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 University, Malaysia.

1. International students are required to report to the International Office on:

   Date       : One week before the commencement date
   Time       : 10am to 5pm
   Venue      : International Office Counter, Block A, Level 2

   Reporting to the International Office and attending the International Students Welcome Reception is compulsory. A written notification via e-mail or fax to the Taylor’s International Office is required if you are unable to attend.

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

3. The Malaysia Immigration Department does not permit the conversion of Social / Tourist Visa into a Student Pass. Hence, you must obtain the Student Pass and Visa Approval Letter (VAL) before entering Malaysia as a student.

4. A Single Entry Visa (SEV) / visa with reference is required for certain nationalities entering Malaysia as a student with the Visa Approval Letter. For these nationalities, kindly visit the nearest Malaysian High Commission / Malaysian Embassy / Consulate to obtain the Single Entry Visa before purchasing your flight tickets to enter Malaysia. Please refer to the attached List of Countries for the affected nationalities. However, please note that this list is subject to change without notice from Immigration Department of Malaysia so kindly double confirm by visiting http://www.imi.gov.my/index.php/en/component/content/article/40-pengumuman/1009-updates-on-international-students-on-visa-requirements before you visit the nearest Malaysian Embassy.

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

6. 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.

7. 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.

8. For airport pick-up services, students are required to log-in and confirm their arrival details 5 working days before the flight departure date at:
   http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/_layouts/aq/preboarding/pbchecklist.aspx
Note: For China students, you are required to perform your own Immigration Clearance with the Visa Approval Letter (VAL) and Visa Granted on Arrival (VGOA).

9. 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 academic transcript/results
   b) Original passport
   c) Letter of Acceptance
   d) Visa Approval Letter (the original copy is required)
   e) Signed copy of acknowledgement - Policies and regulations for International Students

10. 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 University**
No. 1, Jalan Taylor's,
47500 Subang Jaya,
Selangor Darul Ehsan,
Malaysia

**Telephone**: +603 5629 5000
**Facsimile**: +603 5629 5036

**Admission Officers:**

1. Cindy Chin  
   Email: PooiKuan.Chin@taylors.edu.my

2. Tracy Tay  
   Email: WeiWei.Tay@taylors.edu.my

3. Deborah Chia  
   Email: DeborahSinFoong.Chia@taylors.edu.my

4. Gayatri Devi M Balachandran  
   Email: GayatriDevi.MBalachandran@taylors.edu.my

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

Yours sincerely,

International Office

Enc  
   a. Letter of Acceptance (Two copies)  
   b. Fee Statement  
   c. List of Countries that requires Single Entry Visa