

GUIDELINES FOR APPLICATION TO UNIVERSITY OF MALAYA
STUDENT EXCHANGE PROGRAMME
FOR SEMESTER I AND SEMESTER II, (SEPTEMBER AND FEBRUARY INTAKE EACH YEAR)

1. The University of Malaya Student Exchange Programme (UMSEP) is coordinated by the University of Malaya International Student Centre (ISC). ISC processes all applications and issues offer letters to successful students.
2. The online application for **Semester I (September intake)** will be opened from 1 March to 30 April each year.
3. The online application for **Semester II (February intake)** will be opened from 1 September to 30 October each year.
4. Results will be announced at least 2 months before the session opens.
5. All applications for UMSEP either from students nominated by partner universities or from independent students must be done through the home university's official coordinator. We do not accept applications through unofficial agents.
6. Students are advised to complete all the compulsory fields in the form, and upload all the related documents requested. Failure to follow the guideline may affect the application processes.
7. As the online system has just been launched recently, students are advised to email us a copy of their e-application (without attached documents) as a backup. In the event we did not receive their application, we will require them to submit to our office a complete application form together with related documents via airmail. Please make sure the postal and email addresses are accurate.
8. **Students should select up to 30 credit hours (10 courses) through the online system. This is to ensure adequate number of approved courses prior to arrival at University of Malaya. In order to be approved, student must obtain an approval of a minimum of 6 credit hours (2 courses). Students are permitted to enroll not more than 20 credit hours per semester, subject to availability of courses and the Faculty's approval.**
9. Some courses may require certain level of English proficiency. Therefore, it is important for students to attach English proficiency result (IELTS, TOEFL, TOEIC, University examination, etc) as a supporting document.
10. Undergraduate students are strictly not allowed to apply for Postgraduate courses.
11. Students must be aware that due to some unforeseen circumstances, some courses offered may be changed or canceled last minute, or at the time of registration. If this happens, students will be advised by the Faculty to register for another course(s) during the registration period.

12. The University will not entertain any appeal should the students fail to receive offer letter 2 months after the closing date.
13. Successful students are not allowed to drop courses stipulated in the offer letter or add courses during the registration week except for valid reason approved by the Faculty. Therefore, when you receive your offer letter, please make a wise decision before you accept to join the UMSEP.
14. Fee details will be informed to the successful students in the offer letter. Please note that the University waives tuition fee for UMSEP. However, all one semester exchange students need to pay (1) an administration and service fees of RM350/semester (2) visa fee (RM450).
15. For further information, please visit our website www.isc.um.edu.my

We wish you all the best of luck in your application!