INTERNATIONAL STUDENT EXCHANGE HANDBOOK

Nurturing Future Leaders
Expanding Opportunities
Welcome to Universiti Utara Malaysia

Bismillahirrahmanirrahim
Assalamualaikum Warahmatullahi Wabarakatuh

I heartily congratulate you on your success in becoming a part of the fraternity of students at an eminent management university in Malaysia, Universiti Utara Malaysia (UUM).

Know that your success in gaining admission to the University is a trust placed in you and a responsibility you have tacitly assumed for yourselves, your family, your community, and your nation.

You have been selected to be a part of a seat of learning to gain as much knowledge as possible in preparation for your transformation into citizens equipped with a first-class mentality.

With regard to this, the UUM collegiate family and I welcome you wholeheartedly and pray that your quest for knowledge at UUM succeeds in its purpose.

Seize this opportunity and avail yourselves of the academic facilities and the infrastructure furnished at UUM expressly for you to acquire the necessary knowledge and experience in preparation for the time when you shall return triumphantly to the bosom of society to serve your family, community, and country.

While at UUM, whenever you are called upon to make an important decision, always remember to consider the issues well and pick the option that is best for your future. Doubt not that you will have to make a lot of sacrifices and adhere to a strict regimen of time management in order to succeed well in your studies.

I am confident that UUM will strive to serve you to the best of its ability to make your journey in quest of knowledge an enjoyable experience, and the pursuit of your dreams and noble ambitions, a successful one.

SCHOLARSHIP, VIRTUE, SERVICE

PROFESSOR DATO' WIRA DR. MOHAMED MUSTAFA ISHAHAK

Vice-Chancellor
Welcome to UUM

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Welcome to UUM

Mobility Program is very crucial for International students to immerse themselves into social and academic cultures of other countries and provides opportunities for international students to study in and experience Malaysia. The purpose of the Student Mobility Program is to offer the opportunity to International university students to undertake undergraduate or graduate studies at Universiti Utara Malaysia. The program is for one semester or one academic year, as a way to incorporate an international dimension to their university training.

COB of Universiti Utara Malaysia gives an opportunity for International student to study at COB in Mobility Program. It combines with experiences life in University environment. Learn in multicultural of Malaysia.

Discover our website:

http://uumppacob.uum.edu.my

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Introduction

Universiti Utara Malaysia (UUM), which was officially established on 16 February 1984, is the sixth Malaysian public university. It is the only university that was set up to specialize solely in management education from the very beginning of its establishment. As a campus situated far from the madding crowd, UUM has ensured that its students do not want for adequate accommodation. At present, UUM has 15 Student Residential Halls (SRH), which, all together, house 20,000 students. The SRHs are named after Malaysian companies, institutions, and organizations of repute, namely MAS, TENAGA NASIONAL, TRADEWINDS, PETRONAS, EON, MISC, SIME DARBY, BSN, TM, PROTON, MAYBANK, YAYASAN ALBUKHARY, BANK MUAMALAT, BANK RAKYAT, and SME BANK.

Academic Programs Open to Exchange Students

UUM College of Business offers 16 degree Bachelors’ programs with Honors that can be placed into 5 School of studies:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PROGRAMMES</th>
</tr>
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<tbody>
<tr>
<td>SCHOOL OF ACCOUNTANCY (SOA)</td>
<td>Bachelor of Accounting-B.Acct. (Hons)</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Accounting(Information System)(IS)(Hons)</td>
</tr>
<tr>
<td>SCHOOL OF ECONOMIC,FINANCE AND BANKING(SEFB)</td>
<td>Bachelor of Banking-B.Banking(Hons)</td>
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<tr>
<td></td>
<td>Bachelor of Science in Economic (B.Sc.Economics)(Hons)</td>
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<tr>
<td></td>
<td>Bachelor of Finance-B.Fin(Hons)</td>
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<td></td>
<td>Bachelor of Risk Management and Insurance- BRMI(Hons)</td>
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<tr>
<td></td>
<td>Bachelor of Sciences Agribusiness Management- B.Sc.AgriBus.Mgmt.(Hons)</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS MANAGEMENT(SBM)</td>
<td>Bachelor of Business Administration-BBA(Hons)</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Entrepreneur-B.Ent.(Hons)</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Human Resources Management-BHRM(Hons)</td>
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<tr>
<td></td>
<td>Bachelor of Marketing-B.mktg.(Hons)</td>
</tr>
<tr>
<td>SCHOOL OF TECHNOLOGY MANAGEMENT AND LOGISTICS(STML)</td>
<td>Bachelor of Business Administration (Logistics&amp; Transportation)-BBA(Log.&amp;Tpt.)(Hons)</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Operations Management- B.POM(Hons)</td>
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<tr>
<td></td>
<td>Bachelor of Technology Management – B.Tech.Mgt.(Hons)</td>
</tr>
<tr>
<td>ISLAMIC BUSINESS SCHOOL(IBS)</td>
<td>Bachelor of Islamic Finance and Banking- BIFB(Hons)</td>
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<td></td>
<td>Bachelor of Muamalat Administration-BMA(Hons)</td>
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<table>
<thead>
<tr>
<th>Numbers</th>
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<tr>
<td>Total number of staff</td>
<td>3430</td>
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<td>Academic staff</td>
<td>1465</td>
</tr>
<tr>
<td>Malaysian</td>
<td>1353</td>
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<tr>
<td>International</td>
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<td>Supporting staff</td>
<td>1965</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Business (COB)</th>
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<tr>
<td>School Of Accountancy</td>
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<tr>
<td>School Of Economic,Finance And Banking</td>
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<td>School Of Business Management</td>
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<tr>
<td>School Of Technology Management And Logistics</td>
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<tr>
<td>Islamic Business School</td>
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</tbody>
</table>

| College of Law, Government & International Studies (COLGIS) |                                                                 |
| School of Law                                                |                                                               |
| School of Government                                         |                                                               |
| School of International Studies                              |                                                               |
| School of Tourism, Hospitality & Environmental Management    |                                                               |

| Graduate schools                                                        |                                                                 |
| COB: Othman Yeop Abdullah Graduate School of Business                |                                                               |
| CAS: Awang Had Salleh Graduate School of Arts & Sciences            |                                                               |
| COLGIS: Ghazali Shafie Graduate School of Government                 |                                                               |

| Research Centers                                                        |                                                                 |
| Northern Corridor Research Centre (NCRC)                                |                                                               |
| Co-Operative and Entrepreneurship Development Institute(CEDI)           |                                                               |
| Institute of Tun Dr. Mahathir Mohamad’s Thoughts (IPDM)                 |                                                               |
| ITU-UUM ASP CoE for Rural ICT Development                             |                                                               |
| Centre for Testing Measurement & Appraisal (CeTMA)                     |                                                               |
| UUM Research Institute for Indonesia, Thailand and Singapore (ITS)      |                                                               |

Undergraduates student 24472
Malaysian (23394)
International (1078)

Postgraduates student 6617
Malaysian (5156)
International (1461)
Capital: The national capital of Malaysia is Kuala Lumpur.

Population: As of 2014, Malaysia’s population is about 30 million.

Government type: Malaysia is a federation of 13 states operating within a constitutional monarchy under the Westminster parliamentary system and is categorized as a representative democracy.

Time zone: Malaysia standard time is 8 hours ahead of Greenwich Mean Time (GMT+8)

Official language: Malaysian is the official language and English as secondary language.

Geography: The geography of Malaysia deals with the physical and human geography of Malaysia, a country located in Southeast Asia. There are two distinct parts to this country being Peninsular Malaysia to the west and East Malaysia to the east. Peninsular Malaysia is located south of Thailand, north of Singapore and east of the Indonesian island of Sumatra. East Malaysia is located on the island of Borneo and shares borders with Brunei and Indonesia.

Climate: Located near the equator, Malaysia’s climate is categorized as equatorial, being hot and humid throughout the year. The average rainfall is 250 centimeters (98 in) a year and the average temperature is 27 °C (80.6 °F). The climates of the Peninsula and the East differ, as the climate on the peninsula is directly affected by wind from the mainland, as opposed to the more maritime weather of the East.
Malaysia's Position

Nowadays Malaysia has been recognized by the world through automobile industry and infrastructure development. Malaysia also known for its multi ethnic groups. However, Malaysia has more to offer than these common known facts.

Economy of Malaysia

Malaysia has a newly industrialized market economy, which is relatively open and state-oriented. The state plays a significant, but declining role in guiding economic activity through macroeconomic plans. In 2012, the economy of Malaysia was the third largest economy in South East Asia behind more populous Indonesia and Thailand and 29th largest economy in the world by purchasing power parity with gross domestic product stands at US$492.4 billion and per capita US$16,922. In 2010, GDP per capita (PPP) of Malaysia stood at US$14,700. In 2009, the PPP GDP was US$383.6 billion, and the PPP per capita GDP was US$8,100.

The Southeast Asian country experienced an economic boom and underwent rapid development during the late 20th century and has GDP per capita of $17,200 today, to be considered a newly industrialized country. On the income distribution, there are 5.8 million households in 2007. Of that, 8.6% have a monthly income below RM1,000, 29.4% had between RM1,000 and RM2,000, while 19.8% earned between RM2,001 and RM3,000; 12.9% of the households earned between RM3,001 and RM4,000 and 8.6% between RM4,001 and RM5,000. Finally, around 15.8% of the households have an income of between RM5,001 and RM10,000 and above.

Education in Malaysia

Education in Malaysia is overseen by one government ministry. The Ministry of Education (Kementerian Pendidikan) handles matters pertaining to pre-school, primary school, secondary school, post-secondary school and tertiary education. Although education is the responsibility of the federal government, each state has an Education Department to coordinate educational matters in its territory. The main legislation governing education is the Education Act of 1996.

Education may be obtained from the multilingual public school system, which provides free education for all Malaysians, or private schools, or through homeschooling. By law, primary education is compulsory. As in many Asia-Pacific countries such as the Republic of Korea, Singapore and Japan, standardized tests are a common feature. Currently, there are 37 private universities, 20 private university colleges, seven foreign university branch campuses and 414 private colleges in Malaysia.

Food

Malaysian cuisine consists of cooking traditions and practices found in the Southeast Asian country of Malaysia, and reflects the multiethnic makeup of its population. The vast majority of Malaysia's population can roughly be divided amongst three major ethnic groups: Malays, Chinese and Indians. The remainder consists of the indigenous peoples of Sabah and Sarawak in East Malaysia, the Orang Asli of Peninsular Malaysia, the Peranakan and Eurasian creole communities, as well as a significant number of foreign workers and expatriates. As a result of historical migrations, colonization by foreign powers, and its geographical position within its wider home region, Malaysia's culinary style in the present day is primarily a mélange of traditions from its Malay, Chinese, Indian, Indonesian and ethnic Bornean citizens, with heavy to light influences from Thai, Portuguese, Dutch, and British cuisines - to name a few. This resulted in a symphony of flavors, making Malaysian cuisine highly complex and diverse.

http://www.princeton.edu

http://www.vmmy2014.com
Malaysia’s population is both ethnically and culturally diverse. The three largest ethnic groups are Malays, Indians and Chinese, each with their own distinguishing social customs and religious practices. Malays account for more than half the population, and lead a calm life governed by the authority of elders and a strong sense of respect and manners.

Manners
- Hugging and kissing are deemed inappropriate among non-family members of the opposite sex
- Avoid pointing your feet onto another person’s direction or moving anything with your feet – it’s considered disrespectful.
- The head is considered to be the home of the human soul and it’s therefore not appropriate to touch the top of another person’s head.

Leisure time
- Drinks are generally offered to guests. It is polite to accept.
- Toasting is not a common practice in Malaysia. The country’s large Muslim population does not drink alcohol.
- You might choose to eat with your hand to experience the local eating tradition. If you must, use your right hand. It is also considered polite to receive using your right hand.

Safety and Emergency
- Be safety conscious, especially in the first few weeks as you get used to your new environment and culture.
  Take extra care of your safety in high risk areas, especially if you need to go out late at night.
- If you are encountered with a real emergency, the first point of contact would be the International Office or your contact at your Institution.
- Call 999 - police, ambulance, fire stations and civil defence rescue units if you are in trouble. (Warning: Under Section 233 of the Communications and Multimedia Act 1998, the penalty for misuse of the communication network is a fine of RM50 000, or one year’s jail, or both).
- For further assistance, you may call Student Affairs and Development Division, Department of Higher Education’s general line at 603-88835939 during office hours.
Exchange Program at UUM

Why study abroad

Studying abroad will be an enriching adventure where learning takes place inside and outside of the classroom walls. However, deciding if you want to spend one or two semesters abroad at another university in a different country is a difficult and important decision to make. No doubt about that. Here are 10 reasons why you should study in another country:

1. Experience a new culture
   Immerse yourself in a totally different culture since Malaysia is a multicultural country. Explore new languages, foods, appearances and personal habits but also perceptions, beliefs and values. All this factors influence one’s way and philosophy of life.

2. Exploring the world
   Studying in another country or event continent offers the great opportunity to discover new and fascinating natural landscapes, historical landmarks and climates. You can go to place which you otherwise might not have the chance to visit.

3. Personal growth
   Students who return home from their stay abroad often describe this experience as a maturing process, personally and mentally, or even as life-transforming. The situation of being exposed to new ways of thinking and living encourages personal development and independence.

4. Expand your view on world affairs
   Expand your personal and professional horizon by exchanging ideas with people from other backgrounds and cultures as well as through acquiring first-hand cultural knowledge of the host country. This experience will definitely shape your international perspective.

5. Break out of your routine
   Do you want to try something new and break out of your daily routine? Studying abroad gives you this option. You will live in another surrounding, dive into another culture and get to know other people lifestyles. Everything will be new and exciting for you.

6. Explore another education system
   Studying abroad also means facing a new education system but at the same time giving you the chance to take courses which are not offered at your home school. The courses can either be on other (country-/region-specific) topics or opening up new perspectives on already known topics.

7. Meet people from around the globe
   While being abroad, you will not only meet citizens of the country in which you study but also other international students from around the globe who are as far away from home as yourself. You will make new friends who you can share interests with and learn new ideas from which last for a lifetime.

8. The best way to learn a language
   There is no better way to learn a language or improve existing language skills than living in a country where this language is spoken. Being surrounded by the language, speaking and listening to it every day, and experiencing it in its correct cultural context, makes you learn the language in no time.

9. Enhance your career opportunities
   More and more companies value the experiences and skills students gain through studying in another country. In an increasingly globalized world companies seek students who gained international experiences, are culturally aware and embrace challenges.

10. Have the time of your life
    Most important about studying abroad is that this will be the time you will always love to look back on. The best time of your life as you explore new things, meet great people, enjoy yourself and travel to new places.
The following academic programs are offered at UUM to exchange students:

1. **BACHELOR OF ACCOUNTING (HONS)**

   The Bachelor of Accounting (Hons) is one of the early programs offered together with the establishment of Universiti Utara Malaysia in 1984. The program is established and developed following the requirements of the accountancy professional body in Malaysia, i.e. Malaysian Institute of Accountants (MIA), to be consistent with other accounting degree programs offered by other local and foreign universities. The program is continuously reviewed to ensure that graduates possess necessary knowledge and skills, as well as are able to apply the knowledge and skills in an ethical and professional manner.

2. **BACHELOR OF BUSINESS ADMINISTRATION (HONS)**

   The program offered is based on the consideration and research of related programs offered by top universities in countries such as Great Britain, Canada, Australia and the United States of America. The aim is to produce skilful graduates who are knowledgeable in business and administration, and are competent in the business arena and Malaysian administrative environment. This program is continuously improved and monitored to meet the industrial requirements, and to cultivate graduates who are proficient in managing business and professionals who are able to embrace business theories and put them into practice. It is expected that these graduates will be able to identify and solve management problems either at local or global level.

3. **BACHELOR OF SCIENCE IN ECONOMICS (HONS)**

   This program includes learning about the theory and application of this theory to the real economy that can be practiced in various economic sectors such as services, industry and public sector.

4. **BACHELOR OPERATIONS MANAGEMENT (HONS)**

   This program is aimed to support the aspiration and mission of UUM as a Centre of excellence in the area of management and to support the vision of this country.

5. **BACHELOR OF ISLAMIC FINANCE AND BANKING (HONS)**

   The aim of the Bachelor of Islamic Finance and Banking (BIFB) (Honours) program is to produce highly ethical and knowledgeable graduates in Islamic finance and banking to fulfill the Ministry of Higher Education (MoHE) aspirations and contribute to the industry and society.
Getting Settled

Weather
Located near the equator, Malaysia's climate is categorized as equatorial, being hot and humid throughout the year. The average rainfall is 250 centimeters (98 in) a year and the average temperature is 27 °C (80.6 °F).

Local climates are affected by the presence of mountain ranges throughout Malaysia, and climate can be divided into that of the highlands, the lowlands, and coastal regions. The coasts have a sunny climate, with temperatures ranging between 23 °C (73.4 °F) and 32 °C (89.6 °F), and rainfall ranging from 10 centimeters (4 in) to 30 centimeters (12 in) a month. The lowlands have a similar temperature, but follow a more distinctive rainfall pattern and show very high humidity levels. The highlands are cooler and wetter, and display a greater temperature variation. A large amount of cloud cover is present over the highlands, which have humidity levels that do not fall below 75%.

Electricity
The voltage in Malaysia is 240 volts, 50 Hertz, and using 3-pin plugs. Any adapters you may need can be bought in electronics shop.

Credit cards
All the major international credits cards – MasterCard, Visa and American Express – are more and more accepted, especially at major hotels, petrol stations and department stores. However, don’t assume that you’ll be able to use your card to pay for meals but inquire first. ATMs are ubiquitous throughout Malaysia and you should have no problem accessing your credit or debit account back home. Foreign currency, including traveler cheques, can be exchanged at banks and special exchange shops in large towns.

Banks
There are 4 banks located near UUM, which are:

- **Bank Islam**
  Universiti Utara Malaysia
  Varsity Mall, Universiti Utara Malaysia, 06010 Sintok, Kedah.
  Phone: +604-924 6271 Fax: +604-924 6270

- **CIMB Bank**
  No 2 Pekan Changloon 2 Lebuhraya Bukit Kayu Hitam
  Changlun, Kedah 06010, Malaysia
  Phone: +604 - 924 3352 Fax: 604 - 924 2075

- **MAYBANK**
  No. 1, Jalan Khaya 1, Taman Khaya, 06010 Changlun, Kedah
  Phone: +604-924 5291 Fax: +604-924 5299

- **PUBLIC BANK**
  73, Jalan Sintok, Pekan Baru, 06010 Changlun, Kedah
  Phone: +604-924 1457 Fax: +604-924 1870
Currency
The Malaysian Ringgit is the currency of Malaysia. Our currency rankings show that the most popular Malaysia Ringgit exchange rate is the MYR to USD rate. The currency code for Ringgits is MYR, and the currency symbol is RM.

Internet and Computer Facilities
You have full access to all UUM computer facilities and W-LAN/Wi-Fi is provided all over campus.

Food
Food, and the enjoyment of it, is such an important part of Malaysian culture that Malaysians often greet each other by asking, "Sudah makan?" or "Have you eaten?" The Malaysian love for food is no secret, so much so "eating" has often been jokingly referred to as the favorite Malaysian (along with shopping) of Malaysians. Foreigners who have spent enough time in Malaysia can explain why this is, without bias – the food in Malaysia, is simply amazing!
Pre-Departure Checklist

Essentials
- Letter of acceptance from UUM
- Visa With Reference (VWR)
  *Starting from 2014 the immigration depart refund paid visa for incoming foreign students amount from RM80 - RM200 (depend on nationality)
- Passport or other identification document
- Originals and copies from all travel documents
- Local currency (MYR)
- Insurance
- Medical check-up (can be performed in university for a fee of RM200)

Miscellaneous
- Suitable clothing to accommodate Malaysia's weather
- Medication (if needed)
- Business casual cloths (UUM student dress code)
- Laptop
- Camera
- Umbrella
- Tourist guide
- Sunglasses
- Adapter (In Malaysia 3-pin plugs are used and the voltage is 240 volts, 50 Hertz)

Public Holidays

<table>
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<th>New Year</th>
<th>1 Jan</th>
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<tbody>
<tr>
<td>Prophet Muhammad's Birthday</td>
<td>3 Jan</td>
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<tr>
<td>Thaipusam</td>
<td>3 Feb</td>
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<tr>
<td>Chinese New Year</td>
<td>19-20 Feb</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1 May</td>
</tr>
<tr>
<td>Wesak Day</td>
<td>3 May</td>
</tr>
<tr>
<td>Israk Mikraj</td>
<td>16 May</td>
</tr>
<tr>
<td>Agong's Birthday</td>
<td>7 Jun</td>
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<tr>
<td>Hari Raya Aidilfitri</td>
<td>18-19 July</td>
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<tr>
<td>National Day</td>
<td>31 August</td>
</tr>
<tr>
<td>Malaysia's Day</td>
<td>16 September</td>
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<tr>
<td>Hari Raya Haji</td>
<td>5 October</td>
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<tr>
<td>Deepavali</td>
<td>22 October</td>
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<tr>
<td>Awal Muharam</td>
<td>25 October</td>
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<tr>
<td>Christmas</td>
<td>25 December</td>
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</tbody>
</table>
Getting Around – Transportation

Bus
Since Universiti Utara Malaysia is a wide campus, UUM have provided shuttle bus for the students. Shuttle bus provided for both inside and outside campus.

Inside UUM, there are three routes for shuttle’s; Route A, Route B, and Route C. For outside campus, there are short distance and long distance. For short distance, the bus will stop at Changloon, the nearest city from UUM. Changloon is a city that has a C-Mart Supermarket, KFC, Nasi Kandar Yasmeen, Restaurant Marry Brown, Kopitiam, a computer store and so on. It is a place that has all the facilities required by the students.

For long distance trip, it starts from UUM to Jitra Bus Station, from Jitra to Pekan Rabu at Alor Setar, and finally stops at Sahab Perdana Bus Station at Alor Setar.
Car
There is an extensive road network in Malaysia and most major roads are well maintained. The main highway runs from North to South, from Bukit Kayu-Hitam to Johor Bahru. However, the standard of roads deteriorates in rural areas, especially in Malaysia Borneo. It is advisable not to drive in rural areas at night as many roads are unpaved and unlit. It is also important to be cautious in the rainy season when some roads in the Highlands may be impassable.

Anyone driving a vehicle or motorcycle on the roads in Malaysia must have a driving license. A valid international driving license is accepted.

Here are some Malaysia driving rules:

- Drive on the left in Malaysia and overtake on the right
- A vehicle's road tax tag must be prominently displayed on the windscreen and be valid at the time of use of the vehicle
- Car registration plates must be displayed and in good condition
- All lighting functions must work and the car must be in good working condition
- Car insurance must be valid
- Front seat belts must be worn at all times while driving
- A driving license must be carried at all times and must be shown on request to police or at a Road Transport Department check point
- Drink driving and driving while under the influence of prohibited drugs are serious offences and are subject to strict penalties, including jail terms
- The road signs in Malaysia are in accordance with the international road signs, so despite the occasional Malay words, most foreigners should be able to understand basic traffic signs

Airplane
Nearest airport is situated at Alor Setar, Sultan Abdul Halim Airport (Alor Star Airport - IATA: AOR). Sultan Abdul Halim Airport is an airport located in Kepala Batas at 13 km from the heart of Alor Setar's City. It is about 3 km from the royal town of Kedah, Anak Bukit. The terminal of Sultan Abdul Halim Airport can handle up to 800,000 ppa and has the capacity to receive the Airbus 330 operations on its runway since it was extended to the area size of 2,745 meters long and 45 meters wide. The Royal Malaysian Air Force training division is also co-located and uses the same runway as the airport.

Contacts
Sultan Abdul Halim Airport
06200 Kepala Batas,
Kedah Darul Aman Malaysia
Tel: +604-7144301 Fax: +604-714532

Malaysia Airlines
Tel: 1-300-88-3000
Website URL: [http://www.malaysiaairlines.com](http://www.malaysiaairlines.com)

Malindo Air
Tel: +603 7841 5388
Website URL: [http://www.malindoair.com](http://www.malindoair.com)

Firefly
Tel: +603 7845 4543

Air Asia
Tel: 600 85 8888
Website URL: [http://www.airasia.com](http://www.airasia.com)
Service and Support

The UUM campus is fully equipped with modern facilities and amenities, including well-equipped and fully air-conditioned halls and classrooms, student lounge and a 24 hours wireless internet facility. The main buildings in the campus are the academic buildings, the library, the administrative buildings, the University Health Centre, the Varsity Mall and the sports complex.

Sports Facilities
In its quest to develop well-rounded individuals, the University has an extensive array of sports and recreational facilities, which include an Olympic-size swimming pool, a mini-stadium with a state-of-the-art running track, an archery range, shooting range, badminton, tennis, basketball, volleyball, rugby, hockey, softball, handball and netball courts as well as football fields. UUM is the only university in Malaysia that has a go-kart circuit and provides recreational facilities for canoeing, jogging, cycling, jungle trekking, climbing, abseiling and camping.

Medical Facilities
The University Health Centre provides a comprehensive health service that covers medical and dental treatment, counseling, first aid, surgery, and medication for students and staff. Other facilities and services include a computerized hematology laboratory, an imaging and diagnostic laboratory, and also pediatric and antenatal clinical services. International students are advised to obtain comprehensive health insurance coverage. The University's Health Centre has SIX full time qualified medical doctor, THREE dentist, and more than 30 supports staffs such as pharmacist assistants, medical assistants, and nurses.

Library Facilities
It is a Sultanah Bahiyah Library which is an automated library, which has 2,972,126 items in its collections, including 352,846 volumes of printed materials, 626,587 AV materials, and 979,433 items in electronic or digitized forms. The library currently subscribes to 46,927 titles from electronic journals. The library had obtained the MS ISO 9002 in 1997 and has now obtained the MS ISO 9001:2000.

IT Infrastructure
24/7 internet access in every university offices, academic buildings, student's residential halls, and almost 70% of campus area provided with WIFI connections. Currently the IT facilities are:
- 26 computer labs at academic buildings and offices
- 22 computer labs at student's residential halls
- Wifi with 802.11n
- Wired internet with more than 1100 access points

Varsity Mall
Most of the modern-day facilities are located centrally at the Varsity Mall. These facilities include banking facilities (BSN, and BIMB), a local Post Office, a Cooperative Bookshop, and a restaurant, which can accommodate up to 350 people at a time. The mall also has a mini-market that supplies stationary, toiletries, groceries and other goods at affordable prices. Located within the mall premises are 40 shop-lots with a variety of businesses ranging from cyber-centers, hair salons, computer and telecommunication sales and service shops to photocopy service centers. The Varsity Mall is the hub, which houses all the basic amenities. Both for its facilities and the services it provides, the Varsity Mall has become an integral and important part of the UUM campus experience.
Please be advised that with effect from 1 January 2014, international students are not allowed to enter Malaysia using social visit pass. Mobility students will now have to use the Professional Pass during their mobility programme. Therefore, students are required to apply for a Visa with Reference (VWR) before entering Malaysia. The Application has to be made through UUM for an approval prior their entry. Below is list of important information concerning the application process.

A. PRE DEPARTURE (BEFORE ENTER INTO MALAYSIA)

The following Documents need to be prepared in order for this process to take place.

1) A copy of the Student Exchange Programme Application Form
2) A copy of the Permission Letter From the Home University
3) A copy of UUM’s Letter of Offer
4) A copy of the Passport (every pages) – must be Certified by Malaysian Embassy/Notary Public in your country
5) A copy of the MoU/MoA/LoI/LoA
6) A copy of the Academic Transcript / Certificate
7) A copy of Curriculum Vitae
8) 4 Colour Passport Size Photographs with blue background
9) The Programme Schedule/Time table
10) The Embassy Address and Place of Entry

Once the Immigration Department issues a special document known as “Visa with Reference”, students must bring this VWR to the nearest Malaysian Embassy/Consulate to obtain a Single Entry Visa. Please bring along the following documents when applying for your single entry visa:

a. VWR Letter
b. UUM’s letter of Offer
c. Your Passport

B. POST ARRIVAL (AFTER ENTER INTO MALAYSIA)

Upon the arrival at UUM, students must complete all the registration requirements. After completing all the registration procedure, students are advice to come to Centre for International Affairs and Cooperation (CIAC) within the first week of their arrival in Malaysia. CIAC will advise the student on further action on how to obtain a Professional Pass.

Please check carefully with the period/duration given by the Immigration Department for student to get the Professional Pass in their passport. The Immigration Department will impose additional charges should the students fail to convert their pass within the stipulated period.

The following Documents need to be prepared to get the professional pass.

a. Two (2) Copies of Medical Check-up
b. Two (2) Copies of Insurance
c. Two (2) Copies of Students VWR Letter
d. Two (2) Copies Passport (Front Page & Stamping from Immigration)
e. Payment for Visa according to duration of your programme as follows:
   1. Duration of 3 Months - RM150.00 (RM90.00: Banker’s Cheque in favour of the Pengarah Imigresen; and RM60.00: pay in cash at CIAC counter for the processing fee)
   2. Duration of 6 months – RM240.00 (RM180.00: Banker’s Cheque in favour of the Pengarah Imigresen; and RM60.00: pay in cash at CIAC counter for the processing fee)
Dear Sir,

OUTBOUND MOBILITY PROGRAMME AT UNIVERSITY UTARA MALAYSIA

With reference to the above matter, we would like to inform you that we have approved the student/students as listed below to pursue their Outbound Mobility Programme at your university from date/month/year to date/month/year:

We would be very grateful if you could accommodate our student/students for the said programme at the specified duration. We look forward to having a favourable response from you.

Thank you.

Yours faithfully

[Officer for International Office]

Name: ___________________________
Surname: _________________________
Passport No: _____________________
Date of Birth: __________ Gender: ________
Nationality: __________ Marital Status: _________
Email: ___________________________
Residential Address: ______________________

EDUCATION HISTORY

University Name: _________________________
University Address: ________________
Current Programme: ______________________
Cumulative Grade Point Average: _______________

Language Ability: English: Fluent/ fair/ weak

Other Language (please specify): ____________________________

CO-CURRICULAR ACTIVITIES

(Please specify for activities and position you hold)

GOALS AND OBJECTIVE

(briefly describe what you hope to accomplish through this programme)
Frequently Asked Questions

How do I apply for an exchange semester at UUM?
If you are interested in studying at UUM, please fill the form and submit to Student Development Office, COB accordingly.

How is the semester structured at UUM?
The semester at UUM is split up in two quarters (7 weeks each) that will end with an exam period. UUM has two terms of study:

February term
Quarter 1 – Beginning of February to End of March
Quarter 2 – End of March to Beginning of May

September term
Quarter 1 – Beginning of September to End of October
Quarter 2 – End October to Beginning of December

If you have any inquiries, you can refer to:

Website: uumppacob.uum.edu.my
Facebook PPA UUM COB: https://www.facebook.com/ppa.uum.cob
Facebook UUM MOBILITY: https://www.facebook.com/pages/MobilityUUM

Greetings

<table>
<thead>
<tr>
<th>BAHASA MELAYU</th>
<th>ENGLISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salam sejahtera</td>
<td>Hello/Good day</td>
</tr>
<tr>
<td>Selamat pagi</td>
<td>Good morning</td>
</tr>
<tr>
<td>Selamat tengah hari</td>
<td>Good afternoon</td>
</tr>
<tr>
<td>Selamat petang</td>
<td>Good evening</td>
</tr>
<tr>
<td>Apa khabar</td>
<td>How are you?</td>
</tr>
<tr>
<td>Terima kasih</td>
<td>Thank you</td>
</tr>
<tr>
<td>Nama saya…</td>
<td>My name is…</td>
</tr>
</tbody>
</table>