

**Pre-Arrival Procedure**

<p><b>Step 1</b> <b>In Home Country</b></p>	<p>The student <b>MUST</b> provide UCSI the following information by fax (603-9102 3606) attention to International Office or e-mail to <a href="mailto:ibrahim@ucsi.edu.my">ibrahim@ucsi.edu.my</a> and <a href="mailto:hktan@ucsi.edu.my">hktan@ucsi.edu.my</a> <b>at least 7 days before departure</b>:</p> <ul style="list-style-type: none"> <li>a) Date &amp; Time of departure from home country;</li> <li>b) Date &amp; Time of arrival to Kuala Lumpur International Airport (KLIA); and</li> <li>c) Flight name &amp; number.</li> </ul> <p><b>Note:</b> UCSI will not be held responsible for consequences if the above instruction is not complied with. Priority for airport pickup is for the registered students. Accompanying persons need to arrange for their own transportation.</p>
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<p><b>Step 2</b> <b>In the Airplane</b></p>	<p>Before the student leaves for the airport, he/she must make sure to bring along the following important documents:</p> <ul style="list-style-type: none"> <li>a) <b>Passport</b> (must be valid for at least 12 months before expiry); and</li> <li>b) Original copy of <b>Visa Approval Letter</b> or <b>Valid Entry Visa</b>.</li> </ul>
<p><b>Step 3</b></p>	<p>The student is required to fill in the <b>Disembarkation Card</b> provided by the airline crew. Please keep the card stub.</p>

<p><b>Step 4</b> <b>At KLIA</b></p>	<p>After leaving the airplane, the student is required to board a “<b>Sky-train</b>” which will take passenger from <b>Terminal C</b> to the <b>Baggage Reclaim &amp; Immigration Terminal</b>.</p> <p><b>Note:</b> Student must take the sky-train within 20 minutes after leaving the plane.</p>
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<p><b>Step 5</b> <b>At Immigration Counter</b></p>	<p>UCSI representative will be waiting for those students who are arriving at <b>KLIA, at the Immigration Counter 40. However, for those who are arriving at LCCT, Sepang, Kuala Lumpur. They are requested to wait at the immigration counter 10.</b> UCSI representative will be holding a placard (piece of paper) printed with the student’s name and flight details. He will guide the student to the Immigration Counter for clearance</p> <p>The student must be ready with the following documents:</p> <ul style="list-style-type: none"> <li>a) Passport; and</li> <li>b) Original copy of Visa Approval Letter or Valid Entry Visa.</li> </ul> <p><b>Note:</b> Immigration Officer <u>WILL NOT</u> releases the student without the presence of UCSI representative to identify and acknowledge the student.</p>
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<p><b>Step 6</b> <b>Back to UCSI Campus</b></p>	<p>After Immigration Clearance procedure, UCSI representative and student ambassador will offer a refreshment package with a welcoming letter to the student during the journey to UCSI Residential Hall. Student ambassador will assist the student to check-in to the Residential Hall and a Student Affairs Officer will arrange for student's meals on the following working day.</p>
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**Post-Arrival Procedure**



<p><b>Step 1</b></p>	<p>The student must report to <b>UCSI, International Office</b> (located at 2<sup>nd</sup> floor in Block A) <b>on the date &amp; time stated in the welcome letter.</b> The student is required to settle the necessary payment due before the course selection and the commencement of classes, and a student ambassador or Student Affairs officer will assist the student to open a bank account. During the orientation, the student will be briefed about UCSI's rules &amp; regulations, English Placement Test schedule, and Course Selection procedure. <b>Attendance to this orientation is COMPULSORY.</b></p>
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<p><b>Step 2</b></p>	<p>A student who does not meet UCSI's English requirement will have to sit for the <b>English Placement Test (EPT)</b> as per schedule given. The test will be held at the London English Academy(<b>LEA</b>)(located at the North Wing 1<sup>st</sup> floor). The EPT result will be released and posted on the notice board the following day at the LEA. The student will then proceed with Course Selection procedure after getting the result.  A student who has met UCSI's English requirement will proceed with Course Selection procedure.</p>
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<p><b>Step 3</b></p>	<p><b>Course Selection procedure:</b></p> <ul style="list-style-type: none"> <li>▪ The student has to bring along <i>Course Selection Form</i> and meet with Head of School/ Head of Programme/ Programme coordinator for advice on subject selection for current semester.</li> <li>▪ Once approval obtained from the respective school, student <b>MUST</b> submit the <i>signed/approved Course Selection Form</i> to <b>University Registry &amp; Exams (URE)</b> (located at 2<sup>nd</sup> floor in Block A) for subjects' registration. Officer at <b>URE</b> will assist student in this process via UCSI <a href="#">eAdvantage</a> website.</li> <li>▪ The student may obtain the <b>Course Schedule</b> from (<b>URE</b>) (located at 2<sup>nd</sup> floor in Block A) or <a href="#">eAdvantage</a> website at <a href="http://www.ucsi.edu.my/advantage/new/main.asp">http://www.ucsi.edu.my/advantage/new/main.asp</a></li> <li>▪ <b>Student ID card</b> – the student may collect the student ID card which prepared by <b>URE</b> after 3 working days.</li> </ul>
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## UCSI University Pre & Post Arrival Procedure to UCSI University

<b>Step 4</b>	<p>The student <b>MUST</b> submit passport and Student Pass endorsement fee to International Office (IO) according to the schedule given to him/her. IO will provide the student a certified true copy of the passport for their safekeeping while pending the Student Pass endorsement at the Malaysia Immigration Department.</p> <p>The student may refer to the notice board at <b>External Communications Department</b> (located at 3<sup>rd</sup> floor in Block A) for collection of passport. Student's name will be published in the notice board <b>when the passport is ready for collection.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>▪ Student <b>MUST</b> submit passport for <u>Student Pass extension/renewal one (1) month before Student Pass expired.</u> Failing to do so will have to be penalized RM30.00 per DAY.</li><li>▪ Student is responsible to ensure that the Student Pass and Entry Visa are <b>VALID</b> before leaving the country.</li></ul>
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*Revised on 24 July 2008*

*This information contained herein is correct at the time of printing and UCSI reserves the right to make amendments without prior notice. As such, UCSI shall NOT be held liable for subsequent changes. UCSI will NOT be held responsible for any documents or information not fully provided by the student for processing as required.*