**International Student Arrival Form**

Please tick the following:

I **do not** require transport from KLIA/ KLIA2 to UNITEN (if you decide not to use our transport services, you may option

for a private taxi/ cab to travel to UNITEN on your own expense).

I **require** transport from KLIA/KLIA2 to UNITEN.

I **require on- campus** accommodation ( kindly email to Mr. Razif Mohazar b. Ramli at Razif@uniten.edu.my for

Accommodation booking).

I **DO NOT** require on –campus accommodation (Students staying off-campus should make their arrangements directly

with their accommodation provider)

Below are my flight details:

|  |  |
| --- | --- |
| Name |  |
| Passport No. and Nationality  |  |
| Programme offered |  |
| Departing from (Country and City)  |  |
| Flight No.  |  |
| Name of Airlines |  |
| Departure Date/Time (country of origin) |  |
| Departure Date /Time (Malaysian Time) |  |
| Arrival Date /Time (Malaysian Time) |  |
| Telephone Number  |  |

Please email the complete form and your flight ticket to Mrizal@uniten.edu.my; Zammamy@uniten.edu.my; uzair@uniten.edu.my and cc to Intadmission@uniten.edu.my .You should be receiving an e-mail of receipt in three (3) working days.

**Important Notes:**

1. Please inform us of your arrival **2 WEEKS IN ADVANCE**. Failure to do so will result in the delay of immigration clearance at the airport and we may not be able to secure a transport for you as the **transportation booking is upon availability** and on the basis of first come first serve. In the event that UNITEN is not able to provide you with a transport, you would be needed to use the taxi/cab services on your own expense. You may request for our staff’s support should you faced difficulties in securing this service.
2. If there is any change occurring to your flight schedule, please inform us within 48 hours before you depart to Malaysia by e-mailing to Mrizal@uniten.edu.my; Zammamy@uniten.edu.my; uzair@uniten.edu.my and cc to Intadmission@uniten.edu.my . We will acknowledge your request for changes via e-mail.
3. **YOU CAN ONLY TRAVEL TO MALAYSIA AFTER OBTAINING STUDENT VISA APPROVAL LETTER (VAL). In accordance to the new Malaysian student visa ruling, visa on arrival cannot be converted to student visa any longer.**
4. Residents of **Centre & South America and Africa** are required to possess a valid immunization certificate for Yellow Fever. Residents from these two regions are therefore required to get the vaccination and the immunization certificate for Yellow Fever not less than ten (10) days before they enter Malaysia.
5. Upon arrival, please proceed to the **Malaysian Immigration Control gates** and look for our university’s representative in order to make the proper arrangements for clearance. Additionally, you must **show your offer letter** from UNITEN **and visa approval letter** to the authorities in the airport.
6. Our university’s representative will wait for you before the Immigration control gates. One of the representative will be in charge of your clearance and their details are as follows:-

|  |  |
| --- | --- |
| **Officer in charge** | **Phone Number** |
| Mr. M. Rizal Bin Badri | +6018-207-2050 |
| Mohd Zammamy Bin Zakaria | +6011-1137-9414 |
| Mr. Muhammad Uzair Bin Mohd Yunos | +6010-218-2249 |

1. **Although you have obtained Visa Approval Letter, the Malaysian Immigration Department will not allow you to go through the control gates without the assistance of our university’s representative.**
2. **DO NOT** indulge yourself in shopping activities as our university representative is waiting for you.
3. If you fail to show up after **60 minutes** of your arrival arrangement, our representative will return to the University.
4. Please call the following phone numbers in the event you are not able to find our representative one hour after you have arrived at the Immigration Control gates.

  *International Admission Office:: +603-89212020 ext 2142/7422/3100/3113*

1. We will only provide transportation to the university. After immigration clearance, if you decide not to use our transport services, you may opt for a private taxi/ cab. Please use only official taxis provided by the airport in order to travel to UNITEN. The counter for taxi is located immediately before the exit to the arrival hall. The taxi charges will be approximately RM80.00 (\*subject to changes) from KLIA/KLIA2 to UNITEN. You may request for our staff’s support should you face difficulties in securing this service
2. If you arrive in UNITEN after working hour is finished, you are needed to make your own arrangement for accommodations (Please refer to the list of hotels and telephone numbers we have provided with your admission letter).
3. Arrival and Accommodations:-
* Registration Date **- Please refer to your offer letter**
* Student Orientation ( Foundation & Degree) – Will be provided upon registration **(Orientation is COMPULSORY)**
* For In-Campus Accommodation Booking, kindly email Mr. Razif Mohazar b. Ramli at Razif@uniten.edu.my .

**Please arrange your arrival to Malaysia on weekdays (Monday- Friday); NOT ON WEEKENDS OR MALAYSIAN PUBLIC HOLIDAYS as other administrative support services will be closed.**

* You are highly recommended to **depart to Malaysia within one week of your registration date** as to avoid any complication with the Immigration Department of Malaysia. Students are not encourage to arrive too early or 3 weeks after the **registration date** itself as late arrivals will result in you missing our registration day and orientation programme which provide you vital information about your study in UNITEN.
* Students are required to find their own alternate accommodations if they arrive before the stipulated arrival dates. We encourage earlier hotel bookings and currency exchange / prepare bank draft for payment before the Registration.

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| **ARRIVAL** **INFORMATION @ KLIA*** For passengers of international flights arriving at the Satellite Building, they must board the Aero train to the Main Terminal Building (MTB).
* You will arrive at the mezzanine level of the contact pier and take the escalators down to the arrival level (level 3)
* For international passengers who arrive at the contact pier mezzanine level, go down to arrival level.
* Go through your immigration check point and collect your baggage at the international baggage claim.
* Kindly proceed to Immigration Control Gates where our representative will wait for you

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**Acknowledgement**

I hereby certify that I have read all the contents above, and I further undertake that if I fail, refuse or neglect to obey all of the instructions above, The International Office of UNITEN will not be responsible for any complications should they arise during or after my arrival to Malaysia.

Yours faithfully,

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Name:

Passport No.

Date:

**For International Office use only:**

Received (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible for airport pick-up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_