



# Inbound Mobility Student Guidebook

**PUTRA International Centre (i-PUTRA)**

[www.intl.upm.edu.my](http://www.intl.upm.edu.my)

AGRICULTURE • INNOVATION • LIFE

BERILMU BERBAKTI  
WITH KNOWLEDGE WE SERVE

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**STUDY IN THE HEART OF  
SOUTHEAST ASIA**  
and connect  
with the world's fastest  
growing economies





# 1. About Universiti Putra Malaysia



**i-PUTRA**  
Putra International Centre

Universiti Putra Malaysia (UPM) in Kuala Lumpur is ranked as the second best university in Malaysia (Times Higher Education 2016) and acknowledged among the top 400 universities in the world (QS World Ranking, place 159th). UPM is a public university, established in 1931. It has 16 faculties and approximately 24 000 students. The university is located just outside the capital of Kuala Lumpur and is among the elite institutions in the city.

Was first established as the School of Agriculture in 1931. The school was located on a 22-acre piece of land in Serdang and offered two programmes - a three-year diploma programme and a one-year certificate course in Agriculture. In 1947, the school was declared the College of Agriculture Malaya by Sir Edward Gent, the then Governor of the Malayan Union.

UPM is a multidisciplinary university that has 83-years of history, and located strategically within the Multimedia Super Corridor, which is only 10 minutes' drive to Putrajaya and 30 minutes' drive to the Kuala Lumpur City Centre. As one of the largest universities in Malaysia, UPM is also a key-player in contributing to the growth of learned and skilled human capital in the nation. UPM presently has more than 30,000 students enrolled in its 78 bachelor, 7 diploma and 47 postgraduate programmes at the Masters and PhD levels (with more than 250 fields of studies). Except for the diploma programmes which are offered exclusively at UPM's branch campus in Bintulu, Sarawak all other courses are offered at the main campus in Serdang, Selangor.





# WELCOME TO OUR GREEN CAMPUS



- 1,800 hectares of green.
- 1,200 hectares of reserved forest land.
- 24,000 students.
- 1,698 international inbound mobility students.
- 4,400 international students.
- 16 faculties, 9 research institutes, 16 centres.
- 1 graduate school, 1 sports academy.
- Located 30 minutes away from the capital city, Kuala Lumpur.
- 39 minutes away from Kuala Lumpur International Airport.



## 2. Our Facilities

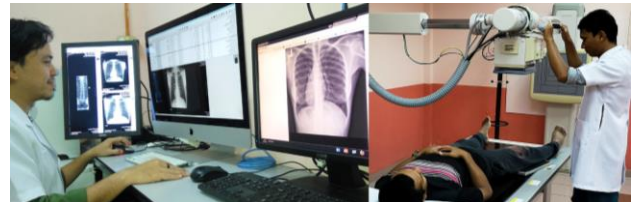
### Library

UPM's library is open to anyone who wishes to enjoy hundreds thousands of books in the library collections. It is open everyday from 8:00am – 10:00pm except Saturday and Wednesday.



### University Health Centre

With our vision to become a university health centre which provides Medical and Dental services in the field of Primary Care on par with developed countries, the UPM University Health Centre is committed in our efforts to cultivate and promote good health amongst the UPM community.



### UPM Buses

UPM believes in the importance of a reliable transportation system to support and enhance the quality of life at the campus. Our bus routes not only operates on campus but also off campus where UPM student dense populated area.



### Cafeteria

Great food has always been a priority at UPM, and even more so now that we have a range of new catering facilities, which, coupled with the expertise and passion of the Food and Technology Department, has earned us numerous recognition for our commitment to using local food and supporting the local food industry and businesses.



### Sports and Recreation

UPM is committed in producing quality students and compete with the increase of soft skills and sports. Thus, the University has provided various facilities and sports facilities to the citizens to provide convenience as well as to encourage citizens to exercise. In addition, UPM also provides modern recreational facilities to citizens throughout the UPM to maintain the mind body fitness such as swimming, tennis complex, golf course, equestrian, reserve forest and many more



### Banking and Post service

The University is home to local consumer banks – CIMB Bank, customers can make deposits, cash checks and make withdrawals at the on campus branch.



The University's mini post office is a branch of Pos Malaysia situated within the Mohammed Rashid Residence College. The Post Office sells stamps, money orders, envelopes, tape, and boxes for mailing packages.

### 3. UPM Inbound Mobility Programme

Universiti Putra Malaysia's study abroad and exchange programme is designed to encourage students from universities abroad to do short-term academic-related stints at UPM.

The exchange programs in UPM began in late 1990's with only a few students participated in the program mainly to conduct their practical training and research in the field of science and technology such as Veterinary Medicine. Now, UPM has more than 180 Memorandums of Understanding (MoUs) to foster student exchange programmes with universities from all over the world, and each year, hundreds of international students come to UPM from different parts of the world.

#### Categories of mobility programmes and the international programmes offered in UPM

No.	Category	Description	Practice in UPM	Duration
1.	Short-term study-abroad experience as part of degree program at home institution	Students who as part of their home institution degree program undertake a short-term (one semester or one year) mobility experience in a foreign country at a foreign institution or at a branch campus of their home institution.	The inbound student spends a semester, registers for and attends classes together with full-time students.	1 to 2 semesters to a maximum of 12 months
2.	Research and fieldwork	Research or fieldwork in fulfilment of degree program at home institution.	Student/ Researchers/ Lecturers may come to the university's many laboratories, under the supervision of the university officers.	Typically 2 weeks and more
3.	Internships and practical experiences	Required or optional internship, placement or community service work in fulfilment of degree program at home institution.	Students may come to the university's many laboratories, administrative units or industry partners under the supervision of the university officers.	Typically 2 weeks and more
4.	Study tour, workshops	Required or optional study tour, summer program, cultural or language course, conferences, workshops. Part of or independent of degree programme at home institution	Summer School programmes or customised courses	Typically 2 weeks or more





## 4. Our Faculties and Institutes

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### Faculty

Faculty of Agriculture  
Faculty of Forestry  
Faculty of Veterinary Medicine  
Faculty of Economics and Management  
Faculty of Engineering  
Faculty of Educational Studies  
Faculty of Science  
Faculty of Food Science and Technology  
Faculty of Human Ecology  
Faculty of Modern Language and Communication  
Faculty of Design and Architecture  
Faculty of Medicine and Health Science  
Faculty of Computer Science and Information Technology  
Faculty of Biotechnology and Biomolecular Sciences  
Faculty of Environmental Studies  
Faculty of Agriculture and Food Sciences (UPMKB)

Programme book can be downloaded at:

[http://intl.upm.edu.my/mobiliti/inbound/skema\\_pembelajaran\\_dan\\_senarai\\_kursus-43303?L=en](http://intl.upm.edu.my/mobiliti/inbound/skema_pembelajaran_dan_senarai_kursus-43303?L=en)

### Institutes

Institute of Bioscience  
Institute of Advance Technology  
Malaysia Research Institute of Ageing  
Institute for Mathematical Research  
Halal Products Research Institutes  
Institute of Agricultural and Food Policy Studies  
Institute of Tropical Forestry & Forest Products  
Institute for Social Science Studies  
Institute of Plantation Studies  
International Institute of Aquaculture and Aquatic

To learn more on our institutes please browse [www.upm.edu.my](http://www.upm.edu.my)





## 5. Applying for Inbound

### 1. Apply

- Log on to i-PUTRA website: [www.intl.upm.edu.my](http://www.intl.upm.edu.my)
- Download Inbound Application form and prepare supporting documents
- Application deadline for semester exchange is every 30<sup>th</sup> October for February intake and 30<sup>th</sup> April for September intake.



### 2. Submit

- Submit application form and supporting documents at least 4 month before programme begin to [mobility@upm.edu.my](mailto:mobility@upm.edu.my) *Note: Application processing at UPM will take approximately 30 days*



### 3. Apply e-VAL (Visa Approval Letter)

- After receive offer letter, student to proceed applying e-VAL through EMGS website if mobility programme is 3 months and above: <https://educationmalaysia.gov.my/>



### 4. Attain SEV (Single Entry Visa)

- After receiving e-VAL student required to attained SEV at Malaysian Embassy in home country or through window Malaysia (China student)



### 5. Travel

- Arrived in Malaysia and begin registration at UPM

### Inbound Application Requirement and Supporting Documents

1. Student should have completed 2 semesters at home university
2. Student have English language competence (TOEFL/ELTS or university confirmation)
3. Applicants must download the application (**SOK/INT/BR01/INBOUND**) form through [www.intl.upm.edu.my](http://www.intl.upm.edu.my) and submit it to [mobility@upm.edu.my](mailto:mobility@upm.edu.my); following form, we also require additional relevant documents, which include:

- Acknowledgment of nomination from the home university or recommendation letter from the home university through their international office.
- Certified copies of academic transcripts (subjects/courses that have been completed).
- Non-English speaking country please provide English language certificate or letter from lecturer about your level of English knowledge.

▪ **Republic of China** students, are **require to submit a 2-minutes video interview** (compressed mpeg4 format, size must not more than 5mb) and to explain (in English) about themselves and why they wanted to study in UPM and online interview may be conducted based on faculty requirements.

## 6. After Receiving UPM Offer Letter

Every International students whom applying for inbound in UPM are required to enter Malaysia with correct documentations. **For international students whom wish to study more than 3 months to UPM; student are required to apply e-VAL (<https://educationmalaysia.gov.my/> ).** For student whom studying less than 3 months in UPM, they are required to attain professional pass (please contact our mobility officer and learn how).

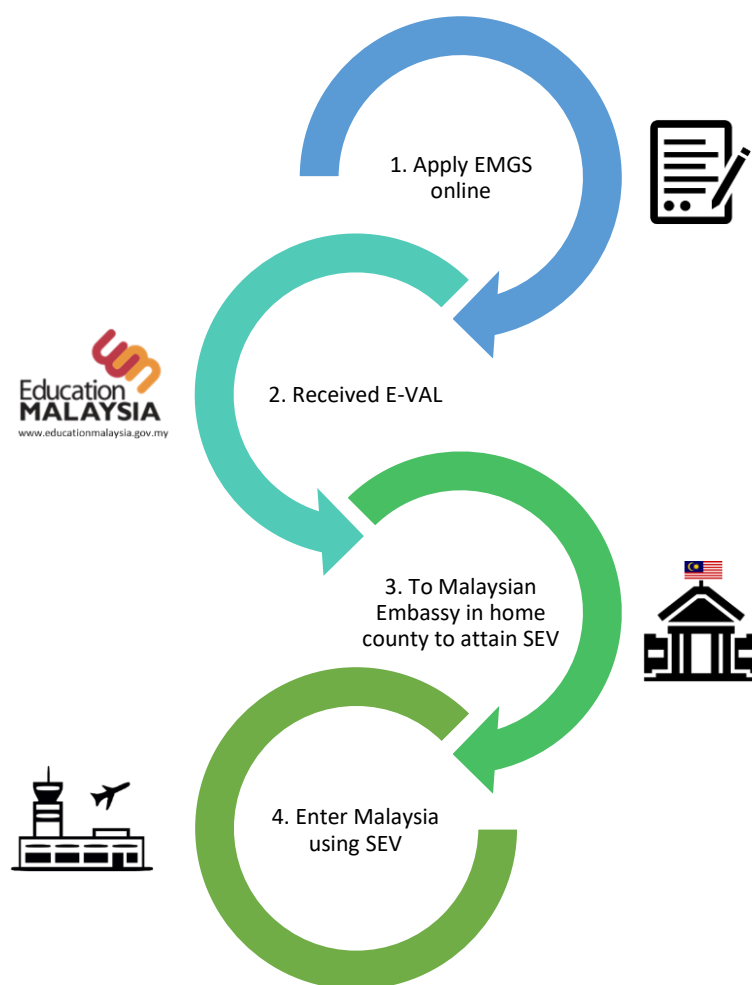
## 7. Student Pass and Visa Requirement

Student pass application is need to be made by **student** through Education Malaysia Global Services Malaysia (EMGS) website before coming to Malaysia. **You are required to make VAL payment to EMGS** during the application payment section, there will be 2 option (which is to pay using credit card and Pay to Institutions), please choose pay through credit card. If you do not have credit card you may made payment **through telegraphic transfer** (at any banks nearby you at home country) as per below details:

Account Name : EDUCATION MALAYSIA  
GLOBAL SERVICES (EMGS)  
Account Number : 514057662341  
Name of Bank : MAYBANK  
Type of Transfer : TELEGRAPHIC TRANSFER  
(T.T)  
Swift Code : MBBEMYKLXXX

Payment through telegraphic transfer (detail as per-below). Once payment been made please send us the receipt to [mobility@upm.edu.my](mailto:mobility@upm.edu.my).

### 5.1 Student Pass Application Flow Through EMGS



## 8. Health Insurance

It is compulsory for every student entering Malaysia to have medical insurance. You need to be insured from the date you enter. All international students must be covered by a locally purchased medical health insurance scheme.

Students are reminded that it is compulsory for them to have a valid medical insurance plan throughout the period of study. International students whose medical and health insurance cover period expires prior to the expiry of their existing student pass are required to top up/extend their insurance. This top up/extension should be sufficient to cover the period up to the expiry of their existing student pass or a maximum of 12 months from the insurance start date, whichever is lower.



## 9. Mobility Fees

### 9. A. Mobility Fee According to Duration(Compulsory to all mobility students studying in UPM)

No	Duration	Amount (MYR)	Note
1	12 months (2 semester exchange)	775.50	Payment can be made at UPM Bursar's Office or deposited to the following CIMB account at the CIMB Counter/ via online payment during the registration.  Account no: 8002155042 Account name: UPM Collection
2	5-6 months (1 semester exchange)	532.50	
3	1-3 months	262.50	
4	15 – 30 days	185.00	
5	14 days and below	185.00	

### 9. B. Mobility Fee for Pre-arrival (EMGS application estimation)

No	Items	Amount (MYR)	Note
1	VISA Application	20.00	Payment to be made during online application via Education Malaysia Global Services (EMGS)
2	New Application for Short Courses via EMGS (3 – 12 months)	250.00	
3	Student Pass fee	60.00	
4	Health Insurance via EMGS (Silver to platinum premium)	200.00 – 900.00	
5	E-VAL fee	150.00	
6	i-Kad	53.00	
7	Multiple Entry Visa	20.00 – 40.00	

### 9. C. Mobility Fee for On-arrival (compulsory)

No	Items	Amount (MYR)	Note
1	Medical Check-up at UPM Health Centre	250.00	Payment to be made at University Bursar's office
2	Mobility fees	Please refer 9.A table	

### 9. D University Additional Services (optional)

No	Items	Amount (MYR)	Note
1	University Medical Service (Subscribing to University Medical service will enable students to receive various service such as medical treatment, medicines, dental etc)	200.00	Payment to be made at University Bursar's office
2	University Shuttle Bus	15.00	

#### Note:

- University students without MoU will need to pay full tuition fees (for 1-2 semester exchange). Click here to view tuition fee rates: [http://www.bursar.upm.edu.my/perkhidmatan/kadar/kadar\\_yuran\\_pengajian\\_pelajar\\_ijazah\\_pertama\\_dalam\\_negara-31661?L=en](http://www.bursar.upm.edu.my/perkhidmatan/kadar/kadar_yuran_pengajian_pelajar_ijazah_pertama_dalam_negara-31661?L=en)
- Payment must be made at UPM Bursar's office during registration weeks. Tuition fees are not inclusive of VAL application, Health Insurance, Student Pass Cancellation and other fees stipulated in the EMGS System

# 10. Living Expenses

## Estimated Expenses Per Semester in MYR ( 5 Months )

1	University-administered Accommodation	Hall lodging fees	Compulsory hall meal charges (if any)
		500 to 600/ month	
2	Private Accommodation (Off-campus)	1500 – 3000	
3	Food/ Meals	5000 - 6000	
4	Personal expenses (e.g. laundry, sundries, local transportation, etc)	From 3000 – 4000	
5	Academic Expenses (e.g. books)	500	

# 11. Our on Campus Accommodation

## 1. UPM Guest House

Type: Apartment

Monthly fees: RM400 - RM500 per month

Location: On-campus

Amenities: Air conditioning, kitchen, shared bathroom, living room, dining

hall, bedding and sheets,

Reservation: [http://bit.ly/UPM- <http://bit.ly/UPM-](http://bit.ly/UPM-GuestHouse)

GuestHouse>GuestHouse

<<http://bit.ly/UPM-GuestHouse>>.



## 2. UPM College

Type: Dormitory

Monthly fees: RM270

Location: On-campus

Amenities: Fan, shared bedroom, shared toilet and bathroom, bedding, study table

Reservation: [mobility@upm.edu.my](mailto:mobility@upm.edu.my)



## 3. KMR One Putra

Type: Room

Monthly fees: Min RM600 and above

Location: On campus

Amenities: Air conditioning, single bedroom, kitchen, private bathroom, study table

Reservation: [mobility@upm.edu.my](mailto:mobility@upm.edu.my)





# 12. Off Campus Accommodation



## Apartment nearby UPM

### A) The Academia, South City Plaza Apartment (5 km from campus)

Contact: Mr Julian Quah (+6016 510 1774)/  
Mr Michael (+6016 201 0245)

### B) The Heritage Residence (3.9 km from campus)

Contact: Mr Calvin (+6016 618 8330)

### C) Mutiara Residency (5 km from campus)

Contact: Mr. William Tan (+6012 305 5158)/  
Mr. Micheal (+6016 201 0245)

### D) UNIV 360 Students (4.6 km from campus)

Contact: Accommodation Management Unit UPM  
Consultancy & Services Sdn Bhd (+603 8947 1614/1934)

- Duration stay: 6 month - 1 year (minimum)
- New UPM full-time student (Individual and Family)
- First come first serve basis
- Rental fee depends on the type of apartment  
(approx. MYR1200-MYR2000 per month)

## Hotels nearby UPM

OYO 421 Ihome Boutique Hotel (3 star)  
MYR90.00

Hello Hotel Taman Sri Serdang (3 star)  
MYR100.00

Place to Stay (3 star) MYR100.00

Top Holiday Hotel (3 star) MYR150.00

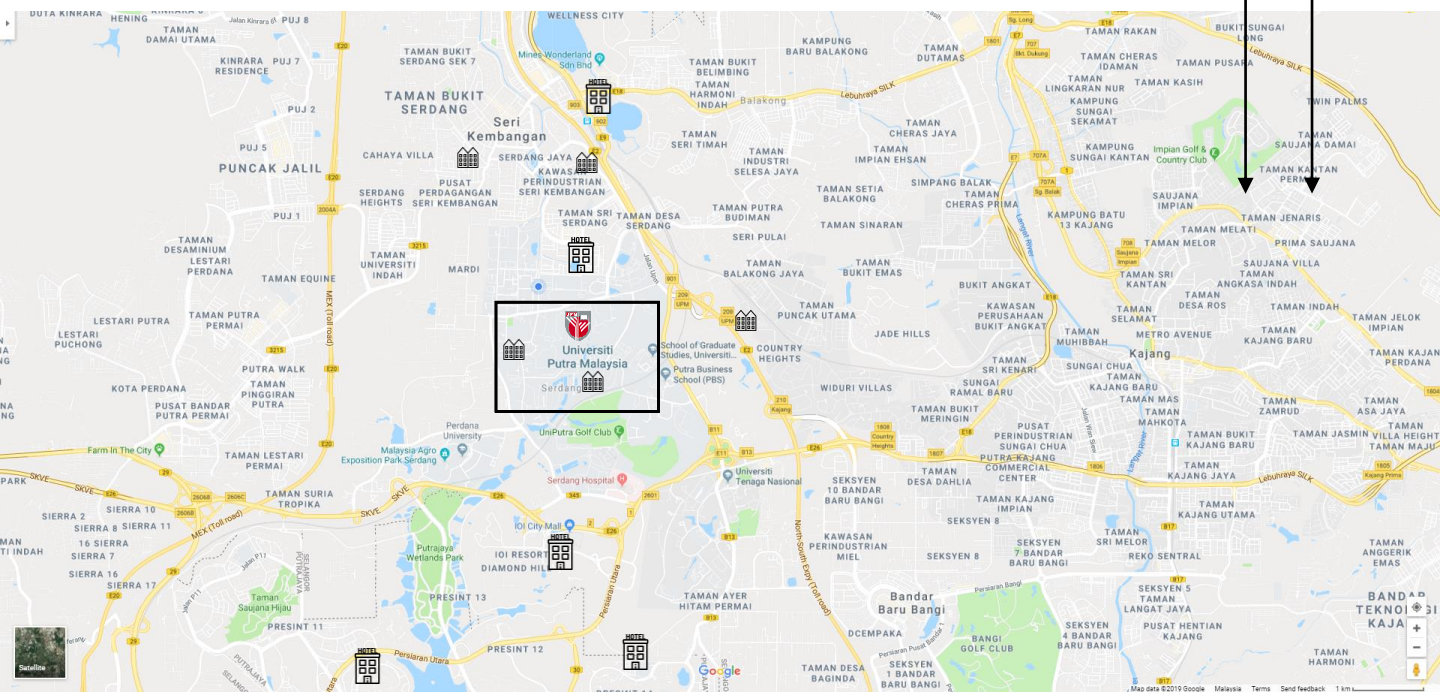
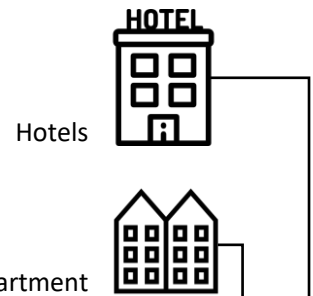
Philea Mines Beach Resort (4 stars) MYR170.00

Dorsett Putrajaya (4 stars) MYR172.00

The Everly Putrajaya (4 stars) MYR 167.00

Putrajaya Marriott Hotel ( 5 stars) MYR270.00

*Note : The above hotel/apartment list is just a suggestion which these hotel are located nearby to UPM (5KM in radius). UPM does not have any connection with these hotel/apartment and to book it students can use e-booking online platform such as [www.booking.com](http://www.booking.com) or [www.agoda.com](http://www.agoda.com) for hotel or call stated number.*



# 13. Airport Pickup Service

## ELS Language Centre Airport Pickup Service

Since 2017, i-PUTRA no longer provides airport pickup for mobility students. Thus we encourage students to arrange their own arrival to UPM. However we would recommending students to use **ELS Centre airport service**. ELS is one of UPM long-term partner and providing various services to students.

### Airport Pickup Rates:

1 Person - RM340.00

2 Persons - RM440.00

3-4 Persons - RM500.00

### Bank Details:

Payee: UPX SDN BHD

Account No.: 3203765103

Swift code: PBBEMYKL

Bank Address:

Public Bank Berhad,  
No 1&3, Jalan Solaris 1, Solaris Mont Kiara,  
50480 Kuala Lumpur, Malaysia

### To book:

[https://docs.google.com/forms/d/1vDd--b4PUKaoVf0eefcP1aO0xwZTg4y-fuOCe\\_s5loM/viewform?ts=5b7d38f1&edit\\_requested=true](https://docs.google.com/forms/d/1vDd--b4PUKaoVf0eefcP1aO0xwZTg4y-fuOCe_s5loM/viewform?ts=5b7d38f1&edit_requested=true)

During public holidays and Sundays, there is a surcharge of RM150.

\*Please note that all payments must be made before arrival.



## Self Arrangement to UPM using Public Transport



KLIA KLIA2 Transit/Express to  
KL Central Station

Operation hours:  
First train: 5:00am  
Last Train: 12:40am

KTM Komuter to Serdang  
Station and then take taxi  
To UPM

KTM Operation hours:  
First bus: 6:00am  
Last bus: 12:00am



KLIA / KLIA2 to UPM

Students can take KLIA Limo,  
Taxi or use online app such as  
Uber and Grab direct to UPM

Operation hours: 24hrs



KLIA / KLIA2 to UPM

Students can take shuttle bus  
from KLIA, KLIA2 to TBS and  
then take taxi to UPM

Operation hours:  
4:15am-12:00pm-1:00am



OFF CAMPUS



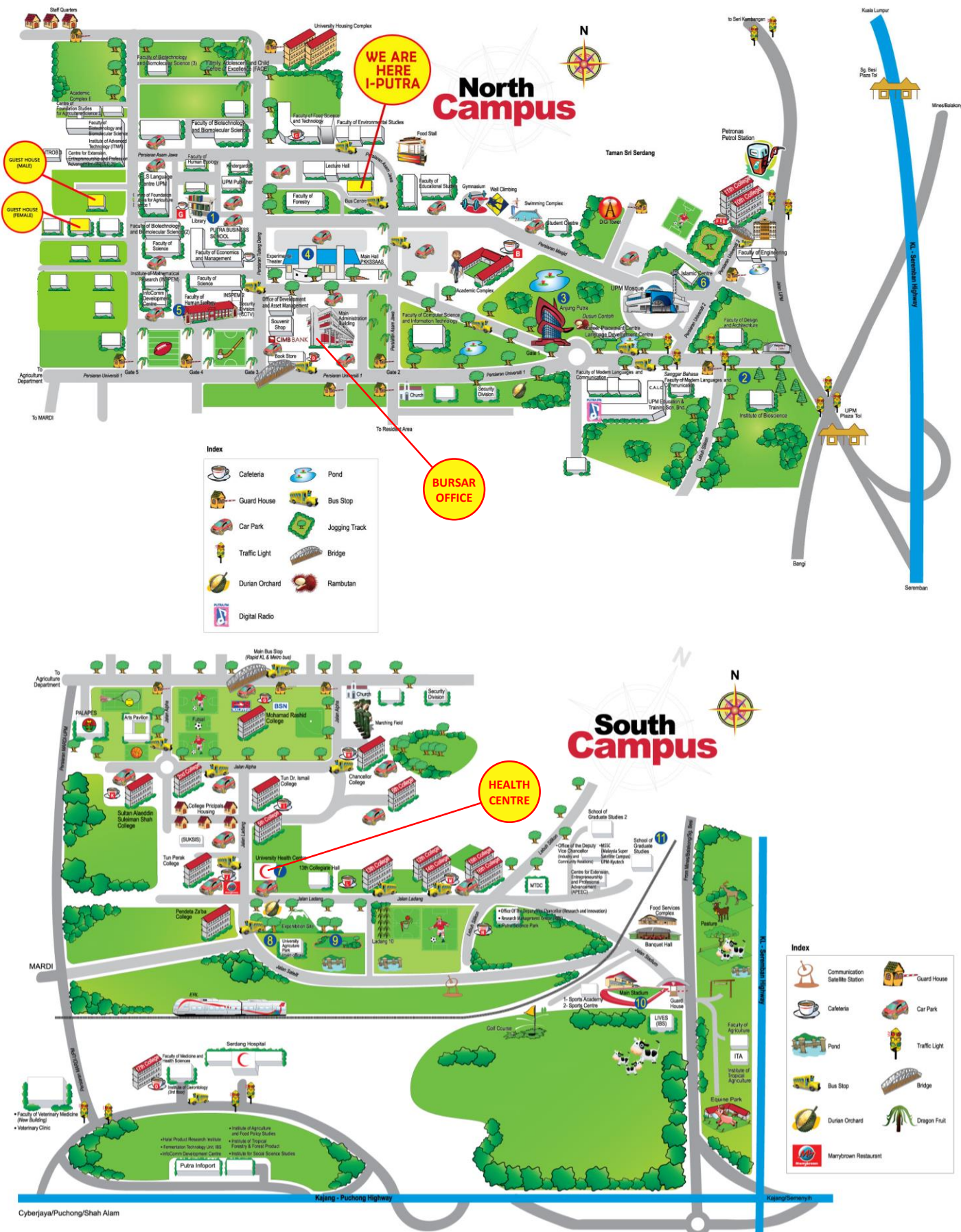
ON CAMPUS



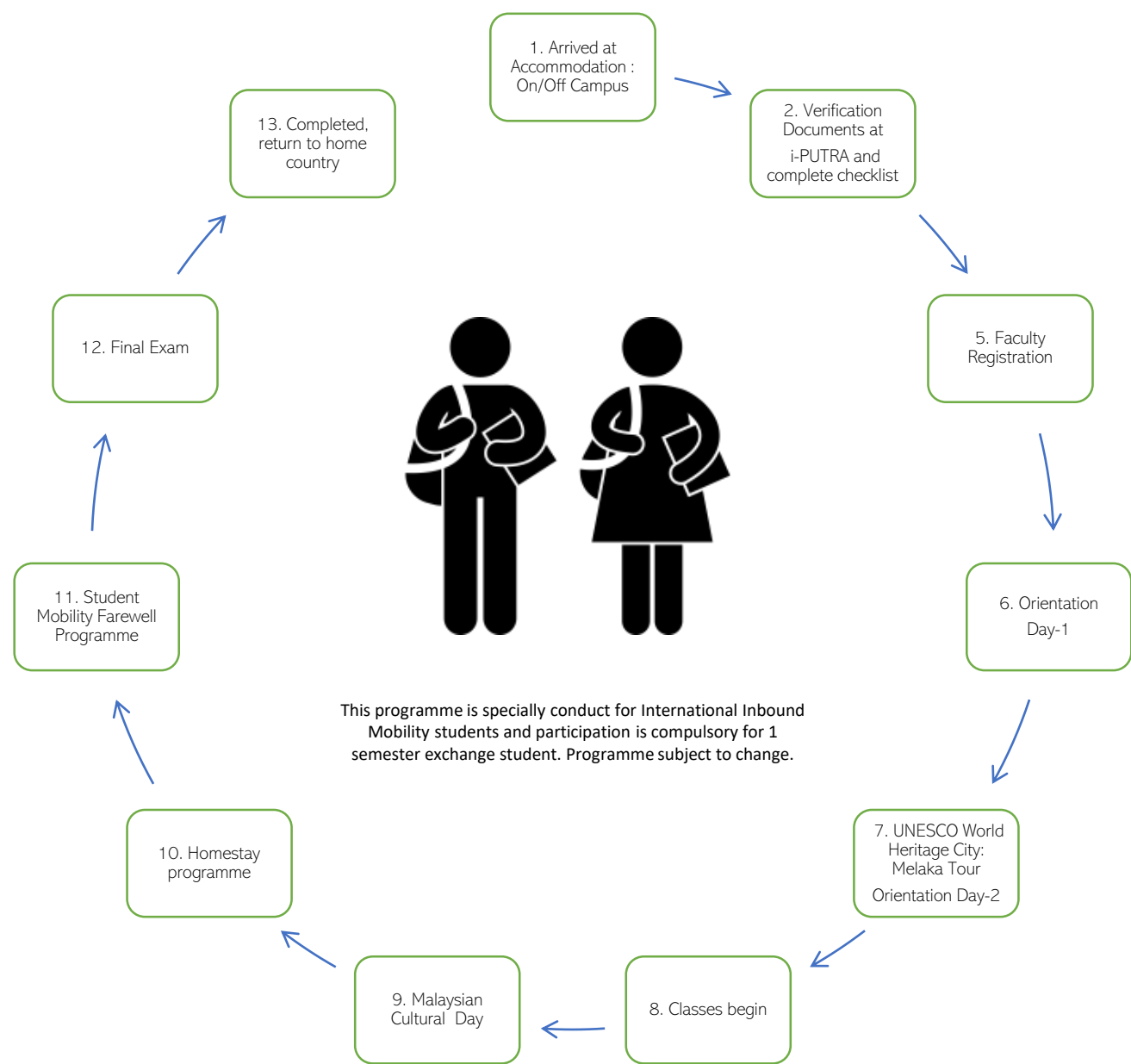
# 14. UPM Campus Map



**i-PUTRA**  
Putra International Centre



# 15. Inbound Student Life Cycle



No	Programme	Contact hours
1	Student Orientation: New International Student Welcoming Programme	7
2	Student Orientation: A Visit to UNESCO World Heritage City Melaka	8
3	Malaysian Cultural Day	8
4	3 days 2 Night Homestay Programme	24
5	Student Mobility Farewell Programme	2



## 16. Buddies Association UPM



**Buddies Association UPM** is to assist international students in acclimatizing to their new environment and surroundings, also supporting the Internationalization at home efforts in the university. There are various activities organised by them on semester basis to enhance mobility student experience studying in UPM. One of their famous signature programme are SANTIME, #BAUSnackPack, NewStep and many more. In order to get in contact with our local buddies is by emailing them at [buddiesprogramme.upm@gmail.com](mailto:buddiesprogramme.upm@gmail.com).

## 17. Acculturation Programme

During the whole semester, i-PUTRA will organised various culture acculturation programme specially for semester exchange and other type of mobility students. The programmes are as per-below:



A Visit to UNESCO World Heritage Site Melaka



Kuala Lumpur City Tour



Homestay Programme



Day Trip to Kuala Gandah Elephant Sanctuary, Pahang



Malaysian Cultural Day



Day trip to Mah Meri Cultural Village





**i-PUTRA**  
Putra International Centre

**PUTRA International Centre (i-PUTRA)**

Universiti Putra Malaysia

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