

# 12 STEPS INBOUND Application Guideline

International Student Exchange Mobility

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## STUDENT TO NOTIFY HOME UNIVERSITY

To apply for inbound exchange mobility in UniKL, students need to inform their **Home University**.

Your home university (International Office) needs to **officially** nominate you to **UniKL International Office (UIO)** through a provided link.

## HOME UNIVERSITY SEND NOMINATION

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## 3 UNKL RECEIVES AND REVIEW NOMINATION FROM HOME UNIVERSITY

UIO **will only accept** nominations from the home university's International Office. These nominations will be reviewed and evaluated by the UniKL International Office (UIO).

Once accepted, UIO will send an acceptance of nomination email with an inbound application link and application guides.

## 4 UNIKL SENDS APPLICATION LINK TO THE STUDENTS

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## 5 STUDENT RECEIVES EMAIL FROM UNIKL FOR APPLICATION

The inbound application link is sent to both the student and the International Office at their home university.

Students to complete the inbound application via link sent by UIO within a given timeframe - necessary documents will be required throughout the process

## 6 STUDENT TO COMPLETE APPLICATION VIA LINK SENT

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## 7 UNIKL RECEIVES AND PROCESS THE APPLICATION

Completed applications will go through a validation process including UIO and UniKL Campus approval.

Once completed, UniKL will send the 'Offer Letter' and Visa Guideline to the successful applicants.

## 8 UNIKL SENDS 'OFFER LETTER' AND VISA APPLICATION GUIDELINE

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## 9 STUDENT APPLY VISA/STUDENT PASS VIA EMGS LINK

Student will apply for Visa / Student Pass via EMGS link. **International Marketing Office (IMO)** Personnel will assist throughout the EMGS process.

This part of the process is crucial. Students are highly advised to be **meticulous** and **attention to details** about the requirement.

## 10 EMGS PROCESS VISA/STUDENT PASS ENTRY TO MALAYSIA

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## 11 STUDENT PRINT E-VAL/VISA/STUDENT PASS

Once **approved**, EMGS will produce E-VAL / Visa / Student Pass to the students. Students to apply for Single Entry Visa (SEV) from the **Malaysian Embassy** in their country.

Now that everything is completed, students can prepare to purchase flight ticket (**after Visa approval**) and other necessary arrangement to study in UniKL!

## 12 STUDENT PREPARE FOR DEPARTURE TO MALAYSIA

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*\*This guideline only serves for general insights of the whole process. In detail process will be explained during the actual process by the respective personnel.*

Produced by: UniKL International Office