPENDIX VI**

**FEES, CHARGES AND PENALTIES PAID TO THE MALAYSIAN IMMIGRATION DEPARTMENT (AT THE INTERNATIONAL STUDENT SERVICES UNIT)**

ITEM	FREQUENCY	RM
Student Passes (All countries)	Each time	60/-
Single Entry Visa (SEV) and Journey Performed Visa (JP) for students who come from countries listed in Appendix 1	As per entry	Please refer to Appendix 1
Multiple Entry Visa (MEV) for students who come from countries listed in Appendix 1	Annual	Please refer to Appendix 1
<b>Transfer of Endorsement</b>		
Student Passes	-	No Charges
Visas (if Passport issued in Malaysia) (SEV/MEV)	Each time	Please refer to Appendix 1
Visas (if Passport issued outside of Malaysia). <b>If students come to Malaysia without a visa, the charge is [JP + (SEV/MEV)]</b>	Each time	Please refer to Appendix 1
<b>Special Pass</b>		
Extension of Social/Business Passes	Each time	100/-
Extension of Student/Special Passes	Each time	100/-
Please note that Special Passes can be issued only twice. After the second time, the student will be expected to leave the country or should have completed the necessary process. Exceptions are made only for valid reasons (medical, passport at embassy, etc.). Students from restricted countries are NOT allowed to convert social/business passes to student/ passes. Only students transferring from other educational institutions are allowed to do so.		
<b>Shortening of Student Passes</b>		
Graduating / Transferring either to Monash Australia or other Overseas Institution	Once only (Final)	No Charges
Transferring to other Institutions within Malaysia / Other Reasons for Discontinuation	Once Only (Final)	100/-
<b>Compound Fines</b>		
Not having a valid pass for stay in Malaysia	<ul style="list-style-type: none"> <li>▪ A fine not exceeding RM10,000 or imprisonment not exceeding 5 years or both</li> <li>▪ A compound of RM3,000, and/or deportation</li> </ul>	
Overstaying in Malaysia after the expiry date of valid pass	<ul style="list-style-type: none"> <li>▪ A fine not exceeding RM10,000 or imprisonment not exceeding 5 years or both</li> <li>▪ A compound of RM3,000, and/or deportation</li> </ul>	

\* All rates are subject to change based on Malaysian Immigration Department's discretion

# APPENDIX VII

## *Guidelines on Employment for International Students*

Effective 15 February 2005, all international students with valid student pass are allowed to apply for part-time employment whilst studying in a private university/ college in Malaysia.

### 1. Time of Employment

International students can only work during:

- a.) Semester break
- b.) Public holidays, or
- c.) Any break that is more than seven (7) days

The maximum allowed time of work is 20 hours per week.

### 2. Place of Employment

- a.) Restaurant
- b.) Petrol Kiosk
- c.) Mini-market
- d.) Hotel

### 3. Type of Work

International students can work in the organization as stated in item 2 in any position (work) except cashier, singer, masseur, musician, GRO and other activities deemed to be immoral.

### 4. Administration

- 4.1 The Director General of Immigration Department of Malaysia has the prerogative to accept or reject any application for employment as stated in Immigration Act 1959/ 1963 (Amendment) 2002.
- 4.2 The Student pass will be stamped with '**Permitted to work as part time worker in Restaurant, Petrol Kiosk, Mini Market, Hotel (excluding singer, masseur, musician, GRO and other activities deemed to be immoral) as long as the Student Pass is valid**' when Immigration has approved student's application for work permit (part-time employment).

### 5. Application for Work Permit (Part-time Employment)

- 5.1 For students studying at Private University/ College (Education Institution), their application of work permit must be submitted to the Head Quarters of Immigration Department. The student and the University/ College must be present to submit the application.
- 5.2 In the application for work permit, the University/ College must provide a letter of support for employment with information on its semester break.
- 5.3 The Enforcement unit of Immigration Department together with the Education Institutions are responsible to monitor their respective International students
- 5.4 The Education Institution is responsible to send scheduled reports on its students' attendance and academic performance to the Head Quarters of Immigration Department once (1) in every three (3) months.
- 5.5 If students are found to be working and not attending classes, the Education Institution is to report to the Immigration Department for further action
- 5.6 Extension of permit is only allowed for students with good academic performance.

## APPENDIX VIII

<b>PUBLIC HOLIDAY IN MALAYSIA 2009</b>			
<b>No.</b>	<b>PUBLIC HOLIDAY</b>	<b>DATE</b>	<b>DAY</b>
1	New Year 2009	01 January	Thursday
2	Chinese New Year	26 January	Monday
		27 January	Tuesday
3	Thaipusam Day	8 February	Sunday
4	Replacement Leave	9 February	Monday
5	Prophet Muhammad's Birthday (Maulidur Rasul)	9 March	Monday
6	Labour Day	01 May	Friday
7	Wesak Day	9 May	Saturday
8	Birthday of Yang DiPertuan Agong	06 June	Saturday
9	National day	31 August	Monday
10	Nuzul Al-Quran Day	7 September	Monday
11	Hari Raya Puasa*	20 September	Sunday
		21 September	Monday
12	Replacement Leave	22 September	Tuesday
13	Deepavali	17 October	Saturday
14	Hari Raya Qurban	27 November	Friday
15	Birthday of Sultan of Selangor	11 December	Friday
16	Awal Muharram (Maal Hijrah) 1430 Hijarah	18 December	Friday
17	Christmas Day	25 December	Friday

\* *subject to change*



## International Student checklist for enrolling at Monash University Sunway campus

### 1. PRE-ARRIVAL

- a. Please confirm receipt of your student pass approval letter
- b. Please email the airport pickup form you received with complete flight details to [issu@monash.edu.my](mailto:issu@monash.edu.my)
- c. You will receive confirmation of your airport pickup with instructions.

### 2. POST-ARRIVAL

- a. A University representative will await you and clear you through Malaysian Immigration at the airport
- b. Will make arrangements to drop you at your accommodation
- c. Please report to International Student Services Unit (ISSU) office on the nearest working day
- d. Please provide your enrolment form for endorsement by ISSU staff
- e. Please present the endorsed enrolment form to your school for enrolment and timetabling
- f. The name of the School staff that will attend to your enrolment will be provided by ISSU.
- g. Before enrolling, please proceed to the Student Administration counter to process your Monash Student ID
- h. Kindly proceed to your respective school after your Student ID process has been completed.

Thank you. We look forward to meeting you.

International Student Services Unit (ISSU)

***Disclaimer***

This booklet has been compiled for the information of international students. To the best of our knowledge we believe that information contained in this booklet is correct at the time of printing. Monash University accepts no responsibility for any errors, nor any liability for any consequences, which may follow from any person's use of the materials.

May 2009

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