

International Office

Universiti Tenaga Nasional

Jalan IKRAM-UNITEN
43000 Kajang,
Selangor, Malaysia.



UNITEN Website

Email: Mobility@uniten.edu.my

Photo

APPLICATION FORM
360° GLOBAL EXCHANGE & MOBILITY (GEM)
FOR INBOUND STUDENTS

SUBMISSION REQUIREMENT CHECKLIST

1. Please **TICK / TYPE** and complete all sections in **CAPITAL LETTERS**.
2. Submit the following documents in softcopy.
CHECKLIST: Tick the appropriate box.
 - A certified copy of the detail page of your passport. The passport must be valid for at least six (6) months, prior to the date of arrival in UNITEN.
 - A certified copy of the most recent academic transcript. (A certified translation of the transcript is needed if the original language is not English).
 - Mobility Confirmation Letter from your institution.
 - Curriculum Vitae and ONE reference letter.

PERSONAL DETAILS	
Name (as shown on Passport):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: Month _____/Day _____/Year _____
Passport Number:	Nationality:
Country of Birth:	Email:
Phone Number:	Mobile Number:
Mailing Address:	Home Address:

MEDICAL DISCLOSURE

Do you have a disability, impairment or long-term medical condition which may affect your studies?
 Yes, please provide details: _____
 No

EMERGENCY CONTACT DETAILS

Name:	Relationship:
Address:	
Mobile Number:	Email:

ACADEMIC BACKGROUND

Name of university:	
Country:	University email:
Programme:	Current CGPA:
Level of Study: <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Master <input type="checkbox"/> Ph.D.	
Specialization (If applicable):	
Year of study: <input type="checkbox"/> 1 st year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year <input type="checkbox"/> 4 th Year <input type="checkbox"/> 5 th Year	
Current semester:	Expected year of graduation:

1. Academic Referee

Name: _____

Position Title: _____

College: _____

Phone No.: _____

Email: _____

2. Co-ordinator, Student Mobility Program / International Office

Name: _____

Position Title: _____

College/Department: _____

Phone No: _____

Email: _____

ENGLISH PROFICIENCY

English language details. Please **TICK (✓)**.

- 1. English is my first language/mother tongue
- 2. English is the language of instruction at my home institution (provide evidence)
- 3. My TOEFL score is 500 **OR** my IELTS band is 5.0 (undergraduate) or 6.0 (post-graduate).

FINANCIAL PLAN

Type of Mobility	Classes	Industrial Training	Research Internship	Research Attachment (Min. 2 weeks)	Short course/ Summer – Winter Programme/ Edu-tourism	
Please TICK (✓) the type of Mobility						
1	Tuition Fee	Study abroad: UNITEN fee Student Exchange: UNITEN fee Student Exchange with Reciprocal: waived				Course Fee
2	Malaysian Experience subject (0 CH)	100				
3	360 GEM Fee	300	300	300	Min. 100	
4	Student Card	70	70	70	70	
5	Library Fee (Per Semester)	260	-	-	-	
6	Student Activity Fee (Per Semester)	260	-	-	-	
7	Mobility student visa charges (More than 3 months need a visa, if less than must get EMGS approval)	less than 3 months: 80 (Estimated) 4 to 12 months: 1500 (Estimated)				
8	Caution Deposit (refundable)	300	300	300	300	
9	Services	260	-	200	Min. 100	
10	Accommodation On-Campus: (1 month)	For accommodation rate, kindly refer to the accommodation leaflet. Rates are subject to change.				

- **Transactions in Malaysian Ringgit (MYR)**

Have you received any sponsorship? Yes No

If yes, please state the institution / association of scholarship:

**Please attach the sponsorship letter / document

- For scholars, you are required to **pay the total fee** before/during registration.

STUDENT MOBILITY DETAILS

Type of mobility programme:

- One Semester Student Exchange
- Research Attachment
- Short Course/Summer Programme
- One Semester Study Abroad
- Research Internship

Period of Mobility at UNITEN (dd/mm/yy): Commencing from _____ to _____

STUDY PLAN

Please tick (√)

CLASSES

Do you plan to do a credit transfer? Yes No

	Subject Code	Please list your request for UNITEN subjects:	Credit Hour	UNITEN COURSE COORDINATOR APPROVAL
1				
2				
3				
4				
5				

Please state other options:

1				
2				
3				

Research Attachment/ Research Internship/Industrial Training

Research area: _____

INTERNATIONAL OFFICE APPROVAL

This application is approved/ not approved for UNITEN 360 GEM programme.

Head of Unit, Global Exchange and Mobility
Universiti Tenaga Nasional

**Signature & stamp*

COLLEGE / UNITEN RESEARCH INSTITUTE REVIEW AND APPROVAL

Comment (if any) : _____

Research title : _____

Reviewed and approval by : _____
Signature & stamp* **Deputy Dean (Student Affairs & Alumni)

Date : _____