Dear Student,

Terms and Conditions of Enrolment for International Students

This letter is to be read together with the official Letter of Acceptance issued by Taylor’s College, Malaysia.

1. We look forward to seeing you at the International Student Pre-Orientation Briefing on:

   Date : One week before Commencement Date
   Time : 10am – 5pm
   Venue : 1st Floor, Wisma Subang Jaya, Taylor’s College Subang Jaya

   Attendance at this International Student Pre-Orientation Briefing is compulsory. A written notification via email or fax to Taylor’s International Office is necessary if you are unable to attend.

2. Your acceptance to study in Taylor’s College, Malaysia is subject to approval from the Ministry of Education (MOE) Malaysia and Malaysian Immigration Department. Taylor’s College will apply a Student Pass and Visa on your behalf. The process of obtaining the Student Pass and Visa will take approximately 1 to 2 months from the date of issuance of this letter. Please note that all fees and charges imposed by the Malaysian Immigration Department will be borne by you.

3. According to Ministry of Education (MOE) Malaysia regulations, all international students are required to undertake a Pre-Medical Screening in home country and Post-Medical Screening at Education Malaysia Global Services (EMGS) appointed panel clinics within 7 days upon arrival in Malaysia. Your acceptance to study in Taylor’s College is subject to your Medical Health Examination results.

4. If you are a transferred student from any other higher education institutions in Malaysia, you will not be allowed to commence your programme prior to getting the approval from the Ministry of Education (MOE) and Malaysian Immigration Department.

5. If you have not showed us your original qualification documents upon registration, you are required to do so on the first day when you report to the International Office.

6. Students are required to log-in and confirm their arrival details (at least 5 working days in advance prior to the flight departure date) at http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/_layouts/aa/preboarding/pbchecklist.aspx for Airport Pick-Up Service.
7. Kindly report to Taylor’s International Office on the next working day upon your arrival in Malaysia. Please bring along the following documents to complete the enrolment process:
   
   a) Original Passport
   b) Original Academic Transcripts and Certificates
   c) Letter of Acceptance (acknowledged by you)

8. Failure to report to your programme of study within the stipulated date mentioned in the Letter of Acceptance will result in a delay in your commencement date to the next intake of the programme. In addition, the process of application for your Student Pass and Visa may have to be repeated. Please note that all fees and charges imposed by the Malaysian Immigration Department will be borne by you.

Should you need further clarification on your admission, please contact:

International Office
Taylor’s College Subang Jaya
First Floor, Wisma Subang Jaya,
Jalan SS 15/4,
47500 Subang Jaya,
Selangor Darul Ehsan,
Malaysia
Telephone : +603 5638 6728 / 5638 6723
Facsimile : +603 5621 8143
IO Hotline : +60 12 218 7496
Email : internationaloffice.tcsj@taylors.edu.my

We welcome you to Taylor’s College and wish you every success in the programme.

Yours sincerely,
International Office

Encl
a. Letter of Acceptance (Two copies)
b. Rules and Regulations for International Student
c. Fee Payable Advice
d. International Student Pre-Orientation Briefing Program