Malaysia-Japan International Institute of Technology
Universiti Teknologi Malaysia, Kuala Lumpur

MANUAL FOR STUDENT MOBILITY PROGRAM

(SEPTEMBER 2015)
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Enquiries

Faculty:
Office of Deputy Dean (Liaison & Internationalization)
Level 3, MJIIT Building
Malaysia-Japan International Institute of Technology (MJIIT)
Universiti Teknologi Malaysia Kuala Lumpur
Jalan Sultan Yahya Petra (Jalan Semarak)
54100 Kuala Lumpur
Tel : + (6) 03 – 2203 1471 / 1531
Fax : + (6) 03 – 2203 1274
Email : mjiitmobilty@utm.my
Website: mjiit.utm.my

Inbound & Outbound Activities

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Assistant Registrar
UTM International
Block S19, Universiti Teknologi Malaysia
81310 UTM Johor Bahru
Tel : +(6) 07-5538006 /+607-553 6843/ +607-553 6845
Fax : +(6) 07-5538003
Email : sitirahimah@utm.my
UTM International Website: www.utm.my/internationalaffairs
INTRODUCTION

This Manual for Student Mobility Program is a guideline in managing inbound and outbound student activities to or from MJIIT. As MJIIT actively receives visitors as well as sends students for visit, the office of Deputy Dean (Academic) has outlined a standard guideline to assist them in application processes. This manual provides step-by-step guidance for both inbound and outbound students according to categories.

The guidelines provide flowchart with detailed explanation including application form, duration for visa application, a list of necessary documents as well as structured cost and fees including accommodation. Referring to standard process from UTM International, MJIIT designs its own standard operating procedure (SOP).

Student Mobility Program has two main categories and each category has its own subcategories:

1. **Incoming Student (Inbound)**
   
   Incoming Student refers to students from other institutions that have interests to visit MJIIT for various purposes such as joint-supervision or participation in specific courses.
   
   - a. Student Exchange Program
     - Student Exchange
     - Internship
   
   - b. Short Term Program
     - Academic Visit
     - Summer School
     - Invitation Program

2. **Outgoing Student (Outbound)**
   
   Outgoing student refers to MJIIT students who would like to visit other universities abroad for various purposes such as joint-supervision or participation in specific courses.

   - a. Study Abroad/ Student Exchange Program
     - Study Abroad/ Student Exchange
     - Internship Abroad
   
   - b. Short Term Program
     - Global Outreach Program
     - Summer School Abroad
     - International Invitation Program

The expectation of having this guideline is to assist application procedures for both inbound and outbound students in arrangement of visit.
STUDENT MOBILITY PROGRAM
(INBOUND)
1. Application for Incoming Student (Inbound) Program

There are 2 categories of incoming student (inbound) program offered at MJIIT/UTM:

1.1 Student Exchange Program

1.1.1 Student Exchange
Students can enrol courses in the regular semester for a minimum one semester to two semesters with/without credit transfer.

1.1.2 Internship
Students can undergo internship/research attachment under supervision of professors in UTM.

1.2 Short Term Program

1.2.1 Academic Visit
A group of students can spend 1 to 7 days in UTM to experience the unique Southeast Asian cultures, to study the global issue or to get access to extraordinary learning opportunities.

1.2.2 UTM Summer School
This 2-3 weeks program offers a number of interesting courses organized by Universiti Teknologi Malaysia. It has a wide-application related to the environment, local community, heritage and tradition. The courses incorporate theory and practice, blended with the local culture and social activities. The summer school creates reciprocal partnership through which participants exchange ideas, share experience, discover new knowledge and establish network.

1.2.3 Invitation Program
A program which allows students from abroad to participating in a program as Seminar, Conference, Paper presentation, Student Project Competition, Cultural Exhibition and Conference, Historical and Cultural Tour and Workshops in Universiti Teknologi Malaysia.

1.3 Requirement and Eligibility

- Registered as an active student at home university.
- Have good health condition.
- Be physically present at home university at the time of application.
- Must agree to enroll at UTM as described in the program plan.
- Must agree to abide by the rules and regulations of UTM or placement provider.
- Should demonstrate empathy and understanding of cultural difference.
- Should demonstrate excellent personal skills.
- Agrees to be responsible for the costs incurred.

2. Passport & Visa Requirement

2.1 Application should be made through UTM after receiving the offer letter issued by UTM. Students are strongly advised NOT TO ENTER Malaysia before the application of the Student Pass made by UTM.

2.2 The following items must be submitted by email (scanned copy) to mjiitmobility@utm.my as soon as possible (before you enter Malaysia) for application for Student Pass:

- Passport - clear copies of all pages (including blank pages)
- UTM Offer Letter
- Passport sized with blue background (3.5 x 5 cm) in image file
- Medical check-up report (at origin country)
- Latest academic certificate & transcript
- Receipt/transaction slip of VDR Application Fees (USD45)
- Address of the nearest Embassy of Malaysia

Please refer Annex 2, Annex 3 & Annex 4

2.3 The Visa with Reference (VDR) approval takes about 30 days to be approved except for those from Bangladesh, India, Pakistan, Sri Lanka and China will take about 2 until 3 months. Anyhow, if the approval of Student Pass is not issued yet before the departure date, students may apply the Single Entry Visa from the nearest Malaysian Embassy in your country for the purpose of studying in Malaysia after seeking advices from UTM.
2.4 UTM/MJIIT will email the VDR upon approval, after which you can proceed to the nearest Malaysian Embassy / Consulate Office to stamp the visa in student's passport.

2.5 Upon approval of the pass and submission of original passport for student pass endorsement, students are required to pay the following fees:
- New Student Pass
- Stamp Duty
- Administration Charge

2.6 **Penalty of overstaying** in Malaysia is RM30.00 per day or RM1,100.00 per month or any amount as charged by the Malaysia Immigration Authority upon trial.

2.7 **Application for any extension** must be submitted 2 months before expiry date. Failure to do so, a fine of RM50.00 per week or part thereof will be imposed.

2.8 **Cancellation of Student Pass** must be made at least 21 working days before completion of study. Failure to do so might lead to forfeiture of the Personal/Security Bond.

3. **Personal / Security Bond**

3.1 All students studying in Malaysia are required to pay a Personal Bond to the Immigration Department of Malaysia through the respective University upon registration as required by the Immigration’s Law of Malaysia.

3.2 This bond is to ensure that the students comply with the Immigration Law of Malaysia throughout their stay in Malaysia.

3.3 Claiming of Personal / security Bond:

3.3.1 The personal / security bond will be refunded upon cancellation of the student pass provided there are no other claims against the applicants upon completion of studies at UTM.

3.3.2 Students must submit application for cancellation 21 days (working days) before travelling date.

3.3.3 Please approach International Student Centre (ISC) office before purchasing ticket. UTM will not liable for any difficulties or any loss for this arrangement.

3.3.4 Students are also advised to maintain their personal bank in Malaysia active until such time allowed by the Central Bank of Malaysia to enable the claim to be deposited in by the Central Bond of Malaysia.

3.3.5 The university will not make any payment to a third party claim on your behalf.

3.3.6 Any expired pass will not be entertained and bond will be forfeited.

3.3.7 Upon cancellation, students are no longer a student of University Teknologi Malaysia.

4. **Registration**

4.1 Students are requested to bring the following documents during registration:
- UTM Offer Letter
- Letter from Home University
- Passport (valid for a minimum of 3 years)
- MOU / Letter of Intent (If any)

4.2 Registration to School of Graduate Studies at Menara Razak, UTM KL for postgraduate students.

4.3 Activation of ISID number at Academic Management Unit for undergraduate students. (Email to Ms. Noraishah binti Hassan, Admission & Record Unit, UTM Johor Bahru at hnoraisah@utm.my)

4.4 Registration to faculty.

4.5 UTM student matrix card at UTM Studio.

4.6 Payment of education fee / personal bond at the Bursar Office.

# Others

## Accommodation

<table>
<thead>
<tr>
<th>No.</th>
<th>Accommodation</th>
<th>Room Type</th>
<th>Fare</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BATC, UTM Razak School</td>
<td>Standard Single</td>
<td>RM90/day</td>
<td>Tel: 603-2180 5315</td>
</tr>
<tr>
<td></td>
<td>Universiti Teknologi Malaysia</td>
<td>Normal Guest</td>
<td>RM80/day</td>
<td>Fax: 603-2180 5422</td>
</tr>
<tr>
<td></td>
<td>Kuala Lumpur</td>
<td>UTM Student (Daily Rate)</td>
<td>RM1,200/month</td>
<td>Email: <a href="mailto:norsyazwanihanis.kl@utm.my">norsyazwanihanis.kl@utm.my</a></td>
</tr>
<tr>
<td></td>
<td>Jalan Sultan Yahya Petra 54100 Kuala Lumpur</td>
<td>Superior Single</td>
<td>RM115/day</td>
<td>Name: Ms. Norsyazwani Hanis binti Musiman</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double</td>
<td>RM150/day</td>
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<tr>
<td>2.</td>
<td>Kolej Kediaman Siswa Jaya</td>
<td>Single</td>
<td>RM23/day</td>
<td>Tel: 603 – 4021 6149 / 3207</td>
</tr>
<tr>
<td></td>
<td>Jalan Rejang 4, Setapak Jaya 53300 Kuala Lumpur</td>
<td>Twin Sharing</td>
<td>RM16/day</td>
<td>Fax: 603 – 40213207</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Email: <a href="mailto:naimah.kl@utm.my">naimah.kl@utm.my</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Name: Ms. Naimah binti Mohamed</td>
</tr>
<tr>
<td>3.</td>
<td>Scholar’s Inn @ UTM KL</td>
<td>Scholar’s Single</td>
<td>RM140/night + 1 breakfast</td>
<td>Tel: 603 2180 6000</td>
</tr>
<tr>
<td></td>
<td>Universiti Teknologi Malaysia</td>
<td>Scholar’s Double</td>
<td>RM200/night + 2 breakfast</td>
<td>Fax: 603 2180 6001</td>
</tr>
<tr>
<td></td>
<td>Jalan Sultan Yahya Petra 54100 Kuala Lumpur</td>
<td>Scholar’s Suite – Queen</td>
<td>RM250/night + 2 breakfast</td>
<td>Email: <a href="mailto:reservation@scholarsinn.com.my">reservation@scholarsinn.com.my</a> / <a href="mailto:nazril@scholarsinn.com.my">nazril@scholarsinn.com.my</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scholar’s Suite – King</td>
<td>RM300/night + 2 breakfast</td>
<td>Name: Mr. Nazril bin Azli</td>
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<tr>
<td>4.</td>
<td>Teratai Room</td>
<td>Standard Single</td>
<td>RM55/day</td>
<td>Tel: 603 2615 4256 / 4885</td>
</tr>
<tr>
<td></td>
<td>UTM Office of Asset &amp; Development</td>
<td>Standard Double</td>
<td>RM65/day</td>
<td>Fax: 603 2691 0737</td>
</tr>
<tr>
<td></td>
<td>Universiti Teknologi Malaysia</td>
<td></td>
<td></td>
<td>Name: Ms. Munira Mohamed Roznan (ext. 4812)</td>
</tr>
<tr>
<td></td>
<td>Kuala Lumpur</td>
<td></td>
<td></td>
<td>Email: <a href="mailto:munira@utm.my">munira@utm.my</a></td>
</tr>
<tr>
<td></td>
<td>Jalan Sultan Yahya Petra 54100 Kuala Lumpur</td>
<td></td>
<td></td>
<td>Online reservation: <a href="http://reservationphb.kl.utm.my/fbs/?page_id=48">http://reservationphb.kl.utm.my/fbs/?page_id=48</a></td>
</tr>
</tbody>
</table>
6. **PROCESS FLOW (INBOUND)**

1. **UTM International**
   - Receives online application and supporting documents
   - Reviews all applications

2. **MJIIT**
   - Receives notification email ([mjiitmobility@utm.my](mailto:mjiitmobility@utm.my)) from applicants

3. **UTM International**
   - Receives approval from MJIIT
   - Prepare offer letter
   - Send the offer letter to MJIIT by email and in the mail

4. **MJIIT**
   - Receives offer letter
   - Send to applicants
   - Make arrangement
7. Details of Application Process

<table>
<thead>
<tr>
<th>No.</th>
<th>Program</th>
<th>Application Process</th>
<th>Required Documents</th>
<th>Deadline</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student Exchange &amp; Internship</td>
<td>Fill up online application at: <a href="http://www.utm.my/international/student-exchange-">http://www.utm.my/international/student-exchange-</a> hog-application-form/</td>
<td>To be submitted by the applicant (soft copy)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1. Copy of passport (applicants details page)</td>
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<td></td>
<td></td>
<td></td>
<td>2. Passport size photos (blue background, image file)</td>
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<td></td>
<td></td>
<td></td>
<td>3. A recommendation Letter or Official Approval Letter from student’s Academic Advisor/home institution supporting their application (must include the duration of studies date &amp; date of arrival to Malaysia);</td>
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<td></td>
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<td>4. If the student is sponsored, state the details of sponsorship such as the name of sponsor, duration of sponsorship and value of sponsorship or an official letter from the person or organization or university who will pay for your fees;</td>
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<td></td>
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<td></td>
<td>Undergraduate:</td>
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<td></td>
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<td>5. An up-to-date certified academic (in English translation).</td>
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<td>Postgraduate:</td>
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<td></td>
<td>6. Certified evidence of your Bachelor / Master qualifications;</td>
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<td>7. Certified evidence of your academic transcripts;</td>
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<td>8. Research proposal (for Master or PhD candidates by research, if any).</td>
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<td></td>
<td></td>
<td></td>
<td>To be prepared by the MJIIT</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1. Letter of Acceptance from MJIIT (From MJIIT Dean Office)</td>
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<tr>
<td></td>
<td></td>
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<td>2. Memorandum of Understanding between both universities (if any).</td>
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<td></td>
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<td></td>
<td>For 1st Semester (begins September) admission - 30th April</td>
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<td></td>
<td></td>
<td></td>
<td>For 2nd Semester (begins February) admission - 30th September</td>
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<td></td>
<td></td>
<td>For internship/ research attachment - 3 months before program begins</td>
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<tr>
<td>2.</td>
<td>Academic Visit</td>
<td>Fill up online application at: <a href="http://www.utm.my/international/application-for-academic-visit-online/">http://www.utm.my/international/application-for-academic-visit-online/</a></td>
<td>1. A copy of passport (front page) for every participant</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Recommendation letter from the home Institution</td>
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<tr>
<td></td>
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<td></td>
<td>If the student is sponsored, state the details of sponsorship such as the name of sponsor, duration of sponsorship and value of sponsorship</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No later than 3 months before program begins</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Summer School</td>
<td>Fill up online application at: <a href="http://www.utm.my/international/summer-school-online-application/">http://www.utm.my/international/summer-school-online-application/</a></td>
<td>1. Two (2) weeks program (USD 1,000)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2. Three (3) weeks program (USD 1,500)</td>
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<td></td>
<td></td>
<td></td>
<td>* Includes: Accommodation, Cost of activities, Orientation, Cost of study material</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- a. Hostel and personal bond are not included.
- b. Facilities charges will be waived for students from institution which has MoU with UTM and students from Top 200 universities in world ranking.
- c. Personal bond will be returned after cancellation of student pass.

**Other fees as in ANNEX 5**
APPENDICES (INBOUND)

Annex 2 : Immigration Rules
Annex 3 : Visa with Reference (VDR) Process
Annex 4 : Visa with Reference (VDR) Fee
Annex 5 : Personal Bond
ANNEX 2

INFORMATION FOR INTERNATIONAL STUDENTS
By UTM International Student Centre (UTM ISC)

IMMIGRATION RULES AND PROCEDURES OF MALAYSIA

1. Depending on your country of origin, all students are advised to apply for VDR (Visa Referral Letter) through UTM ISC after which you may go to the Malaysia Embassy in your country to obtain the Multiple Entry Visa (MEV). Email all required documents to lscvdrl@utm.my or mjimobility@utm.my.

2. To avoid your goodself from overstaying and be charged the maximum compound by the Immigration Department of Malaysia, you are hereby, strongly advised to enter Malaysia 3 days before registration date. This is to allow 7 working days for UTM to prepare the documentation for student pass application, issuance of insurance policy and stamping of bondage; while students pass issuance at the Immigration Department will take 14 working days.

3. Compound for overstaying is counted at RM 30/day or RM 1,100/month or any other penalty imposed by the Immigration Department of Malaysia.

4. Accommodation is will only be provided from the date of reception (Refer to the UTM ISC website for hostel arrangement). Upon arrival seek ISC advice on your visa status. Students who arrived after office hours (5:00 pm) or on Malaysian public holiday are advised to find own accommodation.

5. Married students are advised to enter the Country as single prior to issuance of student pass. Dependent pass can only be applied after student pass is approved and issued.

6. On approval of student pass, student can apply VDR letter to obtain visa for their family members to enter the country.

Student Welfare
For details regarding student welfare and immigration matters, please refer to International Student Centre (ISC) official website: http://www.utm.my/international-students.

For further information you may contact UTM ISC at +607-5537998/+607-5537817.
## ANNEX 3

### VISA REFERRAL LETTER (VDR) APPLICATION PROCESS

<table>
<thead>
<tr>
<th>FLOWCHART</th>
<th>PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0 Student received UTM Offer Letter</strong></td>
<td>Submit Fees Transaction Slip by email to <a href="mailto:iscvtvdr@utm.my">iscvtvdr@utm.my</a> / <a href="mailto:mjiit.mobility@utm.my">mjiit.mobility@utm.my</a></td>
</tr>
<tr>
<td><strong>2.0 VDR Process Fee Transaction Slip</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3.0 Submit complete VDR documents</strong></td>
<td>Student submit complete VDR documents by email to <a href="mailto:iscvtvdr@utm.my">iscvtvdr@utm.my</a> / <a href="mailto:mjiit.mobility@utm.my">mjiit.mobility@utm.my</a></td>
</tr>
<tr>
<td>Document Required:</td>
<td></td>
</tr>
<tr>
<td>1) scanned copy of passport (all pages)</td>
<td></td>
</tr>
<tr>
<td>2) scanned copy of UTM offer letter</td>
<td></td>
</tr>
<tr>
<td>3) scanned copy of medical report (at origin country)*</td>
<td></td>
</tr>
<tr>
<td>4) scanned copy passport size photograph (blue background)</td>
<td></td>
</tr>
<tr>
<td>5) scanned copy of academic certificate &amp; transcript</td>
<td></td>
</tr>
<tr>
<td>6) scanned copy of IELTS result (BAND 6.0 ONLY)</td>
<td></td>
</tr>
<tr>
<td><strong>4.0 ISC check and vet documents</strong></td>
<td>ISC check and vet documents submitted by student</td>
</tr>
<tr>
<td><strong>5.0 ISC forward application to Immigration Department of Malaysia</strong></td>
<td>ISC forward application with complete documents to Immigration Department of Malaysia</td>
</tr>
<tr>
<td><strong>6.0 Issuance of VDR Letter</strong></td>
<td>VDR Letter issued by Immigration Department of Malaysia</td>
</tr>
<tr>
<td><strong>7.0 VDR Letter sent to student</strong></td>
<td>ISC send the VDR Letter to student by email</td>
</tr>
<tr>
<td><strong>8.0 Present VDR Letter to Malaysia Embassy</strong></td>
<td>Student MUST present VDR letter to Malaysia Embassy</td>
</tr>
<tr>
<td><strong>9.0 Issuance of Visa</strong></td>
<td>Visa issued by Malaysia Embassy (valid 3 months from the date of issue)</td>
</tr>
<tr>
<td><strong>10.0 End Process</strong></td>
<td>Come to Malaysia</td>
</tr>
</tbody>
</table>
ANNEX 4

VDR APPLICATION FEES

Fees: USD 45.00 or RM 130 by Electronic Fund Transfer

How to Pay?

Step 1: Do the transaction at any bank (foreign bank) which offers the service.

Step 2: Scan and send the receipt/transaction slip to jsvdr@utm.my  mjitimobility@utm.my

Information that may be required by the bank:

Bank Swift Code : CIBBMYKL
Bank : CIMB Bank Berhad
Bank Address : Ground Floor Student Union Building
                Universiti Teknologi Malaysia 81310 UTM Skudai Johor
Account Holder : BENDAHAR! UNIVERSITI TEKNOLOGI MALAYSIA
Account Number : 0118-0000001-05-1

*Refer to the bank procedure

*Please bring the original receipt during registration
### CHARGES FOR NON GRADUATING STUDENT (NGS)/ STUDENT EXCHANGE PROGRAM/ INTERNSHIP PROGRAM

**ANNEX 5**

#### STUDENT PASS APPLICATION FEES

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>STUDENT PASS FEES (RM)</th>
<th>MULTIPLE ENTRY VISA (MEV) (RM)</th>
<th>ADMIN FEES (RM)</th>
<th>TOTAL (RM)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>60.00</td>
<td>20.00</td>
<td>30.00</td>
<td>110.00</td>
</tr>
<tr>
<td>AUSTRALIA</td>
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<td>-</td>
<td>30.00</td>
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</tr>
<tr>
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<td>60.00</td>
<td>20.00</td>
<td>30.00</td>
<td>110.00</td>
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<td>30.00</td>
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<td>-</td>
<td>30.00</td>
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</tr>
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<td>-</td>
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<td>90.00</td>
</tr>
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<tr>
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<td>30.00</td>
<td>110.00</td>
</tr>
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<td>-</td>
<td>30.00</td>
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<tr>
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<tr>
<td>MYANMAR</td>
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<td>-</td>
<td>30.00</td>
<td>90.00</td>
</tr>
<tr>
<td>SRI LANKA</td>
<td>60.00</td>
<td>15.00</td>
<td>30.00</td>
<td>105.00</td>
</tr>
<tr>
<td>TAIWAN</td>
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<td>30.00</td>
<td>110.00</td>
</tr>
<tr>
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<td>-</td>
<td>30.00</td>
<td>90.00</td>
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<td>TUNISIA</td>
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<tr>
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<td>30.00</td>
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<td>30.00</td>
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### PERSONAL BOND DEPOSITS

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<th>COUNTRY</th>
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<th>COUNTRY</th>
<th>RATE</th>
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<td>NEPAL</td>
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</tr>
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<td>BRITISH NBO</td>
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<td>PAKISTAN</td>
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<td>BRUNEI PR</td>
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<td>PHILIPPINES</td>
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<td>RM 2,000.00</td>
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<td>CHINA</td>
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<td>SAUDI ARABIA</td>
<td>RM 1,500.00</td>
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<tr>
<td>EUROPE</td>
<td>RM 1,500.00</td>
<td>SINGAPORE</td>
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<td>GERMANY</td>
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<td>SRI LANKA</td>
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<tr>
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<td>VIETNAM</td>
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</tr>
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**Note:**

The Bond Deposit rates for countries that are not listed above is RM 1,500.00.
STUDENT MOBILITY PROGRAM
(OUTBOUND)
1. Application for Outgoing Student (Outbound) Program

There are 2 categories of outgoing student (outbound) program offered by MJIIT/UTM:

1.1 Study Abroad/ Student Exchange Program

1.1.1 Study Abroad/ Student Exchange
A program which allows students to go for student exchange program (abroad) for one or two (maximum) semester(s) at partner institutions with credit transfer opportunities.

1.1.2 Internship Abroad
It is a program which will allow students to go for joint research study or internship under the supervision of an academic staff at institutions or industries abroad.

1.2 Short Term Program

1.2.1 Global Outreach Program
It is a 7 to 14 days academic based programme to experience various cultures in other countries. It includes immersion elements such as research & academic activities, social responsibility, cross cultural activities and international event participation.

1.2.2 Summer School Abroad
A program which is designed to provide educational opportunities in 4 to 8 weeks during summer holiday that relate to the environment, local community, heritage and tradition.

1.2.3 International Invitation Program
It is a program which will allow students to participate in a program offered by institution/organization/society with the themes as follow:
- Academic Program: Seminar, Conference, Paper presentation, student project competition
- Cultural: Cultural Exhibition and conference, historical and cultural tour
- Student Development Activity: Courses, workshops

1.3 Requirement & Eligibility
- Registered as an active student at Universiti Teknologi Malaysia (UTM).
- Must complete a semester study in UTM and must NOT in the last semester study in UTM.
- Have a great point average of 3.0 or higher.
- Have a good command of the English Language.
- Have good health condition.
- Be physically present in UTM at the time of application.
- Must agree to enrol at the host institution as described in the program plan.
- Must agree to abide by the rules and regulations of the host institution or placement provider.
- Should demonstrate empathy and understanding of cultural difference.
- Should demonstrate excellent personal skills.
- Agrees to be responsible for the costs incurred. The students may seek other sources of sponsors including that provided by UTM to subsidize some expenses including travel, accommodation and insurance expenses.

2. Passport & Visa Requirement

2.1 All participating students must have a passport, valid for at least six months after your program will end.

2.2 Students should apply as early as possible, and in some cases, passport applications may need to be expedited. For many programs, students will require one or more visas as well. Visa application processes vary widely, and some visa processes are multi-step and complicated.

2.3 UTM International helps students to understand the process for the program. UTM Global Outreach Program cannot guarantee visas for its participants, and it is ultimately the student’s responsibility to secure the appropriate visa in a timely manner.
3. **Other Requirement**

It is **COMPULSORY** to apply for going abroad application to Office of Deputy Vice Chancellor (Student Affairs and Alumni). The application must be submitted at least a month before program start.

To those who wish to apply for any sponsorship from outside companies/ institution must apply for sponsorship approval letter as well. Please contact Office of Student Affairs at 07-553 8848.
4. PROCESS FLOW (OUTBOUND)

INTERNSHIP

Study Abroad / Student Exchange Program

STEP 1
• Identify the program
• Submit application to MJIIT Academic Office for approval

STEP 2
• Register through online Industrial Training System (ITS)
• Choose 1 company on ITS
• Final choice will be approved by the zone coordinator
• Obtain application letter from MJIIT Academic Office and send to respective company together with CV, Indemnity Letter and Company Reply Form (MJIIT-IT/1/F001)

STEP 3
• If accepted by the company, get the financial approval from MJIIT
• If NOT accepted, please repeat STEP 2

Industrial Training (IT)

STEP 1
• Attend the first briefing of IT and submit form MJIIT-IT/1/S001 within 2 weeks’ time

STEP 2
• Register through online Industrial Training System (ITS)
• Choose 1 company on ITS
• Final choice will be approved by the zone coordinator
• Obtain application letter from MJIIT Academic Office and send to respective company together with CV, Indemnity Letter and Company Reply Form (MJIIT-IT/1/F001)

STEP 3
• If accepted by the company, get the financial approval from MJIIT
• If NOT accepted, please repeat STEP 2

Joint Supervision

STEP 1
• Finding co-supervisor at Host University
• Submit the completed form of JS 1 to MJIIT Academic Office

STEP 2
• Submission of JS 3 to MJIIT Academic Office

STEP 3
• Application to Japanese University with assistance from MJIIT consultant
• To apply for visa if necessary

STEP 4
• Get the confirmation on financial support from MJIIT

Global Outreach Program

STEP 1
• Submit proposal to MJIIT Academic Office and get approval from the Dean or Deputy Dean (Academic)
• Send a request letter to visit universities / industries through Office of Deputy Dean (Liaison & Internationalization)
• To get at least 2 acceptance of visit from different universities / industries

International Invitation Program

STEP 1
• Submit a complete Conference Attendance Form with supporting documents to MJIIT Academic Office

STEP 2
• Apply for MJIIT Funding
• Identify the source of financial support either by research grant or ikohza budget or MJIIT budget (for local student only)
• Get an approval from Project Leader (research grant) or Head of ikohza (IKohza budget)
• Submit a letter of Application for Approval to MJIIT Academic Office
• Office of Deputy Dean (R&D) will do the application review and clarification
• If approved, the student will receive approval letter issued by Office of Deputy Dean (R&D)

STEP 3
• Fill up application form required by UTM International
• Submit the completed form with supporting documents to UTM International through Office of Deputy Dean (Liaison & Internationalization), MJIIT before deadline
• For financial support by UTM, Office of Deputy Vice Chancellor (Academic & International) will do application review and clarification. If doable, applicant will be invited to come for an interview. The result will be announced through applicant’s email

STEP 4
• Application for going abroad is COMPULSARY. Complete application form and documents required by Office of Student Affairs & Alumni (HEM&A) and submit to MJIIT Academic Office at least 1 month before program begins

1. Apply for the program through MJIIT
2. Get approval from MJIIT
3. Fill up application form required by UTM International
4. Submit the completed form with supporting documents to UTM International through Office of Deputy Dean (Liaison & Internationalization), MJIIT before deadline
5. For financial support by UTM, Office of Deputy Vice Chancellor (Academic & International) will do application review and clarification. If doable, applicant will be invited to come for an interview. The result will be announced through applicant’s email
6. Application for going abroad is COMPULSARY. Complete application form and documents required by Office of Student Affairs & Alumni (HEM&A) and submit to MJIIT Academic Office at least 1 month before program begins
## 5. Details of Application Process

<table>
<thead>
<tr>
<th>No</th>
<th>Program</th>
<th>Application Process</th>
<th>Required Documents</th>
<th>Deadline</th>
<th>Financial Support</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Study Abroad / Student Exchange</td>
<td><strong>Step 1</strong></td>
<td>1. Fill up the Study Abroad Application Form – UTM (Appendix A)</td>
<td>1. Proposal of the program (include students' background, background of the program, cost, activities, study plan).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Submit the form along with the supporting documents to Office of Deputy Dean (Liaison &amp; Internationalization), MJIIT.</td>
<td>2. Cover letter by home faculty.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>3. Please make sure that you have completed the entire fields on the application form otherwise we could not process it.</td>
<td>3. 1 current coloured photograph (passport size)</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>4. For financial support by UTM, Office of Deputy Vice Chancellor (Academic &amp; International) will do application review and clarification. If feasible, applicant will be invited to come for an interview.</td>
<td>4. Acceptance letter from the host Institution*</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>5. Number of exchange students for each destination can vary. We will select the top student among best applicants.</td>
<td>*Not applicable for application through UTM Office of International</td>
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<tr>
<td></td>
<td></td>
<td>6. The result will announce through applicant's email.</td>
<td>5. If the student is sponsored, state the details of sponsorship such as the name of sponsor, duration of sponsorship and value of sponsorship</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>7. Student who plan to do exchange program to non-partner universities are required to apply at host university by themselves but approval by UTM for going abroad is COMPSULSORY.</td>
<td>6. A copy of student passport (front page)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>8. Application for going abroad Complete application form and documents required by Office of Student Affairs &amp; Alumni (HEM&amp;A) (Appendix D) and submit to MJIIT Academic Office at least 1 month before program begins.</td>
<td>7. All Documents required by host university</td>
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<td></td>
<td><strong>Step 2</strong></td>
<td>1. 1 current coloured photograph (passport size)</td>
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<td></td>
<td>2. Acceptance letter from the host Institution</td>
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<tr>
<td></td>
<td></td>
<td>3. If the student is sponsored, state the details of sponsorship such as the name of sponsor, duration of sponsorship and value of sponsorship</td>
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<td></td>
<td>4. A copy of student passport (front page)</td>
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<td></td>
<td><strong>Step 3</strong></td>
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<tr>
<td></td>
<td></td>
<td>1. Flight ticket allowance not more than RM 3,000 for program sponsored by host institution/ others</td>
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<tr>
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<td>2. Monthly allowance for self sponsored program.</td>
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<td>3. Tuition fees at partner university will be waived, but students registered as 'active' MUST pay tuition fees at UTM during the program.</td>
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<td>• Total allocation not more than RM 10,000;</td>
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<td>• Student should be able to provide with quotation of flight ticket price;</td>
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<td>• Monthly allowance may vary by destination (max. RM3,500 per month);</td>
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<td>• There will be no fund for program which is fully sponsored by a program host;</td>
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<tr>
<td></td>
<td></td>
<td>• This funding is not applicable for student exchange/ Study Abroad under AIM Program (Fully Sponsored by Ministry of Education).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Industrial Training / Joint Supervision

**Step 1**


**Step 2**

1. Fill up the Study Abroad Application Form – UTM (Appendix A)

2. Submit the form along with the supporting documents to Office of Deputy Dean (Liaison & Internationalization), MJIIT.

3. Please make sure that you have completed the entire fields on the application form otherwise we could not process it.

4. For financial support by UTM, Office of Deputy Vice Chancellor (Academic & International) will do application review and clarification. If feasible, applicant will be invited to come for an interview. The result will announce through applicant's email.

5. Student who plan to do internship at non-partner universities are required to apply at host university by themselves but approval by UTM for going abroad is COMPSULSORY.

6. Application for going abroad Complete application form and documents required by Office of Student Affairs & Alumni (HEM&A) (Appendix D) and submit to MJIIT Academic Office at least 1 month before program begins.

### Internship Abroad

**Step 1**

1. Fill up the Study Abroad Application Form – UTM (Appendix A)

2. Submit the form along with the supporting documents to Office of Deputy Dean (Liaison & Internationalization), MJIIT.

3. Please make sure that you have completed the entire fields on the application form otherwise we could not process it.

4. For financial support by UTM, Office of Deputy Vice Chancellor (Academic & International) will do application review and clarification. If feasible, applicant will be invited to come for an interview. The result will announce through applicant's email.

5. Student who plan to do internship at non-partner universities are required to apply at host university by themselves but approval by UTM for going abroad is COMPSULSORY.

6. Application for going abroad Complete application form and documents required by Office of Student Affairs & Alumni (HEM&A) (Appendix D) and submit to MJIIT Academic Office at least 1 month before program begins.

### Program Report:

- Program report MUST be submitted within 14 days after program end which are:
  - Program report in hardcopy and pictures which related to program involved. Together with softcopy of pictures in CD(s) in CD. (in image file only).
  - Submit the report to:
    - UTM International Block S19, Universiti Teknologi Malaysia 81310 UTM Johor Bahru, Johor.

- Fill up Online Outbound Feedback Form at:
  - [http://www.utm.my/international/outbound-mobility-feedback-form/](http://www.utm.my/international/outbound-mobility-feedback-form/)

Note: Certificate will only be issued for those who submit the program report.
<table>
<thead>
<tr>
<th>No</th>
<th>Program</th>
<th>Application Process</th>
<th>Required Documents</th>
<th>Deadline</th>
<th>Financial Support</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>UTM Global Outreach Program</td>
<td><strong>Step 1</strong>&lt;br&gt;1. Submit proposal to MJIIT Academic Office to get approval from the Dean or Deputy Dean (Academic), MJIIT&lt;br&gt;2. Send a request letter to visit universities / industries through Office of Deputy Dean (Liaison &amp; Internationalization) providing:&lt;br&gt;- Date of visit&lt;br&gt;- Purpose of visit &amp; expectation&lt;br&gt;- Tentative program&lt;br&gt;<strong>Step 2</strong>&lt;br&gt;1. Fill up the Short Term Program Application Form (Appendix B)&lt;br&gt;2. Submit the form along with the supporting documents to MJIIT Academic Office&lt;br&gt;For further inquiries, please contact:&lt;br&gt;Ms. Siti Rahimah Mohd Yusop&lt;br&gt;UTM International Office&lt;br&gt;Block S19, Universiti Teknologi Malaysia&lt;br&gt;81310 UTM Johor Bahru, Johor, Malaysia&lt;br&gt;Tel : +607-553 6843 / +607-553 6845&lt;br&gt;Email: <a href="mailto:globaloutreach@utm.my">globaloutreach@utm.my</a>&lt;br&gt;3. For financial support from UTM, approval letter will be issued by Office of Deputy Vice Chancellor (Academic &amp; International)&lt;br&gt;4. Application for going abroad&lt;br&gt;Complete application form and documents required by Office of Student Affairs &amp; Alumni (HEM&amp;A) (Appendix D) and submit to MJIIT Academic Office at least 1 month before program begins.</td>
<td>1. Proposal approved by MJIIT&lt;br&gt;2. Letter of acceptance for the visit from universities/industries (at least 3). *</td>
<td>3 – 6 months before the program starts</td>
<td>1. RM 500/ per student (for Singapore, Thailand and Indonesia only)&lt;br&gt;RM 1,000/ per student (for other countries)</td>
<td>1. Consist of only 5-20 students for each group&lt;br&gt;2. GOP Proposal Appendix B (i)&lt;br&gt;3. Template of program report, Appendix B (ii) &lt;br&gt;<strong>Program Report:</strong>&lt;br&gt;MUST be submitted within 14 days after program end which are:&lt;br&gt;- Program report in hardcopy and pictures which related to program involved. Together with softcopy of pictures in CD(s) in CD. (in image file only).&lt;br&gt;- Submit the report to:&lt;br&gt;UTM International&lt;br&gt;Block S19, Universiti Teknologi Malaysia&lt;br&gt;81310 UTM Johor Bahru, Johor, Malaysia&lt;br&gt;- Fill up Online Outbound Feedback Form at:&lt;br&gt;<a href="http://www.utm.my/international/outbound-mobility-feedback-form/">http://www.utm.my/international/outbound-mobility-feedback-form/</a></td>
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<td>4.</td>
<td>Summer School Abroad</td>
<td><strong>Step 1</strong>&lt;br&gt;1. Fill up the Summer School Application Form (Appendix C)&lt;br&gt;2. Submit the form along with the supporting documents to MJIIT International Office through Office of Deputy Dean (Liaison &amp; Internationalization), MJIIT before the deadline.&lt;br&gt;3. Please make sure that you have completed the entire fields on the application form otherwise we could not process it.&lt;br&gt;4. For financial support from UTM, UTM International will do application review and clarification. If doable, applicant will be invited to come for an interview.&lt;br&gt;5. Number of exchange students for each destination can vary. We will select the top student among best applicants.&lt;br&gt;6. The result will announce through applicant’s email.&lt;br&gt;7. Application for going abroad&lt;br&gt;Complete application form and documents required by Office of Student Affairs &amp; Alumni (HEM&amp;A) (Appendix D) and submit to MJIIT Academic Office at least 1 month before program begins.</td>
<td>1. Proposal of the program (include students’ background, background of the program, cost, activities, study plan).&lt;br&gt;2. Cover letter by home faculty&lt;br&gt;3. 1 current coloured photograph (passport size)&lt;br&gt;4. Acceptance letter from the host Institution (UTM)*&lt;br&gt;*Not applicable for application through UTM Office of International Affairs&lt;br&gt;5. If the student is sponsored, state the details of sponsorship such as the name of sponsor, duration of sponsorship and value of sponsorship&lt;br&gt;6. A copy of student passport (front page)&lt;br&gt;7. All Documents required by host university&lt;br&gt;8. Academic Transcript&lt;br&gt;9. Copy of IC &amp; Matric Card</td>
<td>Program which is promoted by UTM&lt;br&gt;1. Tuition fee&lt;br&gt;2. Accommodation fee&lt;br&gt;Total for both expenses not more than RM 6,000&lt;br&gt;Program which is not under promoted by UTM / Self selection&lt;br&gt;1. Half tuition fee&lt;br&gt;2. Half accommodation fee&lt;br&gt;Total for both expenses not more than RM 6,000&lt;br&gt;* There will be no fund for program which is fully sponsored by program host</td>
<td>Program Report: Program report MUST be submitted within 14 days after program end which are:&lt;br&gt;- Program report in hardcopy and pictures which related to program involved. Together with softcopy of pictures in CD(s) in CD. (in image file only).&lt;br&gt;- Submit the report to:&lt;br&gt;UTM International&lt;br&gt;Block S19, Universiti Teknologi Malaysia&lt;br&gt;81310 UTM Johor Bahru, Johor, Malaysia&lt;br&gt;- Fill up Online Outbound Feedback Form at:&lt;br&gt;<a href="http://www.utm.my/international/outbound-mobility-feedback-form/">http://www.utm.my/international/outbound-mobility-feedback-form/</a> &lt;br&gt;Note: Certificate will only be issued for those who submit the program report.</td>
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<td>No</td>
<td>Program</td>
<td>Application Process</td>
<td>Required Documents</td>
<td>Deadline</td>
<td>Financial Support</td>
<td>Other</td>
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| 5. | International Invitation Program (IIP) | **FIRST CONDITION:** For any offer come direct to the student  
Step 1 : Apply for the program  
- Gather information of program offered by international organizer  
- Seek for advice from home faculty before apply  
- Apply  
- Receive offer letter from organizer  
Step 2 : Funding and Approval  
Apply for MJIIT funding and approval  
To apply for MJIIT funding and approval, please follow the steps stated in the MJIIT website:  
Apply for UTM funding and approval  
- Complete UTM Short Term Program Application Form (Appendix B)  
- Submit form and supporting documents to UTM Office of International Affairs through the dean of faculty  
- Receive approval letter from Office of Deputy Vice Chancellor (Academic & International)  
- Apply for cash cheque  
Step 3 : Application for going abroad  
- Complete application form and documents required by Office of Student Affairs & Alumni (HEM&A) (Appendix D)  
**SECOND CONDITION:** For any offer come through UTM International  
1. Fill up the UTM Short Term Program Application Form (Appendix B)  
2. Submit the form along with the supporting documents to UTM International Office before the deadline  
3. Please make sure that you have completed the entire fields on the application form otherwise we could not process it.  
4. UTM International will do application review and clarification.  
5. If doable, applicant will be invited to come for an interview.  
6. The result will announce through applicant’s email.  
1. Passport sized photo of each applicant  
2. A copy of offer/invitation letter from organizer  
3. A copy of Application form provided by the organizer  
4. Tentative program  
5. Latest academic transcript  
No later than 3 months from program begins  
1. RM 500/ per student (for Singapore, Thailand and Indonesia only)  
2. RM 1,000/ per student (for other countries)  
3. Registration fee (if any) not more than RM 1,000  
Program Report: Program report **MUST** be submitted within 14 days after program end which are:  
- Program report in hardcopy and pictures which related to program involved. Together with softcopy of pictures in CD(x) in CD. (in image file only).  
- Submit the report to:  
UTM International  
Block S19, Universiti Teknologi Malaysia  
81310 UTM Johor Bahru, Johor.  
- Fill up Online Outbound Feedback Form at: [http://www.utm.my/international/outbound-mobility-feedback-form/](http://www.utm.my/international/outbound-mobility-feedback-form/)  
Note: Certificate will only be issued for those who submit the program report. |

**Appendix A** : [https://drive.google.com/open?id=0B3_jvBp5iSvYtaEJJTT9vT215M1U](https://drive.google.com/open?id=0B3_jvBp5iSvYtaEJJTT9vT215M1U)  
**Appendix B** : [https://drive.google.com/open?id=0B3_jvBp5iSvYcTZZNGQW5Z WM](https://drive.google.com/open?id=0B3_jvBp5iSvYcTZZNGQW5ZWM)  
**Appendix B (i)** : [https://drive.google.com/open?id=0B3_jvBp5iSViLUNyL1owO45TlE](https://drive.google.com/open?id=0B3_jvBp5iSViLUNyL1owO45TlE)  
**Appendix B (ii)** : [https://drive.google.com/open?id=0B3_jvBp5iSVpY5BDCLULUDY5Be0](https://drive.google.com/open?id=0B3_jvBp5iSVpY5BDCLULUDY5Be0)  
**Appendix C** : [https://drive.google.com/open?id=0B3_jvBp5iSvYVfHNSFo2XzdQwxc](https://drive.google.com/open?id=0B3_jvBp5iSvYVfHNSFo2XzdQwxc)  
**Appendix D** : [https://drive.google.com/open?id=0B3_jvBp5iSYQ3YxucUtSFRweWM](https://drive.google.com/open?id=0B3_jvBp5iSYQ3YxucUtSFRweWM)