



# How to Apply?

## IMMIGRATION - BEFORE & AFTER YOUR ARRIVAL

### Before Arrival

#### International Student Department (ISD) at FAME International College, Sarawak

For international students, ISD acts as one-stop-center that takes care of your needs during your studies at the college.

The responsibilities of this department begin well before your arrival with the processing of visas and immigration documents. Upon arrival, you will be picked-up from the airport and brought to the campus where we (the college) will assist you in your enrolment and accomodation procedures. As an International student, you are under the prerogative of the ISD.

Student pass is processed once the course fee is received and on issuance of an offer letter by the Academic Department of FAME International College.

After arrival, international students will have to present their original passport at the ISD counter for the application of the student pass sticker. ISD officers will assist international students in the student pass application, which will be made at the immigration office.

The online application needs to be completed by FAME International College. MOHE, on approval will forward the application to the Immigration department for visa processing. Approval is expected within 1 month of submission.

### The documents required for student pass application are as follows:

- Original Passport
- 2 duplicate copies of passport
- 5 pieces of Passport size photos
- Duplicate copy of previous academic certificate(s) and school testimonial(s)
- Guarantor document form (to be filled by a local Sarawakian) with 1 duplicate copy of the guarantor's identification card. (if not available, college will assist)
- Release letter from previous college/university, if any
- Student Pass Fee
- Personal Bond Fee
- Visa Single or Multiple Entries (optional) - (fees according to country of origin)
- Insurance Fee
- FAME International College Fee

### Before and After Arrival

Send fax/email to the college at least 2 weeks before date of arrival to:

**The International Student Department, FAME International College**

**Tel: +6082-285777**

**Fax: +6082-285522**

**Email: [enquiries@myftms.edu.my](mailto:enquiries@myftms.edu.my)**

*\*Students are required to inform ISD of any changes regarding flight arrival information.*

### At Entry Point - Kuching International Airport (KIA)

With ISD officer assistance, students are required to obtain a special pass or social visa at Immigration Office and obtain an Arrival Card.

### If You Are Already in Malaysia

In the event, you are already in Malaysia with a Social Visit Pass, you are eligible to obtain a Student Pass (subject to Malaysia Immigration approval) within 1 month from the date of entering Malaysia (applicable to Commonwealth Countries nationality only but excluding Nigeria, India, Pakistan and Bangladesh).

If you are not from a Commonwealth country and have entered Malaysia prior to obtaining a Student Pass, you will be charged a processing fee/Journey Performed by the IM to convert your Social Visit Pass to a Student Pass.

It is advisable to remain in your home country until your Student Pass application is approved.

### Deadline

You have to plan for your visa and student pass application/renewal to avoid journey performed and special pass charges. Please ensure your passport is valid at least 12 months for visa application and renewal of your Student Pass. Students, who defer, withdraw or being terminated will have their pass and visa terminated.

- Single Entry Visa: Preferably 2 weeks before intentional departure to Malaysia
- Student Pass (Sticker): Immediate (After arrival at FAME)
- Renewal of Students Pass: At least a month before expiry date
- Social Pass: Immediate (After arrival at FAME)
- Termination of Student Pass on cases of deferment, withdrawal or dropout: Immediate

### Termination of Pass and Visa

Students, who defer, withdraw or being terminated in their studies will have their Pass and Visa terminated.

Students withdrawing their studies must report to the International Student Office, 1 month prior to departure, and fill up a withdrawal form.

Students are to bring confirmed air ticket and photocopy for Immigration processing. Processing takes up to 2 months.

Students who defer studies will have their student passes cancelled.

Students are to report to the International Student Office, otherwise, a report will lodged to effect the cancellation of their Student Passes.



# How to **Apply?** (continued)

## **When You Have A New Passport**

If you renew/change your passport, please transfer your Student Pass to the new passport immediately.

Your Student Pass will not be valid in the old passport. Bring your old and new passports to the International Student Office for advice on what to do.

## **Return Home/Holiday**

Students who wish to return home for holidays must submit their passports to the International Student Office, 3 months prior to the expiry date of their Student Passes and bring a copy of a confirmed air ticket 2 weeks before departing for Immigration processing.

## **Health Requirement**

It is necessary for all international students to undergo and pass a health and medical test. A medical report to its effect is to be submitted together with the FAME application form. Ministry and Immigration requirements are subjected to changes without prior notice. You are advised to seek the latest update if any from the ISD.

## **Extra documents required for transferring students (Under visa processing)**

- Original release letter from the previous college/university
- Certified true copy of latest result
- Class attendance record
- Student visa validity of at least 30 days
- Certified true copy of high school qualification achieved in the country of origin

## **Providing False Information**

Qualifications stated in your application form and certificates provided will be verified by checking the original documents at the time of enrolment.

Providing fake, doctored certificate or misleading information in the form or failure to provide/present the original documentation will result in termination of the application for admission.

If you are already in the programme, your programme will be pre-maturely terminated and you have to return home and any amount of fees paid will NOT be refunded.

## **No Objection Certificate (NOC) for students from Sub Sahara Nations**

A no objection certificate is required by the Ministry of Higher Education of Malaysia for students from sub Sahara nations and those acquiring qualifications from these nations. The no objection certificate must be signed by the Ministry of Education in the country of origin.

## **List of Countries of Sub Saharan Africa**

- Angola
- Benin
- Botswana
- Burkina Faso
- Burundi
- Cameroon
- Cape Verde
- Central African Republic
- Chad
- Comoros
- Congo
- Cote D'Ivoire
- Democratic Rep. of the Congo
- Equatorial Guinea
- Eritrea
- Ethiopia
- Gabon
- Gambia
- Ghana
- Guinea
- Guinea - Bissau
- Kenya
- Lesotho
- Liberia
- Madagascar
- Malawi
- Mali
- Mozambique
- Namibia
- Niger
- Nigeria
- Rwanda
- Soa Tome and Principle
- Senegal
- Seychelles
- Sierra Leone
- Somalia
- South Africa
- Swaziland
- Togo
- Uganda
- United Republic of Tanzania
- Zambia
- Zimbabwe

## **GUIDANCE AND SUPPORT**

### **Hospitalisation & Surgical Benefits Insurance**

It is compulsory for all foreignnn students to subscribe to this hospitalization and surgical insurance as they are living away from home. It will cost (USD131) per year and the benefits include:

- Compassionate visitation benefit
  - Reimbursement of College tuition fees due to prolonged period of disability (per semester)
  - Emergency Medical Evacuation
  - Emergency Medical Repatriation
- You are required to renew it annually

# How to **Apply?** (continued)

## **Attendance & Class Schedules**

Being present at all lectures, tutorials and practical sessions are mandatory. Attendance is monitored regularly. Students whose attendance falls below 80% will not be eligible for the taking of examinations (academic programme).

In case students are found to be irregular in their attendance, without notice, they should provide evidence in writing for reason of absence at the earliest opportunity by completing the Non-Attendance Form. Students who fail to do so, a letter will be sent to the Embassy and will have an effect on the renewal of the Visa and in extreme case the visa will be terminated.

If there is any circumstance beyond the control of the student, that has affected the academic performance of the student (medical, bereavement, etc), this should be informed in writing (Non-Attendance Form), as per the campus regulations.

## **Accommodation - (Off Campus)**

Cooperation with private house/apartment providers

Interested students are required to pay **RM650 (approximately USD 207)** as deposit (refundable) and rental of **RM2600 (approximately USD 832 - non refundable)** for a guaranteed minimum stay of 4 months.

Thus **RM3250 (approximately USD 1039)** has to be paid in advance in order to confirm your accommodation. (Subject to availability) Rented accommodation in Malaysia generally ranges in price from **RM400 (approximately USD 127)** for a basic room to **RM2,000 (approximately USD 637)** for a fully furnished air-conditioned apartment. These depend on the location and standard of facilities provided.

## **GUIDANCE AND SUPPORT SERVICES**

Students are welcomed to see our counsellors for academic, administrative and personal issues. This enables students to receive invaluable information, guidance and support. Please address all enquiries to the appropriate personnel via phone, email, or correspondence. All emergencies can be directed to the International Students Service Officers.

## **Opening of Bank Account**

You are advised to open a bank account as soon as possible after getting your Student Pass sticker. Opening a bank account is always easy. The following information should help you.

Some banks will not allow you to open a current account. You should be allowed to open a savings account where you can deposit money.

In order to open a bank account you will need:

- Your passport with a valid student pass sticker
- FAME College Confirmation Letter
- Accommodation address
- Sponsor's letter (If you have an official sponsor-not family members)

## **Means of Transferring Money (Personal)**

- Remittance Companies (eg. Western Union, Int. Money Express & etc.)
- Telegraphic Transfer

## **Campus Guidelines on Dress Code**

FAME International College, is a professional establishment and students of the centre are generally perceived as professional trainees.

As such, their attire must be compatible with the public image of FAME International College, Malaysia. Students are expected to dress sensibly and discreetly.

## **Regulation Pertaining to Display of the Student Card**

It is compulsory for students to bring and display their student card at all times while in college and for the use of facilities.

## **International Student Activities**

These are combined activities with local students

- Sports
- Inter College Competitions
- Visiting places of Interest

## **Insurance and Coverage**

First year coverage is included in your initial application fee.

Subsequent years cost: RM400 per year.