

MOBILITY (INBOUND) PROGRAMME

Application Guide

apply.um.edu.my

Prepared by
International Student Centre (ISC)
Universiti Malaysia

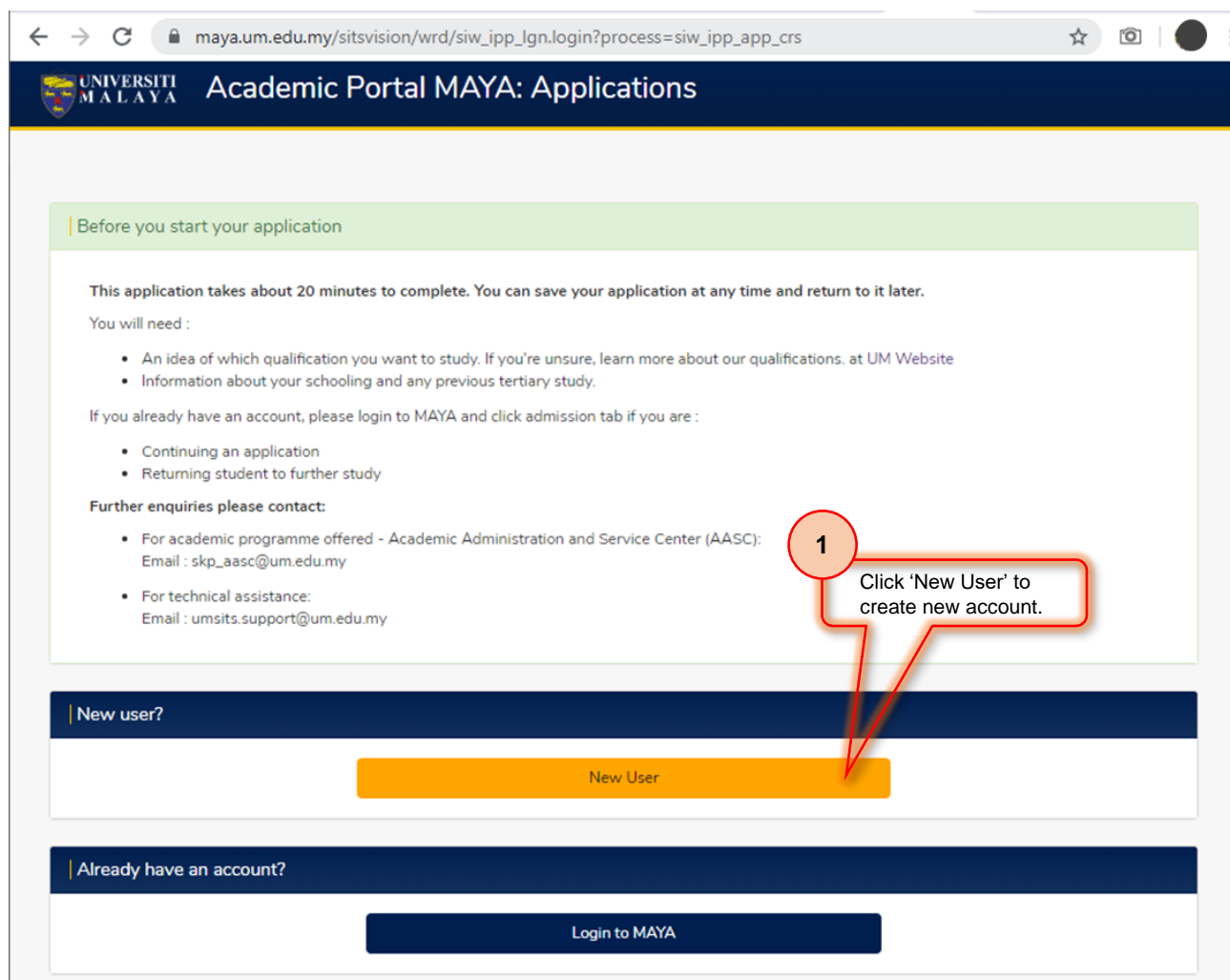
For further enquiries,
Kindly email to **studyabroad@um.edu.my**



MOBILITY (INBOUND) APPLICATION GUIDELINE

1.1 Create New Account

To start the Mobility (Inbound) application, create as a new user account through apply.um.edu.my



maya.um.edu.my/sitsvision/wrd/siw_ipp_lgn.login?process=siw_ipp_app_crs

UNIVERSITI MALAYA Academic Portal MAYA: Applications

Before you start your application

This application takes about 20 minutes to complete. You can save your application at any time and return to it later.

You will need :

- An idea of which qualification you want to study. If you're unsure, learn more about our qualifications. at [UM Website](#)
- Information about your schooling and any previous tertiary study.

If you already have an account, please login to MAYA and click admission tab if you are :

- Continuing an application
- Returning student to further study

Further enquiries please contact:

- For academic programme offered - Academic Administration and Service Center (AASC):
Email : skp_aasc@um.edu.my
- For technical assistance:
Email : umsits.support@um.edu.my

1 Click 'New User' to create new account.

New user?


New User

Already have an account?

Login to MAYA

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.1 Create New Account

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MALAYA

Academic Portal MAYA: Applications

New User Details

Title *

Please select ▼

First Name *

Surname *

Date of Birth *

▼

▼

▼

E-mail *

Confirm e-mail *

Password *

(Password must contain a minimum of 8 characters which consist of capital letter, small letter and a number)

Confirm password *

Cancel

Proceed

3

Fill in all the information required.

4

Click 'Proceed' to go to 'Programme Selection page.'

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.2 Programme Selection

This screen allows user to view the list of programme offered by the University.

Programme Selection

Please search for a programme

The University of Malaya has a large number of courses to choose from, in order to help you find the right one, simply fill in the forms below or [click here for a full prospectus](#)

Level of Study: ☐ Foundation ☐ Diploma ☐ Master ☐ Doctorate ☒ Inbound

Nationality:

Faculty:

Course Type:

Mode of Attendance: Any Mode of Study

Search Now

1 Select **Inbound** option from 'Level of Study'

2 Click 'Search Now' and scroll down to view the search results.

Not Required to fill up

Your search results: 29

MOBILITY (UNDERGRADUATE) (BEXNEOFTCV201A/BEXNEOFTCV01)
Keywords:

MOBILITY (POSTGRADUATE) (SECNGOFTCV201A/SECNGOFTCV01)
Keywords:

Application: Semester 2, 2020-2021 (MARCH 2021 – JULY 2021)

Level of Studies	Programme Code (International Students)
Undergraduate Student	If you are an undergraduate student at your home university, kindly select the code below: MOBILITY (UNDERGRADUATE) (BEXNEOFTCV201A/BEXNEOFTCV01)
Postgraduate Student	If you are a postgraduate student at your home university, kindly select the code below: MOBILITY (POSTGRADUATE) (SECNGOFTCV201A/ SECNGOFTCV01)

Note:

Please ensure that you have chosen the correct option. This will reflect in your offer letter and it is not changeable.

For Malaysian:


[Undergraduate] : Kindly select **MOBILITY (UNDERGRADUATE) (BEXNEOFTCV001A/BEXNEOFTCV01)**

[Postgraduate] : Kindly select **MOBILITY (POSTGRADUATE) (SECNGOFTCV001A/ SECNGOFTCV01)**

MOBILITY (INBOUND) APPLICATION GUIDELINE


1.2 Programme Selection

This screen will show the selected programme.



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Academic Portal MAYA: Applications

User 

Programme Selection

Apply on the programme:

Please select a programme occurrence

You are about to start an application to: MOBILITY (UNDERGRADUATE)

Sequence	Session	Semester	Mode of attendance	Start date	Apply
0011	2020/2021	S1	FULL TIME	March 2021	<div>Apply</div>

Back to Search Results

The selected programme is displayed here.

1

Click 'Apply' to view 'Checklist' tab.

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Personal Details Tab

This tab is required by user to key in personal details.

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ✕ Contact Details ✕ Next of Kin + English Level Proficiency + Home University + Special Requirements + Submission +

Personal Details

* Please note that all fields with an asterisk (*) are compulsory.

1 Fill in all the information required.

Personal Details


Applicant Number S2013078

Programme Code BEXNEOFTCV2001

First Name * HO YONG ?

Surname* KANG ?

Full Name* KANG HO YONG ?

Date of birth* 11/Aug/1994 

Gender * ☒ Male ☐ Female

Citizenship Status * Please select ▼

Country of birth* Please select ▼

Disability* Please select ▼

Staff UM* ☐ Yes ☒ No

Monthly Household Income (RM)*

Alternative Email

Skype ID/Gtalk ID

2 Fill in numerical number "1" at this column

3 This button allows user to store the information without proceeding to the next step.

4 Click 'Save and continue' to proceed next step.

Back to checklist Save Save and continue

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Contact Details Tab

This tab is required by user to key in contact's details.

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist

Personal Details ✕

Contact Details ✕

Next of Kin +

English Level Proficiency +

Home University +

Special Requirements +

Submission +

Contact Details

* Please note that all fields with an asterisk (*) are compulsory.

Contact Details

This is your address by which we will send all the letters and relevant information.

Country *

Please select

Address Line 1 *

Address Line 2

Postcode *

City *

Contact Number (Home)

Contact Number (Mobile) *

Please fill out this field.

?

Back to checklist

Save

Save and continue

2

This button allows user to store the information without proceeding to the next step.

3

Click 'Save and continue' to proceed next step.

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Next of Kin Tab

This tab is required by user to key in next of kin's details.

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ✕ Contact Details ✕ Next of Kin + English Level Proficiency + Home University + Special Requirements + Submission +

Next of Kin

* Please note that all fields with an asterisk (*) are compulsory.

Next of Kin Information 1

1 Fill in all the information required.

Name * ?

Relationship* ?

Citizenship Status *

Nationality *

Email *

Address Country * ?

Address Line 1*

Address Line 2

Postcode *

City *

Contact Number * ?

2 Click "Add another next of kin". (If needed)

Add another next of kin

3 This button allows user to store the information without proceeding to the next step.

4 Click 'Save and continue' to proceed next step.

Back to checklist Save Save and continue

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | English Level Proficiency Tab

This tab is required by user to key in English Level Proficiency.

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ✕ Contact Details ✕ Next of Kin ✕ English Level Proficiency + Home University + Special Requirements + Submission +

English Level Proficiency

* Please note that all fields with an asterisk (*) are compulsory.

English Level Proficiency

Proficiency in English Language (Please upload copies of the relevant certificates). Without any of the above English proficiency certificates, accepted students to UM undergraduate programs would be issued with a conditional offer to fulfill the English language requirements. Candidates given conditional offer should have a pass in any equivalent English proficiency test approved and recognised by the University of Malaya

Category*

Back to checklist

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ✕ Contact Details ✕ Next of Kin ✕ English Level Proficiency + Home University + Special Requirements + Submission +

English Level Proficiency

* Please note that all fields with an asterisk (*) are compulsory.

English Level Proficiency

Proficiency in English Language (Please upload copies of the relevant certificates). Without any of the above English proficiency certificates, accepted students to UM undergraduate programs would be issued with a conditional offer to fulfill the English language requirements. Candidates given conditional offer should have a pass in any equivalent English proficiency test approved and recognised by the University of Malaya

Category*

Grade/Score*

Back to checklist Save Save and continue

Note:

1. Conditional offer does not apply to mobility programme.
2. Students are required to upload the result of either one of the English Level Proficiency test or a support letter from home university indicating the student's English Level Proficiency at the "Special Requirement" tab.

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Home University Tab

This tab is required by user to key in home university details.

The screenshot shows the 'Home University' tab in the 'Academic Portal MAYA: Applications' system. The form is titled 'Home of University' and contains several fields for entering university information. A red box highlights the 'Country', 'Name of the Home University', 'Address 1', 'Address 2', 'City', 'Postcode', and 'State' fields. A speech bubble labeled '1' points to this box with the text 'Enter 'Home University' information.' Another red box highlights the 'Name of Coordinator', 'Designation', 'Contact Number', and 'Email' fields. A speech bubble labeled '2' points to this box with the text 'Enter 'Coordinator Information'.' Below these sections are fields for 'Latest Results' and 'Does your University have an agreement signed with the University of Malaysia?'. At the bottom are buttons for 'Back to checklist', 'Save', and 'Save and continue'.

UNIVERSITI MALAYA Academic Portal MAYA: Applications User

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ☒ Contact Details ☒ Next of Kin ☒ English Level Proficiency ☒ Home University ☒ Special Requirements ☐ Submission ☐

Home University

* Please note that all fields with an asterisk (*) are compulsory.

Home of University

Country * Please select

Name of the Home University * Select an Option

Address 1 *

Address 2 *

City *

Postcode *

State *

Coordinator Information

Name of Coordinator *

Designation *

Contact Number * ?

Email *

Latest Results Please select

Does your University have an agreement signed with the University of Malaysia? * Please select

Back to checklist Save Save and continue

Note:

1. If the name of your home university is not available on the drop-down list, please email the details to studyabroad@um.edu.my

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Home University Tab

This tab is required by user to key in home university details.

Academic Portal MAYA: Applications

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ✕ Contact Details ✕ Next of Kin ✕ English Level Proficiency ✕ Home University + Special Requirements + Submission +

Home University

* Please note that all fields with an asterisk (*) are compulsory.

Home of University

Country * Please select

Name of the Home University * Select an Option

Address 1 *

Current Study Information

Current Programme of Study

Field of Study/Specialization

Current Year of Study Please Select

Latest Results Please select

Does your University have an agreement signed with the University of Malaysia?* Please select

Back to checklist Save Save and continue

3 Enter 'Current Study Information'.

4 Click 'Save and continue' to proceed next step.

Important Tips:

Kindly convert your result to GPA on a 4.0 grading scale.

For example:

Home University's Grading Scheme is on a 100% scale (x/100).

$$\frac{90}{100} \times \text{GPA 4.0} = 3.6$$

Home University's Grading Scheme is on a 20 scale (x/20).

$$\frac{15}{20} \times \text{GPA 4.0} = 3.0$$

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Special Requirement Tab

This tab is required by user to key in special requirement details.

Academic Portal MAYA: Applications

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ✕ Contact Details ✕ Next of Kin ✕ English Level Proficiency ✕ Home University ✕ Special Requirements + Submission +

Special Requirements

* Please note that all fields with an asterisk (*) are compulsory.

Documents Upload

Please refer [Checklist](#) for required documents.

ITEMS	ACTION
A copy of Passport (front page which has the details and your photograph) *	Upload
Passport-sized photos with WHITE background *	Upload
Confirmation Letter by Home University *	Upload
A copy latest academic transcript *	Upload
A copy of English proficiency qualification *	Upload

Kindly ensure you name your documents according to the format below:

No.	Documents	Remarks	Name in your file before uploading*
1	A copy of Passport	Front page with ID	<Passport Number>_Passport e.g. MU101112_Passport
2	Passport Size Photograph	Unaltered by computer software	<Passport Number>_Photo e.g. MU101112_Photo
3	Latest Academic Result/Transcript	Must be in English only and certified by the home university	<Passport Number>_Transcript e.g. MU101112_Transcript
4	English language Examination Result	Must be certified by the home university (IELTS/ TOEFL/ TOEIC/ etc.)	<Passport Number>_English Result e.g. ME101112_English Result
5	Confirmation/Recommendation Letter from Home University	Student's Enrolment Status at home university & Recommend to attend mobility program at UM	<Passport Number>_Letter 1 e.g. ME101112_Letter 1
6	Scholarship/Sponsorship Letter	if applicable	<Passport Number>_Letter 2 e.g. ME101112_Letter 2

Important Note:

Application without proper documents' naming will not be processed.

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Special Requirement Tab

This tab is required by user to key in special requirement details.

The screenshot shows the 'Special Requirements' tab in the Academic Portal MAYA. It includes a navigation bar with tabs like Checklist, Personal Details, Contact Details, Next of Kin, English Level Proficiency, Home University, Special Requirements (active), and Submission. The main section is titled 'Special Requirements' and contains a 'Documents Upload' section with fields for passport, photos, and a confirmation letter. Below this is the 'Duration of Study' section with radio buttons for 1 Semester and 2 Semester. The 'Module' section features a dropdown menu, an 'Add Module' button, and a table of selected modules with 'Delete' buttons. At the bottom are 'Back to checklist', 'Save', and 'Save and continue' buttons. Five numbered callouts provide instructions: 1. Select 'duration of study' to apply. 2. Select 'module' from drop-down option and click 'Add Module' button. 3. This button allows user to store the information without proceeding to the next step. 4. Click 'Save and continue' to proceed next step. 5. (Note: The callout number 5 is placed near the 'Save and continue' button, but the text describes the action of clicking it.)

Academic Portal MAYA: Applications

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ✕ Contact Details ✕ Next of Kin ✕ English Level Proficiency ✕ Home University ✕ Special Requirements + Submission +

Special Requirements

* Please note that all fields with an asterisk (*) are compulsory.

Documents Upload

Please refer Checklist for required documents.

ITEMS	ACTION
A copy of Passport (front page which has the details and your photograph) *	Upload
Passport-sized photos with WHITE background *	Upload
Confirmation Letter by Home University *	Upload

* Denotes a mandatory field Please note that all fields with an asterisk (*) are compulsory.

Duration of Study* ☐ 1 Semester ☐ 2 Semester

Module* Please Select Add Module

Subject(s)	Grade(s)	
1 - AIA2007		Delete
2 - AIA2021		Delete

Back to checklist Save Save and continue

1 Select 'duration of study' to apply.

2 Select 'module' from drop-down option and click "Add Module" button.

3 This button allows user to store the information without proceeding to the next step.

4 Click 'Save and continue' to proceed next step.

5

Note:

1. Student is required to upload all supporting documents.
2. Kindly ensure you have selected the correct duration of study (1 Semester / 2 Semesters)
3. Student can only apply **a maximum of 10 modules** from a maximum of **3 faculties/ centres/ academies/ institutes** during the module application above. Kindly ensure that you have selected your preferred modules that you wish to study in Universiti Malaya (UM) at the point of application. You are strongly advised to plan your study well before you enrol into UM.
4. Modules that you applied will be approved by faculty/centre/academy/institute in UM based on availability and first come first serve basis.

List of Module offered:

You may click [here](#) to access the module details for the list of modules offered to inbound mobility students.

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Submission Tab

This tab is required by user to submit the online application.

UNIVERSITI MALAYA Academic Portal MAYA: Applications User

Application from Ho Yong Kang for MOBILITY (UNDERGRADUATE) to start in March 2020

Checklist Personal Details ✕ Contact Details ✕ Next of Kin ✕ English Level Proficiency ✕ Home University ✕ Special Requirements ✕ Submission +

Submission

* Please note that all fields with an asterisk (*) are compulsory.

Declaration

Are you currently pursuing any other course or academic program whether full-time, part-time, off-campus or distance learning in any institution? * ☐ Yes ☐ No

Have you ever applied to take this course before? * ☐ Yes ☐ No

If you have applied, did your application succeed? * ☐ Yes ☐ No

Have you ever registered for this program before? * ☐ Yes ☐ No

Have you ever opted out of this program before? * ☐ Yes ☐ No

Have you been terminated from this program before? * ☐ Yes ☐ No

Do you agree to accept the offer that differs from your list of options? * ☐ Yes ☐ No

Did you give consent to the following of the application details to other agencies / usage of the Higher Education Ministry? * ☐ Yes ☐ No

You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement email confirming the submission of your application.

☐ I have read, understood and agree to the above statement*

Submit

Back to checklist Save

1 Select 'Yes' or 'No' options.

2 Tick the checkbox.



3 This button allows user to store the information without proceeding to the next step.

4 Click 'Submit' to submit the application. This button will be available upon completion of all the required application process.

MOBILITY (INBOUND) APPLICATION GUIDELINE

1.3 Online Application | Confirmation

This screen allows user to view the confirmation of application. A matric number is generated and will be used as reference.

 **Academic Portal MAYA: Applications** User 

Your enquiries:

Selected Programme(s)	Programme Code	Sequence	Start date	Mode of Attendance	Academic Year
MOBILITY (UNDERGRADUATE)	BEXNEOFTCV2001	0011	14/Mar/2020	FT	2020

IPU Code: S2013078

This is your 'IPU Code' (Matric Number). Please keep and use this code for any enquiry regarding online application.

Confirmation


Thank you for submitting your application for the MOBILITY (UNDERGRADUATE) course, at the University of Malaya. Your application has been received by the University and we will contact you by email shortly to confirm your University of Malaya Student Number.

[Print / Preview Application](#)
[Please click this link to access your portal and view the progress of your applications](#)

1

Click hyperlink to view application status

Universiti Malaya
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Thank you
For choosing Universiti Malaya