

ADMISSION PROCEDURES

STEP 1 - FIND THE BEST PROGRAMME

All International Students should read the requirements for enrolment (programme details, entry requirements, commencement date, fees and accommodation) before submission

Note:

Prior to registering, kindly check your eligibility status with **MAHSA's International Student Recruitment** via email at nayan@mahsa.edu.bd

STEP 2 - APPLICATION

Applicants are advised to submit their application at least eight (8) weeks (2 months) prior to the commencement date of the intake to avoid any unnecessary delay in the admission process. Please complete and submit the International Student Application Form, with the following required documents attached:

Six (6) passport-sized photographs

- Coloured with white background
- Photograph measurement: 3.5 cm (W) x 4.5 cm (H)

Two (2) sets of certified passport photocopy

- Passport validity is at least 15 months from the date of admission / submission to the university.
- All pages of the passport including the cover pages are required (in colour).
- Kindly make sure that the page numbers of the passport are clearly visible.

Two (2) sets of clear certified copies of academic transcripts and completion certificate

- Transcripts and certificate are required from O-Levels/SSC onwards to highest qualification level or equivalent.
- In the event that these documents are not published in English, applicants are required to provide copies of original and official English-translated versions

Additional documents needed for students transferring from another higher education institution (college or university) in Malaysia:

- Release letter and visa cancellation (from former institution)
- Attendance report (must be at least 80% attendance).
- If applicants are seeking credit exemptions, additional documents such as the final academic transcripts/results are required.
- One (1) copy of passport page with exit stamp (where applicable).
- Cancellation Page (Proof of EMGS has closed the status of previous student visa – for expired pass without proper cancellation)

Health Examination

- Health/Medical Report with validity not exceeding 6 months.
- Please use the standard Health Examination Form approved by the Ministry of Education, Malaysia.

Telegraphic Transfer (TT) receipt of payment

Initial payment (EMGS Fee and medical Insurance)

Application Balance Fees ,Tuition Fees, Admin Fees –Students Must pay after VAL

Banking Details-

Malaysian Allied Health Sciences Academy Sdn Bhd

Beneficiary Bank: CIMB Bank Bhd A/C No: 80-0048814-2 Swift Code: CIBBMYKL

STEP 3 - LETTER OF ACCEPTANCE (LOA)

Upon receiving the required documents and payment, MAHSA University will send you the Letter of Acceptance (LOA) package.

STEP 4 - VISA APPROVAL LETTER (VAL)

MAHSA University will proceed to apply for the Visa Approval Letter (VAL) with Education Malaysia Global Services (EMGS) in Malaysia. This process may require approximately 6-8 weeks (1-2 months).

You may check the status of your Visa Approval Letter (VAL) application via our email at nayan@mahsa.edu.bd

General Information:

Education Malaysia Global Services (EMGS) is a one-stop centre established by the Malaysia Ministry of Education (MOE) to manage and administer the student pass of all international students.

STEP 5 - PRE-ARRIVAL

MAHSA University Send Visa Approval Letter (VAL)

You will be notified by MAHSA University upon receiving the Visa Approval Letter (VAL) from the Education Malaysia Global Services (EMGS). MAHSA University will email and courier the Visa Approval Letter (VAL) to you.

Single Entry Visa (SEV) for those Require Countries

Students from Single Entry Visa (SEV) required countries are responsible to bring the original Visa Approval Letter (VAL) together with passport to the nearest Malaysia Embassy/Consulate to obtain a single entry permit prior to entering Malaysia to avoid a fine or being turned back at the airport.

STEP 6 - TUITION FEES & OTHERS PAYMENT

Students must paid yearly Tuition Fees in Full with Others Fees (e.g. Application Balance Fees, Admin Fees, one year Tuition Fees in Full and Accommodation Fees) before departure from their home country

** For University Hostel Student have to register 1st & deposit 6 months hostel fees in advance

** Int. Admin Fees and Subsidize Fees Must paid at our MAHSA BD Campus before arrival

ACCOMODATION

All international students must stay in the hostel- If they are not, they must submit official letter with following details:

- Letter addressed to registrar
- Why they are not staying in hostel / reason
- Address where they will be staying
- With whom they will be staying / contact details of the person they are staying with

****University needs this letter before arrival**

STEP 7- AIRPORT PICK-UP REQUEST

We provide airport pick-up service for new international students commencing their studies with MAHSA University. Kindly request for this service at least 7 working days before your arrival in Malaysia,

Upon submission of the Airport Pick-up service request, you will receive a confirmation email with details on the arrival procedures and documents required for immigration clearance. If you do not receive the confirmation email within 2 working days, please inform us via email at nayan@mahsa.edu.bd

This pick-up service is only available at:

- Kuala Lumpur International Airport (KLIA)
- Kuala Lumpur International Airport 2 (KLIA 2)

STEP 8- CHECKLIST BEFORE DEPARTURE

It is not advisable to carrying large amounts of cash due to risk of theft or loss. Never put cash into checked-in luggage. A credit card will be handy. Larger amount of money can be brought into Malaysia in Travel Cheques.

Before the departure, please be sure to bring along the following important documents:

Documents to bring

Note:

Students are advised to keep clear photocopies of important documents (e.g. Letter of Acceptance, VAL, academic transcripts, qualifications, receipts, passport, ID cards, etc.).

Important personal items to pack

Note:

Do not bring too many personal items, just the essential ones. Goods are conveniently available around the campus in Malaysia.

STEP 9- POST ARRIVAL

Arrival in Malaysia

Please fill in the Disembarkation Card (Arrival Card), which will be provided by the airline crew or obtainable at the arrival hall. Upon arrival at the airport, you are required to proceed to the Immigration Check Point and show your Visa Approval Letter (VAL) and Letter of Acceptance (LOA) to the Immigration Officer.

Our friendly MAHSA representative will be in the specific meeting point to meet you. They will send you to the MAHSA campus and help you to check-in to your accommodation/hostel.

Reminder:

You won't miss our representative! They will be holding a MAHSA University sign!

Report To MAHSA International Admission Department

New international students must report to the MAHSA International Admission Department after their arrival in Malaysia (refer to the calendar and schedule in the Orientation Guides for respective intakes) at MAHSA-SPC. The following needs to be done at MAHSA International Admission Department:

Completion or submission of relevant forms

- Submission of your original academic results and certificates to the Admissions Office if applicable
- Submission of signed LOA (Letter of Acceptance) to the Admissions Office if applicable
- Submission of passport to the International Office for endorsement after the Reporting Session
- Complete the International Reporting Form and International Students Policies and Regulations Form
- Medical Health Screening (within three (3) days upon arrival)

Other matters

- Payment of any outstanding fees
- Opening bank account
- Changing currency

Notes:

1. Students are given seven (7) days to settle such matters after which they must hand in passports to International Office for endorsement at the Immigration Department.
2. Students are advised not to make travel plans out of Malaysia during this time.
3. Failure to hand in passports for endorsement may result in students overstaying their current visit passes or be classified as illegal immigrants by the Malaysian Immigration Department.

Orientation

All new international students are strongly encouraged to attend the university orientation. In the orientation, you will be provided valuable information of studying in the university and also living in Malaysia. You will also get to meet with many new friends from many countries.

Enjoy Your Class in MAHSA University!

You have to report to your school's office to receive your timetable and begin classes in accordance to your timetable.