POLICIES AND REGULATIONS FOR INTERNATIONAL STUDENTS

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

2. INTERNATIONAL STUDENT ANNUAL FEE
   All International students are required to remit an International Student Annual Fee of RM1,600 per annum. This payment is payable in the first 2 semesters of the year (eg: RM800 in Semester 1 and RM800 in Semester 2).

3. 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 and cancellation of Student Pass at Immigration Malaysia, 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.

4. NO OBJECTION CERTIFICATE (NOC)
   Students from Sub-Saharan Africa and Sudan including students who studied in Sub-Saharan Africa and Sudan must obtain NOC from the nearest Embassy of your country if you are residing in another country, or Ministry of Education or equivalent to prove that they had fulfilled the minimum entry requirement to pursue their studies in Malaysia.

5. STUDENT PASS AND VISA APPLICATION
   All international students are required to have a valid Student Pass and Visa while studying at Taylor’s University. Those who are holding the Diplomatic Pass or Malaysian Permanent Residents (PR) - with Malaysian identity cards, Residence Pass – Talent (RP) as well as those with MM2H and Dependent Pass (with Permission to Study Stamp/ Letter) 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. Only student pass holder is allowed to commence the programme. 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.
6. **SINGLE ENTRY VISA (SEV)**
A single entry visa / visa with reference is required for certain nationalities entering Malaysia as a student with the Visa Approval Letter. Please refer to the following Immigration Department of Malaysia website for the most updated countries listing - http://www.imi.gov.my/images/PasPelajar2014/PERLU%20VISA-new.pdf. Kindly contact the nearest Malaysian High Commission / Malaysian Embassy / Consulate or visit www.imi.gov.my or http://www.kln.gov.my/web/guest/mission to obtain the SEV before purchasing your flight tickets to enter Malaysia. For nationalities not requiring a SEV, students are required to enter Malaysia with a valid Visa Approval Letter only. Airport pick up is available for new students, where booking can be made by filling in an E-form at http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/_layouts/aq/preboarding/pbchecklist.aspx

7. **TEMPORARY VISA (ENTRY PASS)**
Immigration officials place a Temporary Pass stamp in your passport when you present your Student Pass approval letter and copy of your offer letter at the airport. Most of the Temporary Pass is only valid for 14 - 30 days depending on your nationality. You MUST visit our International Office on the next working day after your arrival to seek advice on how to proceed with the Health Check and to get your Student Pass endorsed.

8. **POST-ARRIVAL MEDICAL CHECKUP**
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 checkup with appointed panel clinics by Education Malaysia Global Services (EMGS), within 3 working days upon arriving in Malaysia.

9. **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 10 – 12 weeks. Please ensure that the passport is valid for at least 15 months upon reporting to Taylor’s International Office.

10. **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 renewal documents for Student Pass and Visa extension four (4) months before the expiry date. Original passport has to be submitted to International Office two (2) months prior to the expiry date of the Student Pass.
11. **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 shall be borne by the students.

12. **STUDENT PASS AND VISA CANCELATION**

Malaysia Immigration Department requires all international students to cancel their Student Pass and Visa when they have completed their studies, deferred or withdrawn from the University. Cancellation of visa will take 3 weeks from submission date of passport by student to International Office Counter. An air ticket departing 3 weeks later to the home country is required by Immigration for cancellation. Failure to perform a proper Student Pass cancellation will result in the Bond Deposit being forfeited by Immigration Malaysia.

13. **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.

14. **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 University. 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.

15. **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 University needs to be authorized by your parents or guardian to sign on their behalf should such a situation occur. Please refer to Appendix A.

16. **PROGRAMME TRANSFERS**

Transfer of enrolment from one programme to another can only be made with prior approval of the School Academic Services 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 shall be borne by the students.
17. 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 reason 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.

18. EXPULSION
Taylor’s University 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.

19. DATA PROTECTION ACT 2010
The University 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 submit this information to official Malaysian bodies such as the Immigration and Ministry of Education and the Embassy / High Commission of your Home Country to assist them in their duties.

20. TERMS AND CONDITIONS GOVERNING THE RELEASE OF INFORMATION
The following information will be provided and/or verified if the requestor authorises the release of information pertaining to the student’s name, date-of-birth, student ID, passport no., contact details, enrolment status, programme, academic and attendance report.

Any request to revoke consent or authorisation must be made in writing before the release of information. The records listed above will be released in unedited form except as otherwise provided by applicable privacy and data protection laws and the policies and procedures of the University.
ACKNOWLEDGEMENT BY STUDENT

I have read and understood the following documents;

1. Terms and Conditions of Enrolment for International Students
2. Policies and Regulations for International Students (Page 1 to 3)

Name : ________________________________________________________________

Passport No. : __________________________________________________________

Programme : __________________________________________________________

Intake : ______________________________________________________________

Signature : ____________________________________________________________

Date : _________________________________________________________________

Appendix A. LIFE-THREATENING EMERGENCY:

In case of accident, illness, or other emergency, I/we, the undersigned, __________________________
parent and/or the legal guardian of the student ____________________________request that
authorised Taylor's University personnel contact me. If the authorised Taylor's University personnel
cannot reach a parent/guardian after conscientious effort, I/we give permission for the authorised
Taylor's University personnel to call paramedics or any licensed doctor or dentist. If a life-
threatening emergency exists, I/we give permission for the authorised Taylor's University personnel
to immediately call paramedics and then contact me/us as soon as possible thereafter.

In the event that I/we cannot be reached to give necessary medical consent, I/we the undersigned
grant permission for the authorised Taylor's University personnel to arrange for all necessary
emergency care for our child. We will be financially responsible for such care and for emergency
medical transport and consent to indemnify Taylor's University which is fully owned by Taylor’s University Sdn. Bhd. (Company No.: 149634-D) and all its affiliates, staff and designated agents. I/we authorize and consent to the following but not limited to any medical images examination, anaesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which, in the best judgment of a licensed doctor or dentist, is deemed advisable. I/we agree and consent to assume the financial responsibility for expenses incurred as a result of those services being provided.

Parent’s Name: ____________________________
(Legal Guardian’s Name)

Identity / Passport No.: ____________________________

Relationship: ____________________________

Contact Number: ____________________________ (please include country / area code)

Signature: ____________________________

Date: ____________________________