

**INFO PACK FOR STUDENT EXCHANGE & STUDY ABROAD  
AT TAYLOR'S UNIVERSITY**

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## ACADEMIC INFORMATION

### Academic Credits

No. of credits per module	2, 3 or 4 credits
For each credit, number of contact hours in a week	1 hour
No. of teaching week in a semester	14 weeks
For each course, total number of contact hours in a semester – Example	42 hours (3 credits x 1 hour x 14 week)

- Modules offered at Taylor's University are equivalent to 2, 3 or 4 credits.
- Minimum: 16 Credits
- Maximum: 20 Credits
- 1 credit is equivalent to 40 learning hours
- Please liaise with your home institution on the no. of credits required for your semester exchange at Taylor's University.

### Credit Transfer

Please download your examination results from the Taylor's University Student Portal and send it in to your home institution.

### Academic Calendar

- Taylor's University adopts a two-semester system;
- First Semester: March – July
- Second Semester: August – December
- Each semester is approximately 18 weeks long. This comprises of 14 teaching weeks, 1 week semester break, 1 week study leave, and 2 weeks final examinations.
- Attendance to Orientation Programme is compulsory.

### Add/Drop Subjects

Deadline: 2-weeks upon programme commencement. Please consult the Academic Services of the respective School for the Add/Drop Module Form.

### Deferment and Withdrawal as Exchange Student

All deferments are subject to the approval of the School. Once you are deferred, you need to reapply for your Student Pass and Visa and reapply for admission into Taylor's University. Please inform Taylor's University Student Exchange Coordinator and the Exchange Coordinator of your Home Institution.

## APPLICATION GUIDELINE

### Criteria for Admission

- Second year students who are presently enrolled as an undergraduate student in your home institution. Your Home Institution need to be an exchange partner of Taylor's University.
- All applications are subject to the approval of the respective school and the issuance of the Visa Approval Letter from the Malaysia's Immigration Department.
- All the documents for admission and student pass application must be submitted to Global Mobility Office within the stipulated timeline. Any late application will not be accepted.
- During your application for the Student Pass and Visa, you are not allowed to stay in Malaysia.

### Closing Date for Application

- **March Intake**  
Nomination: October 31 of the preceding year  
Document Submission Deadline: November 30 of the preceding year
- **August Intake**  
Nomination: March 31 of the same year  
Document Submission Deadline: April 30 of the same year

## STUDENT PASS AND VISA APPLICATION

### Important Documents for Admission and Student Pass Application

#### A. Student Exchange for 1 (ONE) SEMESTER

1. Duly filled Global Mobility Application Form
2. Seven (7) units of passport-size photographs with BLUE background, cut into the exact size of 3.5cm x 5cm
3. One (1) complete set of passport in carbon copy including blank and cover pages.
  - a. Your passport must have a minimum of one year validity from the programme's commencement date at Taylor's University.
  - b. Please make sure the page no. is visible and with a maximum of 2 passport page per A4 sheet.
4. Academic Transcripts with grading systems in English or translated into English with certified true copy stamp from authorized bodies (eg. High Commissioner Office / Embassies)
5. Evidence of English Language Proficiency or Verification Letter from Home Institution equivalent to IELTS 6.5, TOEFL 550
6. Taylor's University Academic Module Registration Form
7. Home Institution to provide the following;
  - a. Verification Letter to indicate that you are currently enrolled in the Home Institution
  - b. Nomination Letter to indicate that you are nominated for Taylor's University Exchange Programme
8. Curriculum Vitae (CV)
9. Sponsorship Letter (if applicable, for Master Programme only)
10. Full Payment of **RM560** via telegraphic transfer comprising of the following:

a. Professional Pass valid for 6 months	RM 190
b. Hospitalization and Surgical Insurance	RM 320
c. Visa Fees	RM 50
<b><u>TOTAL PAYABLE</u></b>	<b><u>RM 560 (USD140)</u></b>

*\*Based on the exchange rate of USD1 = RM4*

## STUDENT PASS AND VISA APPLICATION

### Important Documents for Admission and Student Pass Application

#### B. Student Exchange for 2 (TWO) SEMESTERS

1. Duly filled Global Mobility Application Form
2. Seven (7) units of passport-size photographs with BLUE background, cut into the exact size of 3.5cm x 5cm
3. One (1) complete set of passport in carbon copy including blank and cover pages.
  - a. Your passport must have a minimum of one year validity from the programme's commencement date at Taylor's University.
  - b. Please make sure the page no. is visible and with a maximum of 2 passport page per A4 sheet
4. Academic Transcripts with grading systems in English or translated into English with certified true copy stamp from authorized bodies (eg. High Commissioner Office / Embassies)
5. Evidence of English Language Proficiency or Verification Letter from Home Institution equivalent to IELTS 6.5, TOEFL 550
6. Taylor's University Academic Module Registration Form
7. Home Institution to provide the Nomination Letter to indicate that you are nominated for Taylor's University Exchange Programme
8. A valid Pre Arrival Medical Screening Report (EMGS version)
  - a. Effective 1<sup>st</sup> July 2014, all international students intending to study in Malaysia must undergo Medical Screening at their home country prior to arrival in Malaysia. While undergoing this Medical Screening, you must bring along the **Health Examination Report** to be completed by the medical practitioners with their signatory.
9. Sponsorship Letter and Curriculum Vitae (for Master Programme only)
10. Full Payment of **RM2038** via telegraphic transfer comprising of the following:

a. Education Malaysia Global Services Fees	RM1325
b. Hospitalization & Surgical Insurance	RM 530
c. IKad for foreign students issued by EMGS	RM 53
d. Student Pass and Visa Fees	RM 130
<b><u>TOTAL PAYABLE</u></b>	<b><u>RM 2038 (USD510)*</u></b>

*\*Based on the exchange rate of USD1 = RM4*

## **MODE OF PAYMENT**

### **Telegraphic transfer**

Payable to "TAYLOR'S UNIVERSITY SDN BHD"

OCBC Bank (Malaysia) Berhad

Account No: 701-130855-6

Bank Address : Ground Floor, KL Main Branch, Jalan Tun Perak,

50050 Kuala Lumpur, Malaysia

Swift Code: OCBCMYKLXXX

Please scan and email all the documents to [Shamila.Ganapaty@taylors.edu.my](mailto:Shamila.Ganapaty@taylors.edu.my)

The photograph can be courier via express mail to:

Ms Shamila Ganapaty

Global Mobility Office,

Taylor's University Lakeside Campus,

No. 1, Jalan Taylor's,

47500 Subang Jaya, Selangor Darul Ehsan, Malaysia.

### **IMPORTANT NOTE:**

- All softcopy documents must be saved as PDF and email over as attachment.
- Certain modules may require additional charges such as uniform, equipment and supporting learning activities. These charges will be made know upon enrolment.
- All payments quoted are in Malaysian Ringgit on the international exchange rate of USD1 = RM4. If the sum transferred is less than the quoted amount, the students are required to remit the differences upon reporting at Taylor's University. Any surplus will be reflected as an excess payment.
- If your application is denied to the unavailability of the Student Pass or withdrawal, the application fees will not be refunded and the Medical Insurance fee will be refunded partially (subject to the approval of the Medical Insurance provider).

## ANNEX

### Passport-size Photograph



- Seven (7) units of passport-size photographs with BLUE background in the exact size of 3.5cm x 5cm
- Please identify your photo by labelling it with your name at the back of the photo.

### Home Institution Academic Transcripts

- Including those that you have completed and those that you have undertaken but has yet to be graded.
- All copies must be **certified true copies** (signed and stamped by your Home Institution Exchange Coordinator or Faculty Members)

THIS IS TO CERTIFY THAT THIS  
IS A TRUE COPY OF THE  
ORIGINAL WHICH I HAVE  
SIGHTED

*Jane Doe*

.....  
Name: JANE DOE  
Student Experience  
Taylor's University  
Date: 24/5/2012

**GOOD LUCK WITH YOUR APPLICATION!  
WE HOPE TO SEE YOU AT TAYLOR'S UNIVERSITY SOON!**