

| UNIVERSITI TUNKU ABDUL RAHMAN                                    |            |                             |                       |
|--|------------|-----------------------------|-----------------------|
| Guideline Title: Guideline for Inbound Academic Exchange Student |            |                             |                       |
| Guideline Number: GD-CEE-SEP-002                                 | Rev No.: 2 | Effective Date: 12 May 2023 | Page No.: Page 1 of 3 |

Overseas students who would like to join the UTAR academic exchange must abide by the following guidelines:

1. Overseas students must consult their university's International Office Officer on the application procedures and obtain information on the SEP.
2. Interested Partner university requests programme structures from Centre for Extension Education (CEE).
3. CEE sends the requested programme structures listed in the UTAR Portal to the partner university.
4. Interested Partner university requests courses offered from CEE.
5. CEE sends the list of courses offered by the faculties in the upcoming trimester to the partner university after consulting with the Faculty General Office (FGO)s.
6. Partner University prepares all the necessary documents and sends them to CEE.
7. CEE submits complete documents to Faculty for Dean's approval, c.c Deputy Dean (DD) (in charge of SEP), Head of Department (HOD) & FGO.
8. Faculty appoints an Academic Advisor to host the student.
9. CEE emails the UTAR Offer of Admission Letter and Student Bill to the Partner University after approval from the respective Faculty's Dean, and after Division of Admissions & Credit Evaluation (DACE) issued the Offer Letter and Student Bill.
10. After the inbound student makes the payment for the Student Bill and sends a copy of the receipt in PDF format to CEE and Department of International Student Services (DISS), CEE submits the receipt to Division of Finance (DFN) to validate the payment.
11. CEE creates student's email address once the Student ID number is generated.
12. DISS collects all the necessary documents from CEE for the application of the issuance of a Visa Approval Letter (eVAL).
13. CEE creates a WhatsApp or WeChat group for CEE staff, DISS staff and inbound students to ease communication.
14. CEE will coordinate with the person in charge of accommodation on booking the room for inbound student.
15. After completing the pre-booking, the inbound student obtains an official letter from the person in charge for accommodation and sends it in PDF format to DISS and cc CEE.
16. DISS informs the inbound student & CEE about the completion of eVAL.
17. Inbound student consults DISS before purchasing the flight ticket. The preferred arrival time in Malaysia is either morning or afternoon during working days. Inbound student sends the Single-Entry Visa and flight itinerary (at least 2 weeks before flight) to DISS.
18. DISS coordinates with the inbound student about accommodation check-in matters, immigration clearance, and airport pick-up services.

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19. CEE creates a WhatsApp or WeChat group for CEE staff, UTAR buddies and inbound students to ease communication.
20. DISS arranges the post-medical check-up for the inbound student.
21. DISS collects the inbound student's passport - for Student Pass Endorsement. DISS to inform CEE after post-medical check-up result.
22. DISS provides information on the modes of transportation such as the availability of UTAR bus services, taxi, and e-hailing to guide the inbound student to move around.
23. CEE sends an email to guide the inbound student to access the Student Portal, WBLE, and UTAR email.
24. CEE arranges a Welcoming Party/ briefing for the inbound students & the UTAR buddies.
25. CEE assists the inbound student to attend the UTAR Orientation Day / E-orientation website.
26. CEE arranges the inbound student to join the Faculty Handover Briefing.
27. Faculty arranges the Faculty Day Orientation for the inbound students.
28. Inbound student submits the passport to DISS after he/she passes the post-medical check-up.
29. DISS applies for the "Student Pass" endorsement at Immigration.
30. DISS issues an Acknowledgement Letter as a replacement for passport, in case required by any party.
31. Faculty briefs the inbound student on academic matters such as Add / Drop Week (Week 1 & 2), timetable, and fulfilment of 80% attendance.
32. CEE guides the students to upload ID photo at <https://forms.gle/G1kP4eTVQDifKDnbA>, and passes the Student ID card to inbound student once received from CMPS.
33. DISS passes the passport with "Student Pass" endorsement stamp to the inbound student.
34. Faculty reminds the inbound student to download the Final Examination Authorisation Slip from the Student Portal in Week 12 (long trimester) / Week 6 (short trimester).
35. DISS guides the inbound student before purchasing a flight ticket to his/her home country.
36. Inbound student passes his/her flight itinerary to DISS.
37. Inbound student passes the passport to DISS for the student pass cancellation.
38. CEE arranges a Farewell Party for the inbound students.
39. Inbound student submits his/her testimonials to CEE.

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40. CEE arranges a tour for inbound students.
41. DISS passes the passport to the inbound student after the cancellation of the Student Pass.
42. DISS collects the following forms from the inbound student:
  - a) Application for Refund of Caution Money (FM-DFN-044)
  - b) Refund of Bond Deposit (FM-DISS-002)

\*The Caution Money and Bond Deposit will be refunded within 30 working days after the exam result is released and student status has changed to "GX" (completion of study for non-graduating student) in the student portal. If the money is not refunded within 30 working days, please contact DISS to check.
43. Inbound student informs the accommodation management in advance to arrange for checkout process. The accommodation management shall refund the accommodation deposit to the inbound student after the checkout process is done.
44. DISS assists to liaise with the accommodation management for the inbound student to apply for a refund of accommodation deposit (if any). Success in the refund will be solely between the agreement signed between the inbound student and the accommodation management.
45. Inbound student completes his/her studies at UTAR and departs to Malaysia airport and returns to his/her home country.
46. Inbound student informs DISS and CEE upon touching down in his/her home country.
47. CEE reminds the inbound student to download the Notification of Result (NOR) from the Student Portal after the release of the results.
48. CEE emails the NOR and the Inbound Student Exchange Programme Certificate to the student's International Affair Office.