

New International Student – Post-Arrival Checklist

Name:

Student ID:

Contact Number (Malaysia):

Address (Malaysia):

Please report to the following offices:

STEP	Day 1	Stamp & Sign	Date
1	<ul style="list-style-type: none"> ▪ <i>Finance Office, 2nd floor, Block A</i> <input type="checkbox"/> Student has made the full payment of initial tuition fees 		
2	<ul style="list-style-type: none"> ▪ <i>International Support Team (IST), 2nd floor, Block A</i> <input type="checkbox"/> Post arrival briefing <p>Student Declaration: I had been briefed and understood that UCSI University and its staff SHALL NOT be held responsible or liable for any consequences or penalties resulting from my late passport submission to Visa Processing Unit, UCSI University.</p> <p>Student Signature:</p>		
3	<ul style="list-style-type: none"> ▪ <i>Admission Office (AO), 2nd floor, Block A</i> <input type="checkbox"/> Complete online student declaration in IIS home page <input type="checkbox"/> Present original certificates (certify purpose) 		
4	<ul style="list-style-type: none"> ▪ <i>Report to Faculty / Institute / Centre / School</i> <input type="checkbox"/> if student fulfill English entry requirement, please report to Faculty / Institute / Centre / School and meet the Head of Programme / Programme Coordinator for course selection for current semester <input type="checkbox"/> if the English requirement if not fulfilled, report to the Institute of Languages, 10th floor, Block G for English Placement Test <p>(EPT) Test Date: _____ Time: _____</p>		
5	<ul style="list-style-type: none"> ▪ <i>Student Affairs & Alumni (SAA), 9th Floor, Block G</i> <input type="checkbox"/> Activate Course Selection 		
	<ul style="list-style-type: none"> ▪ Day 2 		
6	<ul style="list-style-type: none"> ▪ <i>Medical Examination at Laurent Bleu Clinic, Taman Taynton View, Cheras, Kuala Lumpur.</i> <input type="checkbox"/> Medical Examination form, blue / white background photo, passport & New International Student – Post - arrival Checklist <input type="checkbox"/> Received Medical Acknowledgement slip from the clinic 		
7	<ul style="list-style-type: none"> ▪ <i>Submit passport to Visa Processing Unit (VPU), 2nd floor, Block A</i> <input type="checkbox"/> Original passport with at least 18 months validity <input type="checkbox"/> Valid pass with at least 10 working days validity <input type="checkbox"/> Single Entry Visa / eVISA / Visa on Arrival (for required countries) <input type="checkbox"/> Medical Examination acknowledgement slip 		