

STUDENT HANDBOOK (NON-ACADEMIC)



**Prepared By:
Student Administration & Management Division
Infrastructure University Kuala Lumpur**

TABLE OF CONTENT

IUKL Vision, Mission & Motto	3
IUKL President/ Vice-Chancellor's Message	5
IUKL Management	6
IUKL Deans of Faculties	7
Student Administration & Management Division (STAM)	8
Student Representative Council (SRC)	9
General Information	10 - 11
IUKL Rules & Regulations (a snap shot)	12 - 13
Code of Conduct	14 - 15
IUKL Clubs & Societies List	16
STAM Services	17 - 23
International Students Management Centre (ISMC)	24 - 25
International Student Information	26 - 31
Clinic Service	32
IUKL Song	33
Contact Us	34



VISION:

To Be A World Renowned Infrastructure
University

MISSION:

IUKL Strives For Excellence In Various Fields Of
Infrastructure By Providing Quality Education,
Advanced Knowledge, State-Of-The-Art
Technology And Excellent Professional Services

MOTTO:

For Knowledge, For Humanity



WELCOMING NOTE

WELCOME TO IUKL ~ SELAMAT DATANG KE IUKL~

INFRASTRUCTURE UNIVERSITY KUALA LUMPUR (IUKL) is committed to lay down a solid foundation for students to build their future.

Ever since its establishment in 1998, the university has produced graduates who have become respected practitioners in their fields, be it engineering, architecture, communication, business or multimedia. The quality and balanced education provided by the university has churned out well-balanced individuals who are able to face challenges in the working world.

With the increasing number of students from both Malaysia and overseas pursuing their studies at IUKL, it is an indicator that IUKL has gained not just local but international recognition. Students from countries around the world are now gathered at IUKL to study and share their knowledge and experiences with each other as well as with the Malaysian students and staff of IUKL. IUKL students will thus be able to bring back sweet memories upon the completion of their studies at IUKL .

IUKL welcomes every student both Malaysian and international with the intention of sharing, caring and working towards establishing unity among the citizens of the universe as reflected in its motto “For Knowledge For Humanity”.



PRESIDENT & VICE-CHANCELLOR'S MESSAGE



Warmest greetings from IUKL.

First of all, I would like to congratulate you on your admission to IUKL. You have made the right choice in choosing as your study destination and you are step closer to achieving your ambition and dreams with your respective programme of study. Welcome to the IUKL family.

Becoming an undergraduate will be an exciting moment for you. It is a transition between your school days and the real working life. It is a period of preparing yourself with the necessary knowledge, skill and attitude to face a more challenging world. To meet these ends, IUKL will organise an Induction Day that will help prepare you with the guidelines, advice and procedures to ensure that you can manage yourself as a university student.

I hope we will provide you with the necessary care and assistance while you are here. You have an important obligation to your parents, friends and the staff alike so that every investment that has been put in will be paid off later.

Finally, best of luck in your undertakings.

Thank you.

PROF. DATO' DR. NOOR INAYAH YA'AKUB
President & Vice-Chancellor

IUKL MANAGEMENT



Prof. Dato' Dr. Noor Inayah Ya'akub
President & Vice-Chancellor



AP. Dr. Nor Hazila Mohd Zain
Deputy Vice-Chancellor (Academic) /
Director of University Excellence Office



Prof. Ir. Ts. Dr. Tan Chee Fai
Deputy Vice-Chancellor (Research)



Mdm. Selvi Salome N. Gnasigamoney
Acting Vice-President
(Revenue & Operations)



Mdm. Haliza Haron
Registrar

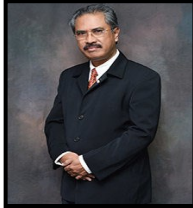
IUKL DEANS OF FACULTIES



Dr. Ng Khai Mun

Dean

Faculty of Engineering, Science & Technology (FEST)



Tuan Haji Md. Pilus Md. Noor

Dean

Faculty of Architecture & Built Environment (FABE)



Dr. Chan Sai Keong

Dean

Faculty of Business, Information & Human Sciences (FBIHS)



Dr. Norzita Yunus

Dean

Centre for Postgraduate Studies (CPS)



Miss Nalinah Poongavanam

Director

Centre for Foundation & General Studies (CFGS)



STUDENT ADMINISTRATION & MANAGEMENT DIVISION



**Mdm. Jazzilla
Abdullah**
Director
Student Administration
& Management



**Mr. Hisham Shafienaz
Azhar**
Executive
Campus Lifestyle



**Mdm. Sakinah
Kamaruddin**
Executive
Sponsorship & Financial
Assistance



**Mr. Nur Haziq Farizie
Norzllan**
Executive
Campus Lifestyle



**Mdm. Rozita Mohd
Arif**
Executive
Student Development &
Insurance



**Mr. Ahmad Shahzali
Abd Wahab**
Assist. Administration
Campus Lifestyle



**Mdm. Yogesh
Ganessan**
Executive
Transportation &
Employability



**Mr. Mohd Al Amin
Ab Aziz**
Counsellor
Student Experience



Mdm. Nadiah Nordin
Counsellor
Student Experience

STUDENT REPRESENTATIVE COUNCIL

SESSION: 2021/2022



Woo Kok Jin
President



Ola Hafiz
Academic & Career
Executive



Ameer Affan Azhan
Vice-President



Chu Xiang
International Affairs
Executive



Siti Khadijah Nawawi
Secretary



Tharrsinee Krishnan
Public Relations
Executive



Ho Fui Jing
Assistant Secretary



Safaya Gehad
Student Development
Executive



Hana Hani Hassan
Student Welfare
Executive



**Norezrina Alisa Che
Omar**
Clubs & Societies
Executive

GENERAL INFORMATION

ACADEMIC ADMINISTRATION (Tel No: 03-89266993)

ACADEMIC MATTERS	FACULTY	EXECUTIVE –IN-CHARGE
Academic Calendar Postponement Dismissal Subject Registration Credit Transfer Add-Drop	FABE	Mr. Ahmad Shukri Mohamed Hariri Academic Office, Level 1 Block B (Ext.: 765)
	FEST	Mdm. Saliza Husin Mdm. Norizan Che Hassan Academic Office, Ground Floor Block 9 (Ext.: 749/814)
	FBIHS	Mr. Mohd Hafez Ibrahim Academic Office, 1st Floor, Block 2 (Ext.: 804)
	CFGS	Ms. Anis Izzati Shuib Academic Office, 1st Floor, Block A (Ext.: 838)
	CPS	Mr. Idris Safar Academic Office, 1st Floor, Block 9 (Ext.: 743)

CAMPUS FACILITIES (Tel No: 03-89266993); **BURSARY** (Tel No: 03-89266993)

FACILITIES/SERVICES	PERSONNEL IN-CHARGE	LOCATION
IUKL Accommodation	Warden	Accommodation Office (012-4849233)
Shuttle Service	Mdm. Yogesh	Student Administration & Management (STAM) (Hp No.: 018-3765172)
Fees	All Staffs at Bursary Unit	University Hub, Block 11 (Hp No.: 018-2631746)
Tuition Fee Waiver	Mdm. Bazliah Baharudin	University Hub, Block 11 (Hp No.: 018-2631746)

GENERAL INFORMATION

SERVICES & FACILITIES (Tel No: 03-89266993)

SERVICES/ FACILITIES	PERSONNEL IN-CHARGE	LOCATION
Guidance & Counselling	Mdm. Nadiyah Nordin & Mr. Mohd Al Amin Ab.Aziz	STAM (Hp No.: 018-3765172)
Sponsorship and Financial Assistance	Mdm. Sakinah Kamarudin	STAM (Hp No.: 018-3765172)
Insurance	Mdm. Rozita Mohd Ariff	STAM (Hp No.: 018-3765172)
Clubs & Societies	Mr. Hisham Syafienaz Azhar	Gymnasium Block A (Ext.: 720)
Library	Ms. Wong Fui Fui	Level 1, Academic Block 2 (Ext 723/725)
Computer Lab	Ms. Wong Fui Fui	ICT Centre Level 3, Block 11
Emergencies (After Office Hours)	Wardens	Accommodation Office (012-4849233)

REMINDER TO ALL STUDENTS

1. Students **must register (online)** within the suggested date to avoid unwanted conflicts.
2. Students have to **settle the outstanding** and **pay the initial payment** for the current semester during the registration days.
3. Students must **retake the courses with F grade** within **two(2) semesters**.
4. **All credit transfers and exemptions (for diploma or equivalent degree) must be done in the FIRST SEMESTER.**
5. For further information and assistance, please do not hesitate to meet your respective **Academic Advisor or Academic Executive**.

IUKL RULES & REGULATIONS (AMENDED 2017)

SOME OF THE SECTIONS FOR STUDENT'S CONCERN

Section 4 [page 14]:

Wearing of student identity card at all times in campus.

Section 5 [page 15]:

Examination rules and guidelines.

Section 6 [page 18]:

Attendance is considered important (min 80% attendance should be obtained).

Section 7 [page 18]:

Organizing assemblies without approval from IUKL Management is considered illegal and actions can be taken.

Section 12 [page 20]:

International students are not allowed to work unless given prior approval from IUKL Management via the ISMC.

Section 16 [page 21]:

Possession of consuming of alcohol is not permitted in campus and its surroundings. Failing which may lead to disciplinary action.

Section 18 [page 21]:

Possession and consumption of drugs or poison is not permitted in campus and its surroundings. Failing which may lead to disciplinary action.

Section 19 [page 22]:

Student should keep all places in campus and its surroundings clean. The usage of rubbish bins is encouraged.

Section 23 [page 22]:

Students are to follow order or instruction given by staffs and those in authority including security guards. Failing which, disciplinary action may be taken.

Section 24 [page 23]:

At all times, students are expected to wear appropriately. Singlet, shorts, slippers are not allowed into the classrooms and other management offices.

IUKL RULES & REGULATIONS (AMENDED 2017)

Section 25 [page 23]:

Students should display mature and responsible behavior during social interaction with their classmates. Any form of intimacy or obscene behavior is not allowed in campus and its surroundings. Failing which may lead to disciplinary action.

Section 27 [page 24]:

Students are not allowed to smoke/vape in campus and in its surroundings including classrooms and toilets.

Section 30 [page 26]:

All updates will be communicated to students via the Student Portal. Please be informed that Student Portal will be the form of communication between IUKL and students. For any grievances, students may go to Student Administration and Management Division and meet the Director/ Manager/ Counselor for further actions. International students are encouraged to meet officers from ISMC on matters pertaining to their welfare.

Section 35 [page 28]:

Students are not allowed to park any where they like. Failing to adhere to the parking rules will lead to summons or vehicles to be claimed.

Section 41 [page 29]:

As IUKL and its surroundings are public accessible area, it is then the responsibility of the students to take care of themselves. However, IUKL Management will do the necessities to minimize unwanted incidences.

Section 42 [page 29]:

Any issues of safety matters relating to the hostel, are to be referred to the Hostel Management.

PART IV [Section 43 - Section 64] [page30-41]:

Disciplinary procedures, appeal procedures and other related information regarding disciplinary actions.

For a full reference into the IUKL Rules & Regulations, please download and/or read from the Student Portal.

CODE OF CONDUCT: ATTENDANCE

Students must comply with all IUKL rules and regulations. Whether within IUKL's premises or while involved in any activities related to their studies at IUKL, they must comply with any reasonable directives given to them by any officer of the university or security department. They should maintain an acceptable standard of conduct. All students attending classes at IUKL are expected, at all times, to behave in a seemly manner that is unlikely to cause offence to members of the general public.

CLASS ATTENDANCE

It is expected that students should attend **all** scheduled lectures, tutorials and laboratory sessions punctually. All absences must be supported by medical certificates or letters from parents/guardians.

- Students should be aware that their absences from lectures, tutorials and laboratory sessions (where applicable) may seriously jeopardise the successful completion of the programme pursued.
- **If a minimum required attendance of 80% of scheduled classes in each module is not met, students may not be permitted to sit for the end of semester examinations.**

It is expected that students be seated ready to commence lectures, tutorials and laboratory sessions at scheduled times. If students arrive late for class they can be admitted at the discretion of the module lecturer or Executive Dean of Faculty. If they are regularly late for classes students may be refused admission by the academic staff concerned and may be referred to the Student Administration & Management Division (STAM).

CODE OF CONDUCT: ON-CAMPUS

Smoke-Free Campus

IUKL is a smoke-free campus which will be conducive to staffs, students, visitors, industry partners, and the general public.

Consumption of Food and Beverages

Eating food of any kind is not allowed in the library, laboratories, lecture theatres, discussion rooms, classrooms, and any other location where such actions are prohibited. Drinking of any liquid is only permitted from a sealable container (e.g. screw top bottle) except where it may be for safety purposes (e.g. laboratory)

Placing of Notices on Notice Boards

Notices may only be placed on the notice boards after consent has been granted by STAM.

Use of Computer Facilities

Students must observe all the rules and regulations pertaining to the usage of IUKL computers. They must display their Student ID cards while in the computer laboratories.

Use of Facilities

Students should take note that the library and certain specially designated rooms have been allocated for self-study after-class hours. As such, they are to use them for self-study. Students are not allowed to use the facilities such as lecture theatres and classrooms for personal purposes, unless explicit permission has been granted to do so. However, such facilities can be booked for official functions.

Mobile phones

Mobile phones are strictly prohibited in the examination hall. Mobile phones must be switched off and placed in locked bags during examinations, classes and in the library. Students are responsible for the safety and security of their mobile phones, while in IUKL

Students are explicitly forbidden to use video, camera or voice recordings without the express consent of the person (s) being photographed or recorded. The usage of a mobile phone and similar equipment violates another's reasonable expectation of privacy.

IUKL CLUBS & SOCIETIES LIST

Academic Club

Accounting Club
 Architecture Club
 Automotive Club
 Biotechnology & Innovation Club
 Civil Engineering Club
 Cyber Club

Society & Special Interest Club

Persatuan Mahasiswa Islam IUKL
 Borneo Guild
 Chinese Society
 Christian Fellowship
 Damo Charity Club
 Indian Culture Society
 Outreach Club

Sport Club

Badminton Club
 Basketball Club
 Bowling Club
 Dodgeball Club
 E-Sport Club
 Floorball Club
 Football Club
 Futsal Club
 Netball Club
 Running Club
 Squash Club
 Taek Wan Do Club
 Squash Club
 Volleyball Club

IUKL Pemadam Club

Performing & Art Club

Dance Club
 Music Club
 Sanggar Budaya / Legasi Tari

International Society & Association

Bangladeshi Student Association (BSA)
 Indonesian Student Society (PPI Garuda IUKL)
 International China Student Association (ICSA)
 Nigerian Society
 Somali Students Association (SSA)
 Sudanese Student Association (SSA)
 Yemeni Students Society (YSS)

**Your potential employers do not want employees that are only good at education but must be all-rounder.
 So do take part in the activities organized by the clubs**

CLUBS & SOCIETIES

1. Every student is encouraged to be a member of one or more clubs & societies.
2. Inquiries on the clubs & societies can be made through the:
 - Clubs & Societies committee member
 - Head of Student Activity Bureau - Student Representative Council (SRC)
 - **Mr. Hisham or Mr. Nur Haziq** from the Student Activities, Facilities in STAM
3. Any student who is interested to form a new club or society should contact both the officers mentioned above

STUDENT DEVELOPMENT

1. There are various talks and self development programmes organized by STAM.
2. If there are any specific programmes required for the purpose to add value to students' employability, they may approach the Head of Student Activity Bureau, SRC/Head of Academic Bureau or to **Mdm. Rozita**, Internship, Career & Student Training Unit, STAM.

STUDENT WELFARE

1. Continuous improvement activities are being provided to all students.
2. Students who have suggestions, experiences and feedbacks to be shared with the others, are advised to contact :
 - Head of Student Welfare Bureau, SRC; or
 - **Mr. Mohd Al Amin** from Counselling Unit, STAM

COUNSELLING

1. There are students who have encountered with the following problems such as :
 - find it difficult to adapt to the new environment and study culture;
 - unable to make friends immediately and maybe too shy due to various reasons; and
 - have trouble with their academic performances
2. The Counsellors from the Counselling Unit at STAM will always be around to assist and guide them to solve these problems. All information and discussion will be kept confidential.
3. The Counsellors are:
 - **Mdm. Nadiah Nordin**
 - **Mr. Mohd Al Amin Ab Aziz**

SPORTS

1. If any student intend to participate in any sports activities he/she may contact:
 - Head of sports and Recreation Bureau, SRC
 - **Mr. Hisham** - Campus Lifestyle Unit, STAM
 - **Mr. Shahzali** - Campus Lifestyle Unit, STAM

STUDENT ACTIVITY

STAM has provided various opportunities for students to outshine in their non-curricular related activities. If any student is interested to be involved with such activities, he/she is to contact the **SRC members** or their **Advisor, Mdm Sakinah Kamarudin.**

IUKL SCHOLARSHIP

- IUKL Scholarship is open to all Malaysian students undertaking full-time undergraduate studies in IUKL.
- The student must obtain the minimum requirements to be entitled for the scholarship (as shown below).
- The scholarship is awarded for the 1st semester ONLY.
- For 2nd semester onwards, TUITION FEE WAIVER SCHEME applies.

	Full Scholarship	Partial Scholarship (50%)
SPM / O-LEVEL	8As and above	5As and above
STPM	CGPA > 3.500	CGPA > 3.000
A-LEVEL	3As	2As
United Examination Certificate (UEC)	5As	3As
SAM/ HSC/ AUSMAT	TER / UAI 85	TER / UAI 75
CPU	85% (6 best subjects)	75% (6 best subjects)
IUKL Foundation / Diploma OR Equivalent	CGPA > 3.750	CGPA > 3.500

TUITION FEE WAIVER*

This special scheme is applicable to **all students** (Malaysian and International) who are studying in IUKL. The IUKL Tuition Fee Waiver Scheme is offered to all its existing students who manage to maintain a GPA and CGPA of 3.750 and above for the semester:

CGPA	TUITION FEE WAIVED
CGPA \geq 3.75	50%

* TERMS AND CONDITIONS APPLIED

For more information, please refer to the Bursary Department IUKL

IUKL FINANCIAL ASSISTANCE



PTPTN

- **1st-30th May** (Online Application)
- June - Approval from PTPTN will be out
- Mid of June - Students have to submit the agreement to STAD
- Mid of July - Payment will be Auto Debiting into IUKL Account
- **1st-30th June** (Online Application)
- July - Approval from PTPTN will be out
- Mid of July - Students have to submit the agreement to STAD
- Mid of August - Payment will be Auto Debiting into IUKL Account
- **1st-30th October** (Online Application)
- Nov - Approval from PTPTN will be out
- Mid of November - Students have to submit the agreement to STAD
- Mid of December - Payment will be Auto Debiting into IUKL Account
- **1st-30th November** (Online Application)
- Dec - Approval from PTPTN will be out
- Mid of December - Students have to submit the agreement to STAD
- Mid of January - Payment will be Auto Debiting into IUKL Account



EPF/KWSP WITHDRAWAL

IUKL Bursary
03-8926 6993
Ext. 820 / 821 / 830
bursary@iukl.edu.my



INTERNAL SPONSOR

- IUKL Scholarship
- IUKL Sports Scholarship
- IUKL Zakat
- Siblings Discount Scheme
- Alumni Discount Scheme
- Tuition Fee Waiver



OTHERS

- Media Scholarship- The Star & Sin Chew
- Tajaan Negeri Sabah
- Tajaan Negeri Selangor
- Permodalan Nasional Berhad (PNB)
- Baitul Mal / Zakat Negeri
- Majlis Agama Islam Negeri
- Yayasan Bank Rakyat
- Yayasan Sabah
- Yayasan Sime Darby
- Perkeso



Kindly Refer To:
**Student Administration & Management
Division (STAM)**
Sakinah Kamarudin
03-8926 6993 ext 813
sakinahk@iukl.edu.my



FINANCIAL AID—PTPTN DETAILS

PTPTN

1st-30th May (Online Application)

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INSURANCE

1. There are two (2) different sets of insurance one for the Malaysian students and the other for international students.
2. For the Malaysian students it covers only for Personal Accidents but for the international students the coverage is for both Personal Accidents and Hospitalization.
3. All IUKL active students, will be covered under the respective insurance.
4. For more information related to insurance, students can meet **Mdm. Rozita** from STAM Office
5. Please be reminded that during the internship period students are still covered under the insurance.
6. For international students who intend to do internship outside of Malaysia they are covered for 60 days. They must ensure that the duration of the internship is within the time frame.
7. For Malaysian students who intend to do internship outside Malaysia, the current coverage are not available. However, if the internship is carried out within Malaysia, then they are covered under the insurance.

For more information do come to STAM office to get more clarification


Health Matters :

International students at IUKL are required to purchase Medical Insurance as per requirement of Education Malaysia Global Service (EMGS). Students are advised to have with them the Medical Card at all times. The Medical Card can be collected from International Students Management Centre (ISMC).


The Medical Card covers sudden **illnesses or accidents that may require hospitalization or surgery** at selected hospitals. Below are some of the hospitals that can be referred to by the students if they encounter with any health problems which **need hospitalization**:

Note: For **out patient cases**, please refer to the clinics with ‘**Med iExpress**’ logo to get the treatment. For any assistance, students can call the **24 Hours Hotline: 1 300 80 0020**.

SELANGOR	KUALA LUMPUR
HOSPITAL PAKAR AN-NUR HASANAH SDN BHD	KPJ AMPANG PUTERI SPECIALIST HOSPITAL
KAJANG PLAZA MEDICAL CENTRE	COLUMBIA ASIA HOSPITAL - CHERAS
PUSAT RAWATAN ISLAM AZ-ZAHRAH	HOSPITAL PUSRAWI
KPJ KAJANG SPECIALIST HOSPITAL	UKM SPECIALIST CENTRE 7TH FLOOR
COLUMBIA ASIA HOSPITAL - PUCHONG	UNIVERSITY MALAYA SPECIALIST CENTRE
KPJ SELANGOR SPECIALIST HOSPITAL	HOSPITAL KUALA LUMPUR
HOSPITAL SERDANG	HOSPITAL PUTRAJAYA
HOSPITAL KAJANG	



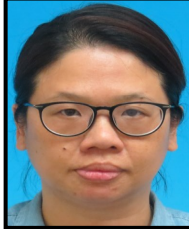
**IMPORTANT
INFORMATION
FOR INTERNATIONAL
STUDENTS**



INTERNATIONAL STUDENTS MANAGEMENT STAFFS



Mr. Shah Rezam Muhamad
Head



Ms. Catheryn Fong
Senior Executive



**Mdm. Nor Zuhaina
Zainualabidin**
Executive



**Mr. Muhamad Ariff
Nordin**
Executive



Mr. Iryma Idris
Executive



**Mdm. Nur Izyana
Muhamad Basri**
Executive



**Mdm. Nor Azmaliza
Yasin**
Executive



**Ms. Vashnamii
Kandiah**
Executive



**Mdm. Siti Nor Hidayah
Mustapa**
Admin. Assistant

INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS MANAGEMENT CENTRE

The International Students Management Centre (ISMC), is responsible for the welfare of all international students. A range of services is provided for students after they are accepted for admission to IUKL. These services include the application and renewal of students' visas, airport pick-ups, opening of bank accounts and periodical reporting to parents/ guardians of students.

The address and contact persons at the ISMC are as follows:

Address:

International Students Management Centre (ISMC)
Infrastructure University Kuala Lumpur
University Hub, Ground Floor Block 11,
Unipark Suria, Jalan Ikram-Uniten,
43000 Kajang, Selangor
Malaysia.

Office Hours:

Monday to Friday (8:15am-5:30pm)
(Closed on Friday: 12:30pm-2:30pm)

Contact Persons:

Mr. Shah Rezam (019-287 1955)

INTERNATIONAL STUDENT RESPONSIBILITIES

As an international student in IUKL, there are responsibilities that have to be adhered to in the university as well as outside of the university as it is part of the government regulations. Students are also required to follow the rules and regulations pertaining to academic and governmental matters.

Failure to abide by the rules and regulations can result in unpleasantness and in some cases the students may even be required to leave the country. The ultimate goal of obtaining the degree in tertiary education will thus not be achieved.

General Responsibilities

- All international students are required to **have valid Student Passes**
- All international students are required to be **registered students**. Students with an **UNREGISTERED** status will not be eligible to extend the validity of their Student Passes.
- In order to **extend** the validity of the Student Passes, students must submit the related documents (refer to steps in International Student Pass Renewal) to the International Student Management Centre (ISMC) **three (3) months before the expiry date** of the Student Passes.
- In the event whereby the student **needs to travel**, he/she must submit the documents to ISMC at least **three (3) months before the expiry date** of the Student Pass or **the date of travelling**.
- Students are responsible **to monitor the expiry date of their passports and Student Passes**.
- Students are required to **attend at least 80% of all the scheduled classes and achieve a record of satisfactory academic performance (CGPA above 2.0)**. Failing which may affect the student pass renewal.
- **Students must cancel their Student Passes through ISMC when they complete their studies or withdraw from IUKL.**

- Students are to abide by the rules and regulations set by IUKL. The university **reserves the right to expel students for serious breaches of discipline.**
- Students who are found guilty of disciplinary offences shall be liable to any one or any appropriate combination of two (2) or more of the following punishments:
 - * reprimand;
 - * warning letters (copies to parents/guardian and embassy);
 - * monetary fine (Ringgit Malaysia);
 - * suspension from any or all of the facilities of the university for a specified period;
 - * exclusion from any division/department of the university for a specified period; and
 - * expulsion from the university for repeating the same offence.
- **International students should inform ISMC if they:**
 - * change their contact numbers and addresses in Malaysia;
 - * plan to leave Malaysia for a short or long period of time;
 - * plan to change their programmes/courses;
 - * need to defer their study or withdraw from IUKL;
 - * transfer to other educational institutions in Malaysia;
 - * have lost their passports;
 - * have graduated and need to extend their stay; and
 - * no longer registered as IUKL students.

Financial Responsibility

Every international student should have **sufficient funds** to cover the tuition fees and expenses while in Malaysia to avoid facing financial difficulties.

INTERNATIONAL STUDENT PASS RENEWAL

STEP 1:

Three (3) months before the expiry date of the Student Pass/travelling date, submit the following documents to ISMC:

- A. **Two (2) sets of passport copy**
- B. **One (1) copy of latest examination result**
- C. **One (1) piece of passport size photo (white background)**
(The validity of the passport must be more than 18 months)

STEP 2:

Within three (3) working days upon submission of STEP 1:

- A. Do medical check-up at the CLINIC suggested by ISMC only
- B. **Immediately** return the “Medical slip” to ISU after the check-up
(Late submission of the Medical slip to ISMC may delay the renewal process)

STEP 3:

One (1) month before the expiry date of the Student Pass/travelling date, submit the original passport to ISMC.

(PENALTY chargers and special pass fees will be imposed to the student for late Passport submission if the validity of the Student Pass is **less than 14 working days**).

****REMINDER****

A student whose passport is in the process of the renewal of his/her **Student Pass** is **NOT allowed** to travel out of Malaysia. * It is advisable for him/her to plan ahead any travelling trip overseas or to renew his/her Residence Visa to avoid unnecessary conflicts.

For further information, please refer to ISMC.

*** Note:**

IUKL cannot be held liable for any change in the policy set by the Malaysian Immigration Department, Ministry of Home Affairs, regarding the issuance of the Student Passes

ANNOUNCEMENT

TO : INTERNATIONAL STUDENTS

Effective Date : 15 February, 2016

NOTICE ON PENALTY CHARGES & OTHER CHARGES

Kindly take note on the following charges and the effective date as agreed by the IUKL Management. The details are as follows :

LATE SUBMISSION OF PASSPORT FOR RENEWAL/NEW VAL/SHORTENED/SPECIAL PASS (SP) Effective date : 1 April, 2016

Duration	Penalty Charges
Less than 14 days prior to expiry date / travelling date	RM 200

PROCESSING FEE CHARGES (ongoing)

	Charges (IUKL)
Special Pass	RM200
Shorten / Transfer Endorsement of Student Pass	RM100
Dependent Pass (per visa)	RM450

IMPORTANT NOTE!!!

PROVIDING FALSE INFORMATION IN THE APPLICATION FORM

- The qualifications stated in the student's application form to enter IUKL will be verified by checking the original documents at the time of enrolment.
- If a student is found providing any false or misleading information in the form, false medical health report or failing to provide full documentation, it will lead to the disqualification of the application for admission and enrolment.
- Fees paid earlier will **NOT** be refunded.

CLINIC SERVICE



POLIKLINIK AFEA

Operation Hours:

Monday - Friday : 9:00AM to 5:00 PM
(Closed on Weekends & Public Holidays)

Contact Number:

03-8922 2836 / 018-968 7232

Doctor-In-Charge:

Dr. Goh Kim Leng

Address:

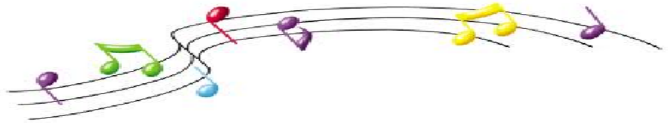
A-1-11 & A-1-12 Centrum Mall
Taman Unipark Suria
43000 Kajang, Selangor

IUKL SONG

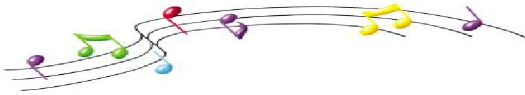
Reach Out For The Stars

IUKL

**Standing tall before the world
With honour with education
Surely we will move the world**



**IUKL lets chart our destiny
IUKL for knowledge for humanity**



**Reach out for the stars
That's our destination
So let our dreams start
IUKL cares
IUKL dares
Go beyond our dreams
Success will be ours forever**



NOTE



Registrar's Office - 018 3912809
ISMC - 018 3873706
STAM - 018 3765172
Bursary - 018 2631746
ICT Centre - 018 3845073
MARCOM (Local) - 019 3883435
MARCOM (International) - 014 3293375

A photograph of a white smartphone resting on a notebook with a black and white zigzag pattern. A pink pen with a black and white patterned grip lies next to the notebook. The smartphone screen displays the text "Do you have something to ask? CONTACT US NOW" in yellow.

Do you
have
something
to ask?
**CONTACT
US
NOW**