

Policy on and procedures relating to international students at the University of Reading Malaysia

Introduction

1.

3. The University is committed to global engagement and continues to ensure that we are recognized and experienced as an international institution in terms of our student and staff community, and global in the locations and reach of our activities and impact. The recruitment and admission of high quality international students to our campuses helps us maintain our excellence and achieve our global ambitions.

Student Pass Applications

4. The University ensures timely and efficient applications for student passes. This requires dedicated resources by the University and the commitment of our international offer holders to submit documents in a timely manner. The detailed procedure is as follows and begins after an international student is made an offer to study at UoRM:
 - a) International offer holders are informed of the documents that must be submitted for obtaining a student pass;
 - Two (2) passport sized photographs. (blue background)
 - Two (2) certified true copies of all pages in passport including blank pages. •

Pre-Arrival Information and Support

5. Students are provided with information about tuition fees, accommodation and living costs, as well as links to relevant webpages when they are made an offer to study.
6. International students are also provided with an electronic International Student Handbook prior to arrival.
7. International students are sent enrolment information 2-3 weeks before their course begins.
8. Students are also contacted about their arrival details.

up(e)-J-0.1214db5rTd()TjEMC /LBody /MCID 11 BD380.003 Tc -0.003 Tw -1.63 -1.261 Td(6.)Tj/1.64 1

renewed pass before leaving Malaysia during any term breaks as you may not be allowed to re-enter Malaysia to continue your studies.

iKad

14. The iKad is used as an identification card for the period of time which a student remains in Peninsular Malaysia. However, the iKad is not a replacement travel document. Each iKad will contain a picture of the student, passport number, nationality, institution name and duration of the student pass.

International Students' Responsibilities to UoRM

15. In order to maintain the standards of scholarship, personal integrity and communal life essential to the existence and good name of the University, students are expected to take responsibility for supplying the University with the necessary documentation for the University to apply, renew, and if appropriate, cancel

pass will be cancelled. If at the end of the academic year a student has not fulfilled this requirement, the University will write a letter to the Immigration authority informing them of the non-compliance and requesting that their student pass be cancelled.

22. If a student has extenuating circumstances contributing to their absence, then they must follow the Extenuating Circumstances procedures and provide appropriate evidence supporting their claims. If the extenuating circumstances are approved by the University, then the University will write to the Immigration Authority to allow dispensation for the student's case. Students need to be aware that it is not the University's decision to renew the student pass and the immigration authority can revoke the pass despite the University's acceptance of genuine and verifiable extenuating circumstances.

University of Reading Malaysia's responsibilities to the Jabatan Imigresen Malaysia

23. The University agrees to follow all regulations and requirements as detailed by the Jabatan Imigresen Malaysia. The University will apply for renewal of the KDN License with the Ministry of Education in a timely manner and at least 6 months' prior to the expiration of the license.
24. The University will make available staff and documents when required for audit purposes.
25. The University will report the results and attendance of international students to the relevant governmental agencies.