

Reference: SEC-EL/LY/CHN/RS/07072022

Date: 07 July 2022

TO WHOM IT MAY CONCERN

RE: **ELIGIBILITY FOR ADMISSION TO UCSI UNIVERSITY, KUALA LUMPUR CAMPUS MALAYSIA**

We are pleased to inform that **LV YI**, from **CHINA**, ID number **511702200307270864** is eligible to pursue **BACHELOR OF ARTS (HONS) IN BUSINESS ADMINISTRATION (3 Years)** at **UCSI UNIVERSITY**, based on current education result provided to the Student Enrolment Centre.

In order to formally apply for admission, the student is required to:

1. **Complete the International Student Admission Procedure as specified in Appendix A.**
2. **Make payment of Application & EMGS Fee amounting to RM 3,000 (USD811)**

With the above submission, we will then issue the student a formal offer letter and proceed to the student pass/visa. Please note this is not a formal offer letter and is only valid for the stipulated month of intake. University is not charging any fees for issuance this letter.

Intake: The next intake for this programme is commencing in **September 2022**. The student is advised to submit his application for admission and student visa at least 2 months before intake.

English Requirement: IELTS **5.5** / TOEFL / Linguaskill MY959 / Medium Instruction Letter

The English proficiency requirement for this programme is minimum Grade C of English for O-Level or A-Level results or minimum English requirement of IELTS/TOEFL/Linguaskill MY959. Students who do not meet this requirement are required to take UCSI's English Placement Test upon admission and are allowed to register for their main programme of study upon successfully passing minimum English requirement. Else, students will have to enroll in UCSI's English Tertiary Programme and achieve minimum English requirement before proceeding to the said programme. Refer to Fee Structure for cost of ETP levels.

Notes:

- * Fees are subject to changes without prior notice.
- ** Upon obtaining the Student Visa Approval Letter (VAL), all international students are required to pay the "First Time Payment Fee" which shall be used towards payment of the first semester fee and any balance will be used for payment of the subsequent semester fees. *Please take note that UCSI University will only arrange the airport pickup upon receiving this payment.*

UCSI Education Sdn. Bhd. [198901008177 (185479-U)]
Website: www.ucsiuniversity.edu.my

Kuala Lumpur Campus
No.1, Jalan Menara Gading,
UCSI Heights,
56000 Kuala Lumpur, Malaysia
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Kuching Campus
Lot 2976, Block 7, Muara Tebas
Land District, Sejingkat,
93450 Kuching, Sarawak, Malaysia.
Tel: +6082-596 965
Fax: +6082-596 975

Springhill Campus (Port Dickson)
No. 2, Avenue 3, Persiaran Springhill,
71010 Port Dickson, Negeri Sembilan,
Malaysia.
Tel: +606-648 8888

Please do not hesitate to contact me if you need further clarifications or assistance.

Yours Sincerely,

Rianie
Student Enrollment Centre
UCSI Education Sdn. Bhd. (185479-U)
No. 1, Jalan Menara Gading, UCSI Heights.
56000 Kuala Lumpur, Malaysia.
Tel: +603-9101 8880 Fax: 603-9102 2614
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Rianie Sieyung
International Team
Student Enrolment Centre

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INTERNATIONAL STUDENT ADMISSION PROCEDURE

Application

- 1 Visit our website, www.ucsiuniversity.edu.my, and click on the **ONLINE REGISTRATION** button.
- 2 Complete the registration process and upload the following documents (PDF with 300dpi or more):
 - a. Academic certificate and transcripts (Both original and *English-translated copies.
**English copies are needed only if original documents are not in English*)
 - b. Passport copy (full set)
 - c. Passport-sized photograph (Strict compliance required. Check instructions on Page 2)
 - d. Health Examination Report (Ensure relevant form for respective campus is submitted.
Visit link for preferred EMGS panel clinics: <http://is.gd/EMGSclinic>).
** Students with certain nationalities must complete check-up/medical form at the appointed clinics.
Visit link to check if your nationality is among those.*
- 3 For Postgraduate Students, additional documents are required:
 - a. CV (resume)
 - b. Personal Statement/Essay
 - c. Research Proposal (For DBA/PhD Programmes)
- 4 Pay Application Fee (Accommodation Deposit also, if accommodation is required).
- 5 Upon submission of documents, an Enrolment Number (ENR), Login ID and Password will be sent to your email.
- 6 Upon payment confirmation by the Finance Department, the Admission Office will issue a Conditional Letter of Offer (CLO) within 24 hours.
- 7 Sign and return Appendix 1 of the CLO to the university, along with the **FIRST TIME PAYMENT** receipt. The amount is mentioned in the Offer Letter and must be cleared in order to receive original VAL and CLO from university. These documents will not be dispatched if there is a pending payment.



Pre-Arrival

- 1 The university will receive the Visa Approval Letter (VAL) from the Malaysian Immigration Department and send to you, upon confirmation of clearance of **FIRST TIME PAYMENT**.
- 2 Submit VAL to the Malaysian Embassy/Consulate in your respective city/country for verification and to obtain an Entry Visa.
- 3 Make travel arrangements and fill your Immigration Clearance & Arrival Information Form **ONLINE AT LEAST 7 DAYS PRIOR TO DEPARTURE DATE** from home country.
DO NOT travel to Malaysia without receiving **Confirmation Email** for your pick-up from the university.
- 4 Confirm your accommodation arrangements with the university.
- 5 Travel to Malaysia with the following documents:
 - a. Original CLO
 - b. Original VAL
 - c. Original payment (TT) receipts
 - d. Original documents to be verified by Registrar's Office
- 6 Upon arrival at Kuala Lumpur (KLIA/KLIA2)/Kuala Terengganu/Sarawak Airport, wait for the University's representative (for clearance) at the International Students Waiting Area.



Post-Arrival

- 1 Report to the International Support Team (IST) office – located on the 2nd Floor, Block A, South Wing – on the next working day at 9.00am & attend the Orientation/Arrival Briefing.
- 2 Submit the following documents to IST:
 - a. Original CLO
 - b. Passport
- 3 Complete Health Examination in Laurent Bleu Clinic.
Collect the Health Examination receipt from clinic & pass it to IST.
- 4 Take the English Placement Test (EPT), if required.
- 5 Proceed with course selection & obtain the class time table.
- 6 Commence classes.

INTERNATIONAL STUDENT ADMISSION PROCEDURE

1. **Online Registration Form** - completed and acknowledged by the applicant.
2. **Academic Qualifications**
 - a) Academic certificate & transcripts (Highest level; both original & English-translated copies.
*English-translated copies are needed only if original documents are not in English)
 - b) Transfer students from other institutions (credit transfer): 1 set of syllabi / course content, credit hours and assessment scheme (English Version)
 - c) For Postgraduate Application, please include:
 - i) CV (resume)
 - ii) Personal Statement / Essay (2-3 pages) to include:
 - Goals / Objectives
 - How will this programme meet or enhance those objectives?
 - iii) Research Proposal (For DBA/PhD Programmes)
3. **Passport** – all pages, in colour, including hard covers. Passport must have more than 18 months validity remaining.
4. **Passport-sized photograph** – **Strict Compliance Required. Visit following link for guidelines from EMGS:**
(<http://www.ucsiuniversity.edu.my/pdf/forms/KLCampus/RequirementsPhotographs.pdf>)
5. **Medical Report Form** – Ensure relevant form for respective campus is submitted.
(Completed by registered clinic/hospital in the home country). Refer to the list of countries requiring to submit the Yellow Fever Vaccination Certificate on our website.
6. **Accommodation Application Form (if required)** - enclosed with non-refundable booking fee of RM 1,000 (US\$ 280).
7. **Additional Documents:**
 - a) **Declaration Letter:** discrepancy of name on passport & academic transcripts; to be issued by home country's Ministry of Education OR by home country's commissioner for Oaths.
 - b) **No Objection Certificate (NOC):** for students with Sub Saharan Country's results only.
 - c) **No Objection Certificate (NOC - Sudan):** for students with Sudanese passport only.
 - d) **Eligibility Letter:** for Nigerian and Iranian passport holders only.

Visit following link for the list of countries whose results require NOC submission for student visa.
<http://educationmalaysia.gov.my/media/docs/NOC-Countriesv1.2.pdf>
8. **Telegraphic Transfer (TT) receipt** of the application, EMGS processing and EMGS health examination fees:
(receipt copies are to be uploaded into the Online Registration Form)

* Application fee is based on the exchange rate of 1USD=RM3.90. This exchange rate is subject to change.

EMGS payment applies only to application (1st Year) for Kuala Lumpur / Kuala Terengganu Campus.
EMGS renewal payment for subsequent years varies with nationality of the student.

Application Fee quoted above is inclusive of EMGS payment and is applicable to all international students. The University shall proceed with the visa application on behalf of the student once payment and all required documents are received.

Any excess amount received shall be deposited to students account for future payments.

In addition to Application Fee for respective programme, Indonesian students are required to pay RM 300 as payment of 2 years visa & I-Kad under EMGS guidelines. This condition applies to programmes that have duration of more than 1 year.

All fees MUST be SENT BY TELEGRAPHIC TRANSFER (TT) to one of the following accounts:

BENEFICIARY'S BANK	BANKER'S ADDRESS	SWIFT CODE	BENEFICIARY BANK ACCOUNT NO.	BENEFICIARY INFORMATION
STUDENTS OF ALL COUNTRIES				UCSI Education Sdn. Bhd. UCSI University, No.1, Jalan Menara Gading, UCSI Heights (Taman Connaught), 56000 Cheras, Kuala Lumpur, Malaysia. +6 03 - 9101 8880 +6 03 - 9102 3606
CIMB Islamic Bank Berhad	197 & 199, Jalan Sarjana, Taman Connaught, 56000 Cheras, Kuala Lumpur, Malaysia	CTBBMYKL	86-0213894-3	

Updated: January 2018