

# S.M.A.R.T Tips for International Students

#1

**Submit your passport to International Office within 7 days from your arrival to Malaysia**




You are **NOT** encourage to make any travel arrangement during the endorsement process till you receive your passport.

# Travel Documents



Carry your **PASSPORT** at all times.


  
Serial No.:  
Date of Issue: 13-12-17  
Printed by: JONGKITG, International Office

This is to certify that student named below have submitted his/her passport to the Malaysian Immigration Department for visa related purposes.

Name :  
Passport No. :  
Nationality :  
Pass Type :  
Expiry Date :  
Ref. No. :  
Mobile No. :  
Amount paid :  
Remarks :

	Submission	Collection
Date	13-DEC-2017	
Student's Signature		
Authorised Signature		

For clarification, contact International Office (IO):  
- During office hours : 8.30am - 5.30pm, Monday to Friday  
Tel. no.: 03-74918622 (extension: 3127 / 3125)  
- After office hours / weekends / public holidays  
IO Emergency Hotline: 019-336 2242

  
Jeffrey Cheah  
Foundation  
*Nurturing the Seeds of Wisdom*

If you have submitted your passport to the International Office for Student Pass endorsement, you will be issued an **Acknowledgement Receipt** . Please carry this receipt with you at all times until your passport is returned to you.

# I-Kad Collection



- You will receive a notification via EMAIL to collect your I-Kad
- Please collect your I-Kad from the International Office as soon as you receive the email notification
- You must carry your I-Kad at all times.

# S.M.A.R.T Tips for International Students

**#2**

## Undergo the post arrival medical checkup



The check up will include :

**Blood test  
Urine test  
Chest X-ray  
Eye Test  
& others**

If you have been on any medication prior to the checkup, do provide the list of medication(s) to the clinic during your appointment



# S.M.A.R.T Tips for International Students

**#3**

**Maintain class attendance of >80% & pass all subjects**

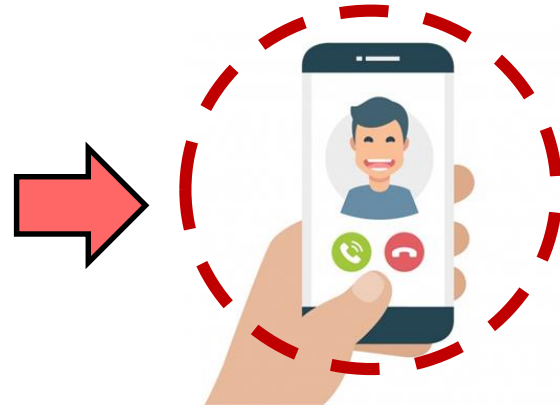


Maintaining proper class attendance and good results ensures that you fulfil one of the main requirements for visa renewal

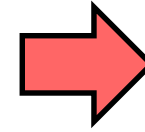
# The consequences of Poor Class Attendance & Missing in Action



Absenteeism reported by the academic office



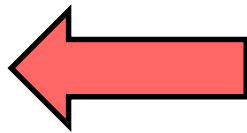
IO will contact the student for follow up



Student fails to respond and not contactable. The student is classified as being MIA



IO will notify the police, immigration and respective embassy



Student Pass Termination



Police



Immigration



Embassy

# S.M.A.R.T Tips for International Students

#4

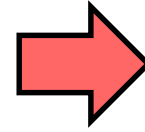
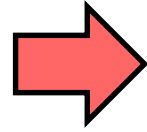
## Pay attention to your student pass expiry dates !



Start student pass renewal three (3) months before the expiry date

Remain in Sunway City and do not travel until your renewal process is complete.

# The consequences of No Student Pass Renewal & Overstaying



Expired student pass and overstaying is a **SERIOUS OFFENCE** under the Malaysian Law

IO will try to contact and locate the student

Student will be asked to leave Malaysia and face other consequences as well as a fine by Malaysian Immigration



You can avoid overstaying by being alert on your Student Pass expiry dates and frequently check your iMail for IO's reminders on your renewal. You should receive a series of emails 90 days, 60 days and 30 days to your expiry date.



# S.M.A.R.T Tips for International Students

#5

## Graduated ? Remember to do proper visa cancellation



Please submit the application to terminate your student pass upon the completion of studies at least thirty (30) days before your flight departure date

**ATTENTION!**

Leaving Malaysia without cancelling your student pass will result in

- A report being lodged with the following authorities: Police, Ministry of Higher Education and Immigration Department, Malaysia.
- Forfeiture of your Personal Bond deposit by Immigration Malaysia
- Cause consequences if student decides to apply to another University within Malaysia/ to apply another visa in Malaysia.

Owned and governed by the

Jeffrey Cheah  
Foundation   
*Nurturing the Seeds of Wisdom*



# Don'ts for International Students in **Malaysia**

An International Students must abide by Malaysian law at all times and avoid for the following:

## #1 Drugs

It is considered a SERIOUS offence:

- Provide, supply, distribute, offer or to prepare any of the drugs to other parties.
- Involved in drug abuse of any kind

## #2

## Use of force

- Partakes in any kind of activities that involve force, extortion, molestation, harassment or any form of disturbance among themselves or towards others.
- Any form of ragging or bullying, or abuse or the like inside or outside of campus
- Engages in any physical aggression such as riots or fights, or commits an assault on any parties
- Exhibits verbal and/or physical behavior of a racist or prejudiced nature towards any other member of the community inside or outside the campus.



## #3 Weapons & dangerous materials

It is considered a SERIOUS offence:

- found to be in possession or in supervision of any dangerous weapons or explosive materials.
- 'Weapon' is as defined in the Weapons Act 1971.

## #4

## Academic integrity

A student is not allowed any form of falsification and plagiarism:

- Copying or allowing people to copy, plagiarize during exams, lab assignments, preparation of coursework or thesis and the like.