

INTERNATIONAL STUDENT HANDBOOK



2023



CONTACT US

internationaloffice@amu.edu.my



1.0 LIFE IN MALAYSIA

About Malaysia

Malaysia is located in the Southeast Asia; we are separated into West Malaysia (Peninsular) and East Malaysia. West Malaysia States are Perlis, Penang, Kelantan, Terengganu, Perak, Kedah, Pahang, Selangor, Kuala Lumpur, Melaka, Negeri Sembilan, and Johor, and East Malaysia states are Sabah and Sarawak.



Our Races, Languages and Religions

Malaysia is one of the most ethnically and religiously diverse nations in the world today, with all of the world's major religions, as well as major Asian ethnic groups, represented. In this relatively tiny area, peace thrives as the various groups co-exist in harmony and tolerance; complementing one another to enrich the shared character, cultural mosaic and vision of the nation. Malaysia's population mainly consists of Malays, Chinese, and Indians. Official religion of Malaysia is Islam. Islam is observed by around 60% of Malaysians. There are also numerous Buddhist and Hindu temples and Christian churches. Freedom of religion is constitutionally guaranteed for non-Muslims. In fact, the major religious and/or traditional festivals are gazetted public

holidays like Aidil-Fitri and Aidil-Adha, Deepavali, Thaipusam, Wesak, Chinese Lunar New Year and Christmas.

The official language of the country is Bahasa Malaysia (which means the Malay Language) and English; however, in some schools Chinese and Tamil are also taught. English language and Bahasa Malaysia is commonly use in major town and in smaller towns only Bahasa Malaysia is commonly. Mandarin and Tamil are taught in schools.

The Climate

The climate in Malaysia is hot and wet. Day temperatures are between 28oC and 35 C. It is a little cooler at night and immediately after rain. An umbrella is a must as rain is intense. There is little seasonal change.

Time Zone

Malaysia's standard time is +8 hours ahead of Universal Coordinated Time or UTC (Greenwich Mean Time – GMT)

Currency

The unit of currency is the Ringgit Malaysia (nearly always abbreviated to RM). There are notes of RM1, 5, 10, 50, 100 and coins of 5, 10, 20, 50 sen. Malaysians sometimes refer to the RM as a dollar. Make sure you know which kind of dollar is being discussed.

The Law

You won't find anything surprising about Malaysian laws. Capital punishment is in force here. Muslims in Malaysia have to adhere to the Syariah Law. This Islamic Law forbids a muslim man and a muslim woman to be alone together in a private place. This is called 'khalwat' (close proximity) and carries a jail sentence. As this is a Muslim country, it is advisable to avoid any form extreme public display of affection such as kissing or 'necking'.



Food

The food in Malaysia is amongst the most varied and interesting in the world. There are three main types of food: Malay, Chinese and Indian, and Muslims only eats 'Halal' food. The cheapest places have individual 'hawker' stalls under one roof. Air-conditioned restaurants are more expensive but have a more pleasant environment as smoking is prohibited in such places. Malaysia's favorite dish is 'nasi lemak' ('nasi' means 'rice'). A close second is 'roti canai' ('roti' means 'bread'). The latter, a kind of fried bread with lentil or fish gravy, is an excellent breakfast. Rice is the local staple although all local food types also use breads of different kinds. Noodles (mee) are very popular. Other than that, there is also a wide selection of food from all over the world ranging from Korean, Thai and European restaurants to fast-food outlets like KFC, McDonalds, Burger King, A&W and Pizza Hut.

2.0 ABOUT ASIA METROPOLITAN UNIVERSITY

From our humble inception in 2004, Asia Metropolitan University (AMU) has grown into a full-fledged university offering a wide range of programmes which bears testimony to our impressive track record within the Malaysian private-higher education industry.

In line with the recent developments in the industry and within our institution, AMU is focused on producing trained, qualified, competent graduates for domestic and international markets in health sciences and various other disciplines. AMU aims to be “The University of Choice” within the local and global education landscape. Above all, we envision our students to come from diverse cultures and background who will be able to significantly contribute to society and mankind.

Currently, AMU provides a comprehensive educational pathway beginning from foundation and diploma studies for post-secondary school certificate holders who can then move on to pursuing undergraduate studies. Beyond that AMU also offers a wide range of masters and doctoral degree programmes. We have revolutionised our approach to ensure the quality and delivery of our academic programmes are of the highest standards. Besides striving for continuous improvement, we have repositioned ourselves to meet the changing landscape of the Malaysian higher education industry whereby we are committed to prepare our graduates with the right skills and knowledge to enter the competitive and challenging workforce



AMU is a SETARA 4 –Star rated University by the Malaysian Ministry of Higher Education with its main campus based in Johor Bahru and a branch campus in Cyberjaya. AMU ranked top 10 on Applied Higher Education Private University Ranking for ASEAN region. AMU believes in empowering students with education surrounded by economic leaders for both campuses and at the same time providing a serene and conducive learning environment away from hectic traffic.

3.0 WELCOME NOTE FROM THE VICE CHANCELLOR

Vice Chancellor

PROFESSOR DR MOHAMAD KHAN JAMAL KHAN



Professor Dr. Mohamad Khan, Malaysian is currently serving as the Vice Chancellor at Asia Metropolitan University. As the principle academic and administrative representative of the University, Professor Dr. Mohamad Khan ensures the delivery of the academic and operational functions of the University, ensuring its strong alignment to its mission, vision, aims and objectives.

He is also an expert in occupational health and safety management and has had a vast experience in the field of education and academics.

Professor Dr. Mohamad Khan holds an extensive record in the OSH management which includes the designing of the curriculum for Occupational Health and Safety programmes for several public and private universities in Malaysia. He was appointed Dean of the Faculty of Safety and Health at Cyberjaya University of College of Medical Sciences (CUCMS) during its formation in 2010 before serving as Acting Vice Chancellor of Asia Metropolitan University.

Professor Dr. Mohamad Khan also serves on the panel of Institutional Auditors for the Malaysian Qualification Agency (MQA). He has taught various courses in Occupational Safety and Health, Human Resource Management and Research Methodology at postgraduate and undergraduate levels and has supervised several PhD and Master’s candidates in Safety and Health Management programmes.

As of date, Professor Dr. Mohamad Khan has published more than 50 journal articles and presented papers and reports on occupational safety and health issues and programmes at both national and international levels. Professor Dr. Mohamad Khan attained several awards during his tenure as an academic, in recognition of his excellent service.

STUDENT PASS/VISA INFORMATION

VISA & IMMIGRATION

An international student who wants to study in Malaysia is required to hold a valid student pass for the entire duration of the study. Typically, a student pass is valid for one year, depending on the approval from Immigration Department of Malaysia with the recommendation by the Ministry of Higher Education (MOHE) through processing in EMGS. If your course duration is more than the student pass validity, you required to renew your student pass before its expiry date to make sure you have a valid student pass during your study in Malaysia.

The application of student pass can only be made through the International Office Department of AMU. If you have any enquiries on student pass related matters after office hours, you can contact our international office staff by email at internationaloffice@amu.edu.my / surendran@amu.edu.my or whatsapp at +60167362901.

EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)

MOHE has established the Education Malaysia Global Services (EMGS) as the one-stop centre to process the student pass. As part of this arrangement, EMGS will coordinate student pass application and arrangements for medial health checks. A student pass application fee will be charged. The fee includes EMGS processing fee, medical insurance, health examination, i-kad (card), multiple-entry visa, and administrative charges.

NEW STUDENT PASS/VISA APPLICATION

Upon receiving the Offer Letter, students must accept the offer by returning the signed student acceptance form together with the necessary payments as stated in the letter of offer. Also, we advise that all documents are sent to us three (3) months before the intake date. It is important that you follow the guidelines strictly to avoid delays in your student pass/visa application. The university holds no responsibility for late submission.

The following documents are required for new student visa application:

- 1.) Passport Copy – all pages including the empty pages (please ensure that your passport has a validity of minimum 18months from the intake date)
- 2.) White background passport photo – (33mm x 45mm)
- 3.) Academic certificates and transcripts (certified true copy)
- 4.) Offer letter
- 5.) Completed EMGS health declaration form
- 6.) Declaration of accommodation
- 7.) Last academic certificate taught and examined in English? (Yes / No)

8.) Obtain single entry visa from: Refer to International Office

Additional documents (if required):

- 1.) For applicants transferring from other institutions in Malaysia
 - a. Release letter
 - b. Completion letter (Only applicable for those completed studies)
 - c. Attendance report from previous institution
 - d. Student pass / visa cancellation with an acknowledgment from EMGS / Immigration Department of Malaysia
- 2.) For applicants with names spelt differently in academic transcripts and documents – Statutory declaration confirming the identity
- 3.) For applicants from Sudan – No Objection Certificate (NOC)
- 4.) For applicants from Iran – Letter of Eligibility (LOE)
- 5.) For applicants from Nigeria – WAEC Scratch Card
- 6.) For expatriates residing in Persian Gulf countries- A photocopy of Resident Pass
- 7.) For applicant from yellow fever endemic areas – Yellow fever vaccination card / certificate

YOUR APPLICATION HAS BEEN APPROVED

Upon approval by Immigration Department of Malaysia, an Electronic-Visa Approval Letter (Eval) will be issued. You can download the Eval at <https://visa.educationmalaysia.gov.my/emgs/application/searchForm/> Just key in your passport number and your nationality to check the application and download the eVAL. The eVAL is only valid for six (6) months.

(PRE-DEPARTURE PREPARATION)

OBTAIN SINGLE ENTRY VISA (IF REQUIRED)

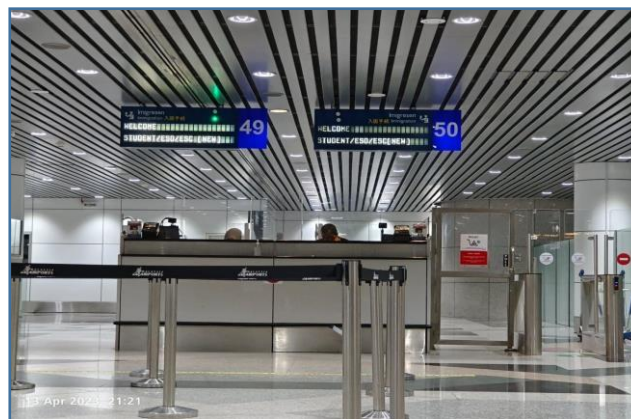
Single entry visa must be obtained at country of origin before a person enters Malaysia by self – representation. Documents required for single entry visa application are:

1. A valid passport (not less than 18 months)
2. 3 passport sized photographs
3. Airlines ticket to Malaysia (1 month in advances)
4. Offer letter if admission
5. Electronic – Visa Approval Letter (e-VAL)
6. Single entry visa fee (According to country)

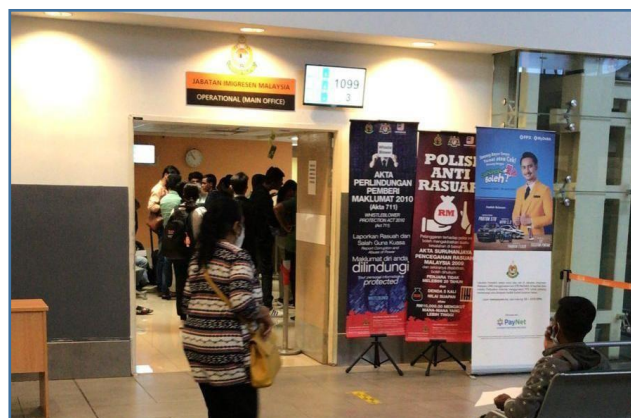
ARRIVING TO MALAYSIA

You should notify to the AMU International Office 3 weeks in advance by providing your flight ticket and transportation request from if needed. We have two international airports in Malaysia:

1.) KLIA (Kuala Lumpur International Airport Terminal 1) – If you are arriving KLIA at airport kindly proceed to counter 49 & 50 and wait for the University Representative (International Officer) for the Immigration & custom clearance.



2.) KLIA2 (Kuala Lumpur International Airport Terminal 2) – If you are arriving at KLIA2 airport kindly proceed and wait at this below counter Jabatan Imigresen Malaysia (Operational Main Office) for the University Representative (International Officer) for the Immigration & custom clearance.



- Note: Without University Representative (International Officer), new international students can't go through Immigration counter.

VISA ENDORSEMENT AND HEALTH SCREENING

You **MUST** report to the international office on the next working day upon your accommodation check-in. You are required to undergo Post-Arrival Medical Check-up at EMGS appointed panel and our International officer will guide you. Endorsement will only given once you have passed the post – arrival medical check-up. EMGS reserves the right to request a repeat test if there is any doubt in the findings of the initial medical report.

You can appeal and repeat the test, but student must bear the additional cost incurred. If the report fail for the second time, you will be refused a student pass / visa and required to leave the country before the temporary pass expires. If you have been overstayed during the medical screening process, a special pass with the 1-month duration must be applied. The amount for special pass is MYR 153.00 (1st Special Pass) and MYR 206.00 (2nd Special Pass) to be paid to International Office Department.

Also, it is your responsibility to hand in your passport for endorsement. **Failure to do will result in you overstaying your temporary pass / visa and be classified as illegal immigrant by the Immigration Department of Malaysia.**

The Student Pass / Visa will be endorsed on your passport upon meeting all requirements and your will officially be an Asia Metropolitan University student. After your visa is endorsed you will receive an iKad (a biometric residence permit) and insurance card.

MANAGING YOUR STUDENT PASS/VISA

Student Pass/ Visa is only valid for 12 months. You are fully responsible to renew it before the expiry date. **Do take note that Malaysia penalizes students who overstay.** You need to renew it every year until the final year of your study. You should apply to renew your student pass/visa through International Office Department. Documents required are as follows:

- 1.) Original passport
- 2.) Academic result
- 3.) Attendance report
- 4.) Student pass/visa fee payment

Note: Academic achievement of not less than 2.00 CGPA or satisfactory must be maintained throughout your study. Requirement of more than 80% (percentage) attendance must be fulfilled on overall registered subjects.

Renewal process takes approximately 5 weeks. Please consult the International Office staff for advice before making any travel arrangements. There will be additional charges for late submission of student pass / visa renewal application. Student pass / visa renewal **WILL NOT BE SUPPORTED** by EMGS and Immigration Department of Malaysia if:

- 1.) CGPA below 2.00 or unsatisfactory
- 2.) Overall attendance report below 80% (percentage)

However, you are still eligible to submit an appeal with support from your faculty:

- 1.) Explanation letter – reason for poor academic result / attendance record.
- 2.) Supporting letter – action plan to help student graduate with good academic results and within stipulated time frame.

Please note, the appeal approval is subject to the discretion of EMGS and the Immigration Department of Malaysia. Rejected appeals may cause your student pass / visa to be revoked which will require you to leave the country.

CONDITIONAL ADMISSION OF ENGLISH LANGUAGE REQUIREMENT

If you are a student who received a conditional offer of English language requirement or did not submit an IELTS/TOEFL result that meets your programme standard requirement during admission, you are required to attend the IELTS Preparation Programme (IPP). It is compulsory for you to attend all classes until you sit for the IELTS exam and received the required result to join the main academic programme. The IELTS result and IPP progress report must be submitted during the first student pass / visa renewal application. Requirement of more than 80% attendance in IPP must be fulfilled as well.

INDUSTRIAL TRAINING

Students who have enrolled in a programme that requires industrial training during the final semester must fulfil all prerequisite courses before deciding on the placement. This is to avoid a delay or issue in completing your study. After your placement is approved, please report to the International Office especially if you are doing the training outside Malaysia. Please note, you must have a valid student pass / visa during your industrial training since it is still part of your study. If your student pass / visa expires before or during your placement, you must renew the student pass / visa before your training commences.

DEFERMENT

International students must get clearance from the International Office before requesting for deferment of study. You are still subject to immigration law since you are holding an active student pass / visa. Students are also required to submit student pass / visa renewal applications like other active students. You must arrange your travel plan carefully to avoid issues related to your student pass/ visa.

EXTENSION OF STUDY DURATION

Student pass / visa renewal is only allowed within the programme standard duration of study. In any case a student has to extend their study duration, a letter of explanation from the faculty to support the student pass / visa application is required. However, the extension of student pass / visa is only permitted if the duration is within the maximum duration of study based on MOHE or Senate approval.

VARIATION APPLICATION

Application for a new student pass / visa is required for the following circumstances:

- 1.) Progression (foundation studies to undergraduate level, undergraduate to postgraduate level)
- 2.) Change programme (within the same University)
- 3.) Downgrade of programme (not recommended and lead to rejection)

The above processes require documents from students with payment of processing fees and other related charges which will be borne by the student. Please refer to the New Student Pass / Visa Application for the required documents.

INTERNATIONAL STUDENTS WITH A NEW PASSPORT

If you renew or change your passport for any reason, please visit the International Office immediately. Your student pass / visa will be deemed invalid in your old passport. For this reason, you must transfer your student pass / visa to your new passport.

Please bring your old and new passports to the International Office for further advice. Please note that there will be charges incurred for this process. Transfer of student pass / visa takes 14 working days.

For student pass transfer endorsement, please submit the following documents:

1. International Office Student Pass / Visa application form.
2. Original passport
3. A transfer endorsement fee of MYR 53.00 to be paid to AMU International office.

CANCELLING YOUR STUDENT PASS / VISA

You must submit a student pass / visa cancellation request at least ONE (1) month in advance to the International Office under following circumstance:

- 1.) Completion of studies
- 2.) Withdrawal from the program
- 3.) Transfer to another institution in Malaysia
- 4.) Change type of visa (spouse visa, MM2H, Resident, Social Pass, etc)

The following documents are required for student pass / visa cancellation request:

- 1.) A completed International Office Student Pass / Visa Application Form
- 2.) Original Passport
- 3.) Two (2) copies of the following documents :
 - a. Passport Biodata Page
 - b. Latest / Valid Student Visa Page
 - c. Last Entry Stamped Page (Entry into Malaysia)
- 4.) Confirmed flight ticket (For student leaving Malaysia)

- 5.) Offer letter from the new institution (For Transferring Student)
- 6.) Marriage Certificate (For Spouse Visa)
- 7.) Embassy Letter (For Yemen Social Pass)
- 8.) A visa cancellation fee of MYR53.00 or special pass fee of MYR 153.00 to be paid to AMU International Office

The visa cancellation process will take approximately 14 to 21 working days. Kindly seek advice from the International Office before you purchase flight tickets or make any other form of travel arrangements.

EMPLOYMENT PASS

If you have been offered an employment in the local company in Malaysia, you must cancel your student pass after obtaining the offer letter.

Please refer to your company and the nearest MDEC / Talent Corp office for proper visa conversion.

The following documents are required for student pass / visa cancellation request:

- 1.) Original passport
- 2.) Two (2) copies of the following documents:
 - a.) Passport Biodata Page
 - b.) Two (2) copies passport photo
 - c.) Latest / Valid student visa page
 - d.) Last Entry Stamped Page (Entry into Malaysia)
- 3.) Offer letter from the company
- 4.) The Expatriate Service Division (ESD) Online Application.
- 5.) A visa cancellation fee of MYR 53.00 or special pass fee of MYR153.00 to be paid to International Office.

The visa cancellation process will take approximately 14 working days. Kindly seek advice from the International Office for the update procedure.

WORKING AS A PART-TIMER

Student are allowed to work as a part-timer with the student pass with the conditions by Immigration Department of Malaysia <https://www.imi.gov.my/> and EMGS <https://educationmalaysia.gov.my/>

Important Note:

University has the right to notify the Immigration Department of Malaysia and MOHE if the student failed to follow the guideline given. University will cancel your student pass / visa without your original passport. This may affect your future application for a new student pass / visa with the Immigration Department of Malaysia. You can only collect your academic scroll and transcript as well as refund once the proper visa cancellation has been made.

OVERSTAY IS AN OFFENCE

Overstaying is a criminal offence under Malaysian law. It will cause serious consequences for any future immigration applications that you make, including applications for countries other than Malaysia. It can also result in imprisonment and deportation.

Do not overstay your visa as you may be detained as per Section 15(4) of the Immigration Act 1959/63 with penalty for an offence on overstaying:

- 1. A fine not exceeding MYR10,000.00 or Imprisonment not exceeding 5 years or both**
- 2. Deportation to home country and blacklisted**

REFERENCES

Asia Metropolitan University - <https://www.amu.edu.my/>

Rules and Regulations - <https://www.imi.gov.my/>

Visa Application - <https://visa.educationmalaysia.gov.my/>

Visa and Ikad - <https://educationmalaysia.gov.my/visa-i-kad/>

Insurances and Healthcare - <https://educationmalaysia.gov.my/healthcare/>

GUIDANCE & SUPPORT SERVICES

Students are welcome to meet our counsellors for academic, administrative, and personal issues. This enables students to receive invaluable information, guidance, and support. Please address all inquiries to the appropriate personnel via phone, email, or correspondence. All emergencies can be directed to the following members of staff.

The International Student Department

Asia Metropolitan University.

H/P: +60167362901,

Email: surendran@amu.edu.my

or

internationaloffice@amu.edu.my

Opening of bank accounts

You are advised to open a bank account as soon as possible after getting your student pass sticker. Opening a bank account is always easy. The following information should help you.

Only applicable to open in Commerce International Merchant Bankers Berhad (CIMB Bank).

You should be allowed to open a savings account where you can deposit money. To open a bank account, you will need:

- Your passport with a valid student pass sticker
- AMU Confirmation letter
- Accommodation address
- Sponsor's letter (if you have an official sponsor - not family members)

Restricted country to open bank account in Malaysia:

- 1.) Iran
- 2.) Syria
- 3.) Iraq
- 4.) Crime Region
- 5.) North Korea
- 6.) North Sudan
- 7.) Nigeria
- 8.) Russia
- 9.) Cuba
- 10.) Yemen
- 11.) Libyan
- 12.) Ukraine

Assessing campus guidelines / dress code

As an international student, it is important to dress in a sensible and discreet manner to respect the local cultural norms and customs.



Regulation pertaining to display of the student card

It is compulsory for students to bring and display the student's card at all times while on university and for the use of facilities.



Accommodation /Living

Off Campus accommodation:

- Cooperation with private house / apartment providers
- Interested students are required to pay USD 470 as deposit (Refundable) and rental of USD 470 (nonrefundable) for a guaranteed minimum stay of 3 months
- Thus USD 940 in to be paid in advance in order to confirm your accommodation.
- Subject to availability

Rented accommodation in Malaysia generally ranges in price from RM600 for a basic room to RM3,000 for a fully furnished air-conditioned apartment. These depend on the location and standard of facilities provided.

International Students Cost of Living Estimation		
Estimated expenses for an academic year for undergraduate & postgraduate students.	Johor Bahru Campus MYR	Cyberjaya Campus MYR
Accommodation	8,400	12,000
Food	9,600	12,000
Laundry	300	400
Clothing	1,000	1,000
Social	3,500	4,000
Books & Equipment	1,000	1,000
Mobile phone	600	600
Total Cost of Living for 12months	24,400	31,000

Official Banking Account Details

International students can make your payment via <https://amu-my.flywire.com/> or you may also be able to make a payment to Asia Metropolitan University as the following bank details:

Beneficiary Company Name: ASIAMET (M) SDN. BHD.
Beneficiary Bank: CIMB BANK BERHAD
Beneficiary A/C No: 8000 483 373
SWIFT Code: CIBBMYKL
Branch Address: WISMA UOA II DAMANSARA NO 6, CHANGKAT SEMANTAN, DAMANSARA HEIGHT, 50490 KUALA LUMPUR

Note:

- 1.) The payment will be only accepted if it is made to the above bank account.
- 2.) University will not be responsible if any payment made to a non-official university account.

USEFUL CONTACTS

General Emergency

(From Mobile Line)	999
AMU Johor Bahru Campus	07-3861071 (Ext : 147)
AMU Cyberjaya Campus	03-83137172
Bandar Seri Alam Johor Police Station	07-3864222
Hospital Sultan Ismail Johor Bahru	07-3565000
Hospital Sultanah Aminah Johor Bahru	07-2257000
Cyberjaya Police Station	03-8318222
Hospital Cyberjaya	03-83124200

Flight Information & Enquiry

Klia International Airport	03-8776200
Ministry of Foreign Affairs Malaysia	03-80008000
Immigration Department of Malaysia	03-80008000
Ministry of Education Malaysia	03-88846456
Education Malaysia Global Services (EMGS)	03-27825888

Utilities

TNB (electricity)	15454
Ranhill SAJ Sdn Bhd (Johor Bahru)	1800887474
Air Selangor Sdn Bhd (Cyberjaya)	15300
Mobile phone services provider	
Celcom	019-6011111
Maxis	1800821123
Digi	0162211800
Courier Services	
Pos Malaysia	1300300300
DHL	1800888388
TNT	1300882882

INTERNATIONAL STUDENT HANBOOK ACKNOWLEDGEMENT

The International Student Handbook is provided as a guide to ensure that you understand the guidelines related to student pass / visa and immigration as an international student of Asia Metropolitan University.

Your signature here is an acknowledgment you have received and agreed to read this handbook.

Signature :

Name :

Passport No :

Nationality :

Programme :