

INTERNATIONAL STUDENT ADMISSION PROCEDURES



REGISTRATION / PRE ARRIVAL GUIDANCE

Please prepare the following documents to be delivered to BERJAYA University College for visa processing or email to the University programme counsellors. You are advised to check on your eligibility status with the University counsellors before registering

DOCUMENTS REQUIRED FOR REGISTRATION or ENROLLMENT

1. Passport copy

- Passport validity must not be less than 13 months from the date of admission/submission to the university.
- All pages of the passport – including the cover pages & blank pages – are required (in colour) and must be certified true copy.
- Kindly make sure that the page numbers of the passport are clearly visible.

2. Passport-sized photograph

- 7 copies of coloured, with white background
- Photograph measurement: Height (3.5cm) and Width (5.0cm).

3. Academic Qualifications - O' Level/10th Standard or A' Level/12th standard/Pre-U or equivalent or Diploma or Bachelor and any equivalent qualification

- Academic transcripts and completion: In the event that these documents are not published in English, students are to provide official English-translated versions and certified as true copies by the relevant authorities
- Transfer students from other institutions: If students are seeking credit exemptions, additional documents like the final transcripts, programme syllabus and portfolio are required.
- IELTS or TOEFL

4. Health Examination Report and Medical Checkup Report

Step 2 – Payments

- Application and Enrollment Fee
RM3200 (Inclusive of EMGS Fee and Visa Processing Fee)
- Accommodation Application Fee
RM200

University Application Fee & Visa Processing / EMGS payment - please make the payment via Telegraphic Transfer (TT). Receipt copies are to be scanned and emailed to your counsellor's email address – please write your name on the slip.

- All fees will be made payable to '**BERJAYA HIGHER EDUCATION SDN BHD**' Payment can be made in cash/bank draft/telegraphic transfer or direct banking to the following account.

Bank Name	: Maybank Berhad
Account Name	: Berjaya Higher Education Sdn. Bhd.
Account Number	: 5-14084-51052-8
Swift code	: MBBEMYKL
Branch	: Bukit Bintang
After payment, please fax receipt to	: +603 2687 7001 or email to your respective counsellor

For International Students

- Visa Processing and Insurance needs to be renewed on a yearly basis and will be charged per annum.
- Application fee is NON-REFUNDABLE under any circumstance.
- Visa Processing fee is NON-REFUNDABLE
- Excess will be transferred to the next semester / year fees or refunded upon request.

Step 3 - University Acceptance

- Upon receipt of ALL documents and Application Fee, BERJAYA UC will then assess the applicant's eligibility for entry.
- If the student meets the entry requirements, BERJAYA UC will then issue the Letter of Offer to the student. A copy of the Letter of Offer and Performa Invoice, (indicating the costs relevant to the First Semester), will be scanned and emailed to the student. Once the student makes the visa processing fee payment, the University will proceed to apply for the Visa Approval Letter on behalf on the student.
- Visa Application will usually take 4 - 5 weeks. Upon receipt of the Visa Approval Letter (VAL) from the Malaysia Immigration Department, BERJAYA UC will scan and email a copy to the applicant.

Step 4 - Visa Approval Letter (VAL)

- Once the Visa has been approved, the university will inform the student, and the student is required to make payment based on the Performa Invoice, which includes (the first Semester Tuition Fees, Hostel fee & Administration Fee) to BERJAYA UC. Payment is to be made via telegraphic transfer or online transfer based on the information stated above. Once payment is made, the student is required to fax or scan and email the copy of Telegraphic Transfer (TT) slip (name written at the front) to your respective counsellor.
- Upon receipt of payment as stated BERJAYA UC will then courier Original Copy of the Offer Letter (OL) and Visa Approval Letter (VAL) to the student immediately to obtain the Single Entry Visa (SEV) or your respective home country.

Step 5- Single Entry Visa

- Student to obtain Single Entry Visa (SEV) at his/her local Immigration or Malaysia Embassy/Malaysia Higher Commission as address mentioned in the VAL Approval Letter in order to travel to Malaysia
- Upon receiving the SEV, student is required to scan and email to counsellor as and evidence that your student visa is approved and you can now make arrangements to travel to Malaysia.
- Student to fill up the Airport Pick up form by attaching the Flight Ticket and SEV copy (Do check with the counsellor before booking the flight tickets or discussing with them on your plan date and time to travel)

ARRIVING IN MALAYSIA

Step 1: At the Immigration Counter

- BERJAYA UC representative will wait for you at Immigration Counter of the respective Terminal by holding a placard printed with your name and flight details to guide you through immigrations clearance.

***The Immigration Officer will not release you without the presence of BERJAYA UC representative to identify and clear you from Immigration.**

Step 2: Back to BERJAYA UCH campus

- Once the immigrations clearance procedure is completed, the BERJAYA UC representative will take you to the hostel / accommodation.

Step 3: Arrive at the Campus

- Student must report to the international office according to the date and time stated in the offer letter.
- The student must settle the necessary due payments prior to the course selection and the commencement of classes.
- International student affairs officer shall assist students to open a bank account.
- During orientation, students will be briefed on BERJAYA UC rules & regulations, the English placement test schedule, and course selection procedures.

***Attending orientation briefing is compulsory.**

Step 4: English Placement Test

- Students, who do not meet BERJAYA UC's English requirement, will have to sit for the English Placement Test (EPT). The EPT results will be released following day or the same day.
- On obtaining their results and meeting BERJAYA UC's English requirement, students should proceed for their course selection procedures.

Step 5: Course Selection Procedure

- Students must bring along the course selection form and meet with the Head of School / Head of Program / Program Coordinator for advice on subject selection for the current semester.
- Once approval is obtained from the respective school, students must submit the signed / approved course selection form to the Registrar's Office (RO), for subject registrations.
- **Student ID card** - students may collect their student ID card prepared by the RO within three working days or on the same day after the course selection is completed.