POLICIES AND REGULATIONS FOR INTERNATIONAL STUDENTS

1. INTERNATIONAL STUDENT CHARGE
   International Student Charge (non-refundable) is payable upon application for all international students.

2. STUDENT PASS AND VISA APPLICATION
   All international students are required to have a valid Student Pass and Visa while studying at Taylor’s College. Those who are holding the Diplomatic Pass or Malaysian Permanent Residents (P.R.)[with Malaysian identity cards], Residence Pass – Talent (RP) as well as those with MM2H and Dependent Pass (with Permission to Study Stamp) are exempted from applying the Student Pass and Visa. It is mandatory for Student Pass and Visa to be applied through Taylor’s International Office. However should there be any changes in the policies set by the Malaysian Immigration Department and Ministry of Education (MOE), it is pertinent that students abide with the conditions set.

ENTRY VISA / JOURNEY PERFORMED
Kindly contact the nearest Malaysian High Commission or visit www.imi.gov.my or http://www.kln.gov.my/web/guest/mission to find out whether you need an Entry Visa to enter into Malaysia before you purchase any air ticket.

3. NO OBJECTION CERTIFICATE (NOC)
   Students from Sub-Saharan Africa and students who studied in Sub-Saharan Africa must obtain NOC from the nearest Embassy or Ministry of Education to prove that they had fulfilled the minimum entry requirement to pursue their studies in Malaysia.

   The Embassy of Sudan in Kuala Lumpur requires all Sudanese nationals applying for a New, Variation and Progression application to provide a No Objection Letter (NOC) to Education Malaysia Global Services (EMGS) as part of their application documents.

4. MEDICAL SCREENING
   Students must perform the pre-medical screening in home country and submit the medical report together with the relevant documents upon application. Upon arrival in Malaysia, students must report to Taylor’s International Office. All international students (holding Student Pass) are required to perform a post-arrival medical screening with appointed panel clinics by Education Malaysia Global Services (EMGS), within 7 days upon arriving in Malaysia.

5. STUDENT PASS AND VISA ENDORSEMENT
   Students must report to Taylor’s International Office after performing the medical checkup. The passport will be collected and submitted to the Malaysian Immigration Department for Student Pass and Visa Endorsement. The endorsement process may take up to two (2) months. Please ensure that the passport is valid for at least ONE year upon reporting to Taylor’s International Office.

6. iKAD
   The iKad is issued to assist in the identification of a student with valid student pass and is to be presented upon request in the lieu of passport. The application of the iKad will done together with the new VAL applications and renewal applications through EMGS online system. The iKad is non-transferable and does not authorize another person to use it. The student is responsible for paying any replacement fee and should notify the Taylor’s International Office when an iKad is lost, damaged or stolen. Upon graduation, the student must surrender the iKad to Taylor’s International Office.

7. STUDENT PASS AND VISA RENEWAL
   It is the responsibility of the student to monitor the expiry date of their Student Pass and Visa. Students are required to submit the passport and iKad for Student Pass and Visa extension two (2) months before the expiry date.
8. **OVERSTAY**  
Students are responsible to submit their passports to the International Office on time for endorsement or renewal of Student Pass and Visa. Failure to do so will result in NON-endorsement and NON-renewal of Student Pass and Visa. Overstaying students without a proper pass / visa will be subjected to penalties and possible jail terms or deportation by the Malaysian Immigration Department. All the fines should be borne by the students.

9. **STUDENT PASS AND Visa CANCELATION**  
Malaysia Immigration Department requires all international students to cancel their Student Pass and Visa and submit the iKad when they have completed their studies, deferred or withdrawn from the college.

10. **MISUSE OF STUDENT PASS AND VISA / VIOLATION OF LAWS**  
International students are prohibited from working in Malaysia- be it for Full-time or Part-time Employment. If a student is found to have abused their Student Pass and Visa, the student could be sentenced for imprisonment, fined up to RM10,000 or be whipped.

11. **MEDICAL AND HEALTH INSURANCE**  
Medical and health insurance is mandatory and must be procured through EMGS for international students while pursuing their studies at Taylor’s College. Students under Malaysia Permanent Residents, Diplomatic Pass, Residence Pass – Talent, MM2H and Dependent Pass are exempted (with proof of valid personal insurance supporting documents). A copy of the Schedule of Benefits can be obtained from International Office.

12. **LIFE-THREATENING EMERGENCY**  
Should you be faced with a medical emergency (i.e. accident), it may be difficult to contact your parents or guardian immediately when urgent medical attention is required and authorization from them is required before a doctor can proceed with a particular procedure. As such, Taylor’s College needs to be authorized by your parents or guardian to sign on their behalf should such a situation occur.

13. **PERSONAL BOND**  
All international students are required to pay a Personal Bond, the amount of which is fixed by the Malaysian Immigration Department and which varies from country to country. The amount (without interest) is totally refundable upon completion of programme, if the student has not violated the Rules and Regulations of the Malaysian Immigration Department. Students with Malaysia Permanent Residents, Diplomatic Pass, Residence Pass – Talent, MM2H and Dependent Pass are exempted from paying this bond.

14. **PROGRAMME TRANSFERS**  
Transfer of enrolment from one programme to another can only be made with prior approval of the School of Pre-U Studies Office and International Office. Students are required to cancel their current Student Pass and Visa. International Office will assist in re-applying for a new Student Pass and Visa under the new programme. All expenses incurred should be borne by the students.

15. **ATTENDANCE**  
Regular attendance is compulsory and the average attendance should not fall below 80% as required by the Ministry of Education, Malaysia. A student who is absent for 3 consecutive days without valid reasons or prior permission will be reported to the Police Department, the Ministry of Education and the Immigration Department of Malaysia. Action may be taken which may result in revoking of the Student Pass and Visa.

16. **EXPULSION**  
Taylor’s College reserves the right to expel students for serious breaches of discipline / law as well as to cancel the Student Pass and Visa. Fees will not be refunded in such cases.

17. **DATA PROTECTION ACT 2010**  
The College is bound by the Data Protection Act 2010 (where applicable) and information given on the Application Form will only be used in accordance with the terms of the Act. If you are applying via a third party for example an agent or one of our collaborative partners, it will be necessary to share information regarding your application. In addition it may be necessary to pass information to official Malaysian bodies such as the Immigration and Ministry of Education to assist them in their duties.