Student Exchange Factsheet
UCSI University Information Sheet (2022-2023)

General Information	
Name of the university	UCSI University
Address	No 1 Jalan Menara Gading, UCSI Heights (Taman Connaught), Cheras 56000 Kuala Lumpur, Malaysia
Website	https://www.ucsiuniversity.edu.my/
Telephone/ Facsimile	Tel: +603 9101 8880 Fax: +603 9102 3606

Global Engagement Office		
Official Webpage	https://www.ucsiuniversity.edu.my/about-us/global-engagement-office	
Official Email	geo@ucsiuniversity.edu.my	
Exchange Coordinator Information	Name	Alwyn Soong
	Position	Head, Student Exchange & Mobility
	Email	alwynsoong@ucsiuniversity.edu.my
	Phone No.	+603 9101 8880 ext 2066

Student Exchange General Information	
Exchange Period	One (1) semester or two (2) semesters
Level of Student	Undergraduate level *If students are at graduate level and they would like to come as exchange students, please consult with us in advance.*
Faculty/ Departments that Inbound Students are allowed to enrolled at UCSI University	**Kuala Lumpur Campus** • Faculty of Applied Sciences • Faculty of Business and Management • Institute of Computer Science and Digital Innovation • Faculty of Engineering, Technology and Built Environment • Faculty of Hospitality and Tourism Management • Faculty of Medicine and Health Sciences • Faculty of Pharmaceutical Sciences • Faculty of Social Sciences and Liberal Arts • De Institute of Creative Arts and Design • UCSI Graduate Business School • Institute of Music
Language of Instruction	English
Term Dates for the Academic Year	January Semester [Long Semester] Period: January – April May Semester [Long Semester] Period: May – August July Semester [Long Semester] Period: July – November (for Architecture, Medicine and Pharmacy programmes) September Semester [Short Semester] Period: September – November
How many credits are equivalent to full time studies per semester?	Long semester: 20 credits Short semester: 10 credits
Please specify any restrictions concerning the amount of credits/courses students are allowed to take in another department/school/faculty?	Minimum 10 credits and maximum 20 credits (if you wish to take more or less, please contact the coordinator before registering for the courses).
Course Catalog	Please refer to course list and programme book/ website: https://www.ucsiuniversity.edu.my/undergraduate

Nomination and Application Process	
Nomination Process (Coordinators only)	Exchange office of partner universities <u>should send the nomination to the UCSI's coordinator by email before the deadline.</u>

Application Periods and Deadlines	*January 2022 Semester (* Max five (5) subjects)*	
	➤ *Nomination Deadline*	22 October 2021
	➤ *Application Deadline*	29 October 2021
	➤ *Course Selection:*	First three (3) weeks of each semester
	May 2022 Semester (Max five (5) subjects)*	
	➤ *Nomination Deadline*	7 March 2022
	➤ *Application Deadline*	21 March 2022
	➤ *Course Selection:*	First three (3) weeks of each semester
	July 2022 Semester (Max five (5) subjects) – Architecture, Medicine & Pharmacy programmes only*	
	➤ *Nomination Deadline*	18 April 2022
	➤ *Application Deadline*	2 May 2022
	➤ *Course Selection:*	First three (3) weeks of each semester
	September 2022 Semester (Max three (3) subjects)*	
	➤ *Nomination Deadline*	4 July 2022
	➤ *Application Deadline*	18 July 2022
	➤ *Course Selection:*	First three (3) weeks of each semester

Application Link	*Please contact the Exchange Coordinator before submitting an application:* https://iis.ucsiuniversity.edu.my/Public/Default.aspx?PossePresentation=ENRLogin&PosseObjectDef=o_List
Application Requirements	• Complete passport copy (Multipage PDF Format). • Passport Photograph, White Background (JPG Format). • Certified academic transcripts. • Letter of Enrolment from Home Institution. • Student ID. • Health Declaration Form (PDF format). • Declaration of Accommodation Form (PDF Format).
Academic Requirement (Minimum GPA)	It is up to our partner institution. However, we prefer those who have 2.8 (out of 4.0) and above.

Language Proficiency Requirement	TOEFL PBT	*417 (Minimum Score)*
	TOEFL iBT	*35 (Minimum Score)*
	IELTS	*5.0 (Minimum Score)*

Updated on 6/10/2021

	Linguaskill	*B1 – 140 (Minimum Score)*
	Exemption	Students from partner universities where English is the language of instruction. Students need to provide an Acknowledgement Letter or any documentary evidence as proof with the home institution's official seal on it.
Application Procedures	<mark>**Step 1: Before you apply**</mark> **i. Check the academic requirement** If you have completed one (1) or two (2) semesters of full-time study at your home institution with minimum GPA requirement mentioned, you will be considered for entry at UCSI University. **ii. Check the language proficiency requirement** If English is not your first language or the language of instruction at your home institution, documentary evidence of your English skills will be required. **iii. Check your preferred courses, and other requirements** Ensure that your preferred courses are available. You may do so by checking the academic calendar at: https://www.ucsiuniversity.edu.my/sites/default/files/academic_calendar_2022_-_general_programme.pdf <mark>**Step 2: How to Apply**</mark> **i. Nomination** In consultation with your home institution, choose the courses you wish to study at UCSI University. Please refer to course list and programme book/ website: https://www.ucsiuniversity.edu.my/undergraduate **ii. Apply online** Create an account at the online application site (IIS) for Exchange Student at https://iis.ucsiuniversity.edu.my/Public/Default.aspx?PossePresentation=ENRLogin&PosseObjectDef=o_List .Complete the application and upload scanned PDF/ JPG/ JPEG files of the required documents such as your passport, certified/ notarized evidence of your academic qualifications, and language proficiency (if applicable). No paper application will be accepted.

Visa Application Procedures	**i. Acceptance procedures** Upon successful application, you will receive an Offer Letter. The letter will list how to accept the offer and the required fees (if any) you need to pay. Accept your offer as soon as possible. **ii. Apply for a Student Visa** Upon your offer acceptance, UCSI will apply to EMGS on your behalf for student visa. Once you receive your visa, come to UCSI University, Malaysia. <mark>Please refer here for pre-arrival information:</mark> https://www.ucsiuniversity.edu.my/Admission-Pre-Arrival/international/kuala-lumpur-campus?display=Kuala-Lumpur-Campus • Pay RM 2,180 (USD$ 530) visa application fees. • You will be notified when the visa is approved. Download eVisa Appoval Letter from the EMGS webpage. • Go to the Malaysia Embassy in your home country for a SEV "Single Entry Visa".
Pre-Departure Procedures	**i. Accommodation arrangements** Please make sure that you have booked and confirmed your accommodation before arrival, either with a counsellor or through your own resources. Requests upon arrival may not be entertained. **ii. RT-PCR Covid-19 Test** You are required to undergo the RT-PCR Covid-19 Test three (3) days before travelling to Malaysia. The RT-PCR Covid-19 test result must be translated in ENGLISH so that the respective authorities in Malaysia can inspect it. **iii. Online payment for the quarantine and the Covid-19 Screening Test** Please complete the online payment for the quarantine and the Covid-19 Screening Test through MySafeTravel (www.safetravel.myeg.com.my) / MyQr application by MyEG (www.myeg.gov.my) and provide the payment slip at the international entry point upon arrival. **iv. Arrival notification** Please complete the *Immigration Clearance and Arrival Information Form in IIS Student Portal*. Ensure that you submit the completed form **at least SEVEN (7) working days before your departure date**. Students are required to download the MySejahtera app from the iOS App Store, Google Play Store or Huawei AppGallery to complete all the required information three (3) days prior to the arrival date.

Quarantine Procedures	**i. Mandatory Quarantine** All international students arriving in Malaysia are subjected to fourteen (14) days quarantine at designated government quarantine stations regardless of whether they are vaccinated or not. The quarantine period of 14 days will be extended to twenty-one (21) days (7 days' extension), depending on the risk assessment conducted on the students on day 14 of the quarantine Fees imposed by the Government of Malaysia including the Covid-19 detection test, quarantine cost, and hospital admittance fee (if required) must be borne by you: ***COVID-19 SCREENING TEST FEE:*** RT-PCR RM 250 (USD$ 65) RTK ANTIGEN RM 120 (USD$ 30) ***ACCOMODATION/OPERATIONAL COST FEE:*** Quarantine Fees – RM 150 (USD$ 40) per day of quarantine Fixed Charges (Quarantine Station Operations) – RM 2,600 (USD$ 630) Total Fees for 14 days of quarantine – RM 4,700 (USD$ 1,135) Total Fees for 21 days of quarantine – RM 5,750 (USD$ 1,385) **ii. Release Order** Once the quarantine period is completed, you will be issued a Release Order by the National Disaster Management Agency (NADMA) **iii. Pick-up** You will be picked-up from your respective quarantine stations by transportation provided by the University.
Latest Arrival Date	They have to arrive before or on the orientation day. On the same day, students will be able to check in to the dormitory.
Orientation Date	January 2022 Semester : 30 December 2021 May 2022 Semester : 28 April 2022 July 2022 Semester : 1 July 2022 September 2022 Semester : 1 September 2022 • *The latest dates for Orientation can be found at:* *https://www.ucsiuniversity.edu.my/intakes-and-calendar* • *Orientation dates varies from programme to programme.*
Accommodation	On-campus and off-campus accommodation. Please check accommodation attachments/ website: https://www.ucsiuniversity.edu.my/accommodation/Kuala-Lumpur
Other Relevant Fees Payable	i. RM 700 (USD$ 170) International Administration fees. ii. RM 1,000 (USD$ 245) Refundable Deposit (will be refunded to students upon completion).

Costs of Living in Malaysia	RM 1,500 – RM 3,000 (USD$ 380 – USD$ 500) per month inclusive of accommodation
Medical Coverage	Students are advised to obtain an international insurance policy before they come to Malaysia. Students may also apply for UCSI Laurent Bleu medical card before arrival (RM 50/ USD$ 12).
Campus Facilities	Dormitory, Library, Cafeteria, Medical Centre, Swimming Pool, Basketball Court, Recital Hall etc.
Distance from Airport	One (1) hour by car from Kuala Lumpur International Airport (KLIA). University airport pickup is available upon request. Bookings must be made 7 days prior to arrival, after which, additional charges of RM 200 (USD$ 50) are applicable.

Fees Summary

Fee Type	Payable to UCSI
Registration Fee	Waived
International Administration Fee	RM 700 (USD$ 170)
Tuition Fee	Waived
Deposit	RM 1,000 (USD$ 243) refundable
Visa Fees	RM 2,180 (USD$ 530) subject to changes
Covid-19 Screening Test Fee	RM 250 (USD$ 63) - RT-PCR RM 120 (USD$ 30) - RT Antigen
Total Quarantine Fees	RM 4,700 (USD$ 1,135) - 14 Days Quarantine RM 5,750 (USD$ 1,385) – 21 Days Quarantine
Accommodation	RM 750 (USD$ 183) per month – **Hostel*** RM 160 (USD$ 40) twin sharing per night – Hotel
Cost of Living	RM 1,500 – RM 3,000 (USD$ 380 – USD$ 500) per month

Hostel – *booking and occupancy is for a semester's stay (4 months)*

Evaluation		
Information on Grading and Credit System	1) Minimum three (3) subjects (10 credit hours) 2) Maximum five (5) subjects (20 credit hours) 3) One (1) credit equals to 40 notional study hours 4) One (1) long semester consists of 14 teaching weeks, 1 study week, and 2 final exam weeks and one (1) short semester consists of 7 teaching weeks, 1 study week and 1 final exam week.	

Alphabetical Value	WEIGHT	FINAL POINT OF SEMESTER (GPA)
A	80-100	4.00
A-	75-79	3.67
B+	70-74	3.33
B	65-69	3.00
B-	60-64	2.67
C+	55-59	2.33
C	50-54	2.00
C-	40-49	1.67
D+	35-39	1.33
D	33-34	1.00
D-	31-32	0.67
F	0-30	0.00

Issuance of Transcript of Records	End of semester.