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Congratulations & Welcome to Asia e University

University life is challenging yet exciting. The good thing about starting your university life is, you get to experience a new environment, make new friends, and meet new challenges! Most of all, this marks another chapter in your life, the start of adulthood and being independent!

So, enjoy it.

The Student & Alumni Affairs (SAA) Department is delighted that you have chosen AeU and we hope this e-Guide will help you in your preparations for coming to study and live in Malaysia.

The Student & Alumni Affairs (SAA) Department will do its very best to provide guidance to international students such as immigration, visa, tuition fees, accommodation, status enquiries or general advice pertaining to your studies and life in Malaysia.

We hope you find this e-Guide helpful. If you require more information, please email saa@aeu.edu.my or call us at +603 5022 3519/3520/3521.

Warm Regards,
Student & Alumni Affairs (SAA) Department
Asia e University
Welcome

Selamat Datang

Hi Students,

Welcome to AeU. Thank you for choosing us to continue your tertiary education. You have indeed made the right choice in selecting AeU as we strive to provide the best opportunities and experiences while you are studying here.

This e-Guide will help you understand the AeU environment and get acquainted with the team guiding you on your AeU journey. Before you obtain the knowledge and experience offered by our esteemed lecturers, please learn about the processes and requirements for starting your student life in Malaysia as well as an overview of the facilities and services we offer to our students.

Welcome and YOU'RE ON board the AeU community that will propel you in becoming an outstanding student and professional.

Thank you and wishing a successful journey ahead of you.

Prof Dato' Dr Ansary Ahmed
Founder President, Asia e University
AeU is a unique collaborative multinational university initiated by the Asia Cooperation Dialogue (ACD), a body established in 2002 to promote Asian cooperation at a continental level.

The University was established as the Malaysian Government initiative and prime mover in education, affirmed at the ACD Ministerial Meetings in Islamabad (2005) and Doha (2006). In 2016, AeU was selected to be a co-prime mover in one of the 6 priority pillars of cooperation of ACD to champion education and training with the support of 34 ACD member countries.

AeU collaborates with Institutions of Higher Learning (IHLs) and Training Centres in the ACD member countries to offer quality and affordable academic degree and professional training programmes.

AeU acts as a facilitator and enabler for IHLs in Asia on mutual accreditation and recognition of the academic degree and professional programmes and leverage on the sharing of resources and facilities through the Asian Credit Transfer (ACTS) and ACD-University Network respectively.

As a spearheading institution of choice in the new wave of learning and training, AeU is the major catalyst in promoting agile learning in Asia.

Established since 2007

24,000 students

5,000 international students

1,100 doctoral students

Students from 80 countries

14,000 graduates
School of Management
Bachelor of Business Administration (BBA)(Hons)
Master of Business Administration (MBA)
Master in Management (MIM)
Master of Science (Management)(MSc)

School of Science & Technology
Bachelor of Information and Communication Technology (BICT)(Hons)

School of Graduate Studies
Doctor of Philosophy (Business Administration)
Doctor of Philosophy (Education)
Doctor of Philosophy (Information and Communication Technology)

School of Foundation Studies
International Foundation Programme (IFP) in collaboration with University of London (UoL)
Pre-Arrival Information

AeU is committed in making Malaysia a regional hub for world-class education and welcomes international students who want to pursue their studies here.

International students who wish to apply to a private institution of higher education must apply to study in Malaysia through Education Malaysia Global Services (EMGS). This One Stop Application process allows the student to search and apply for multiple programmes at multiple institutions all at the same time.

Getting ready to come to study overseas in a new country can be a daunting experience, that is why this eGuide will provide you with information and advice regarding what you should do before leaving your home country.

SUBMISSION OF DOCUMENTS

AeU requires the following original documents:

i. 1 set of complete passport photocopy (At least 12 months validity)
ii. 2 passport size photo (White color background) (3.5 cm X 5 cm)
iii. Academic transcripts and certificates (must be certified true copy)
iv. Health Declaration Form that has been filled in.

Click here to download the form.

PROCEDURES TO OBTAIN STUDENT PASS TO ENTER MALAYSIA

International students must apply and obtain Student Pass issued by the Malaysian Immigration Department. You can check with the Malaysian Embassy, Consulate or High Commission in your country for the required forms and procedures. For more information, please email to our SAA at saa@aeu.edu.my or by telephone; +603-5022 3519 / 3520 / 3521.


OBTAINING VISA APPROVAL LETTER (VAL)

Upon receiving the VAL, international students are required to proceed to the nearest Malaysian Embassy or High Commission to obtain an entry visa. Please note that the Visa Approval Letter is ONLY valid for six (6) months.
Preparation for Pre-Departure

BEFORE DEPARTURE

International students must bring along the following documents:

1. Original copies of previous qualifications, passport size photographs, photocopies of passport.
2. Passport (which is valid for at least 12 months before expiry).
3. Original copy of Visa Approval Letter or Valid Entry Visa (for countries that require visas to enter Malaysia).
4. Original Offer Letter from AeU

The student pass will be issued for the entire period of study. The revised application process and fees will comprise of the following:

1. EMGS processing fee for new applications will be calculated for the entire course duration.
2. The iKad will be issued for the entire duration of the course. Consequently, the fee will also be charged for entire course duration. For example, if the course is 3 years, iKad fee will be RM150 (RM50/per year x 3 year course) + Service Tax 6%.
3. The insurance fee is payable on a yearly basis (inclusive of 6% Service Tax) for international students. AeU will renew the student’s insurance policy through EMGS on a yearly basis.
4. The issuance of the student pass is subject to the passport validity. In a situation where your passport validity is less than the course duration, the student pass will be issued based on the passport validity.
5. AeU will apply for renewal of the student pass for current international students covering the remaining period of study.
The Airport Immigration

Upon arrival at Kuala Lumpur International Airport (KLIA), international students are required to find their way to the Immigration Section.

Counter Arrivals at KLIA - When arriving at the Immigration Counter, an AeU representative will pick you up at Student Waiting Area (in front of the Health and Quarantine Office – main terminal). The representative will then accompany the student to the Immigration Counter for clearance.

Students are reminded that Immigration Officer WILL NOT release any student without the presence of AeU representative to escort the student out of the airport. Therefore, prior notification of arrival is important. Only students with Visa Approval Letters (VAL) may be cleared from the airport, otherwise our staff will be unable to clear them.

*Notes: Our representative will normally carry a signage of AeU logo signboard.

Orientation Programme

It is compulsory for all international students to attend the orientation programme arranged by AeU which will be scheduled after two days from your arrival.

During the orientation you will find out about all aspects of living and studying in Malaysia such as what to expect during your study with us, safety regulations, accessing the library and IT facilities, your academic timetable, immigration laws, medical treatment and insurance, counseling, transport, and advice on what to do in an emergency. You will receive orientation schedule information during your arrivals.
Post Arrival Medical Checkup

**STEP 1**
Go to the clinic and bring along your passport and Health Examination Report

**STEP 2**
You may choose to go to the nearest Panel Clinic to AeU:

Kumpulan Medic - Subang Jaya (CC167)
In-House X-ray Facility
22 Jalan SS15 / 4D, 47500, Subang Jaya, Selangor
Tel: 03-5633 0913
Email: kmsj@qualitas.com.my

or

Check out the list of registered panel clinic [HERE](#)

(Note: Medical Checkup is only required for international student who comes in to Malaysia for the first time and during renewal of Student Pass.)
**UPDATE ON THE PREVENTION OF THE SPREAD OF COVID-19 BY THE MINISTRY OF HIGHER EDUCATION MALAYSIA (MOHE)**

As advised by the National Disaster Management Agency (NADMA), Ministry of Health of Malaysia (KKM) and Malaysian National Security Council (MKN) have instructed all universities starting 24th July 2020 to ensure international students are:

+ All new students that intend to enter Malaysia must submit their Travel Authorization application through the EMGS website. Once it is approved, Travel Authorization will be made available for download through EMGS Website. The Travel Authorization can be downloaded from the following link below: [https://visa.educationmalaysia.gov.my/emgs/application/searchForm/](https://visa.educationmalaysia.gov.my/emgs/application/searchForm/).

+ Required to apply and submit Letter of Undertaking (LoU) and Travel Notice from Malaysian Embassy Abroad,

+ Students are required to undergo the RT-PCR Covid-19 Test three (3) days before travelling to Malaysia. The RT-PCR Covid-19 test result must be translated in ENGLISH so that the respective authorities in Malaysia can inspect it,

+ Undergo mandatory quarantine at the Quarantine Station for a maximum of 10 days.

**ALL FINANCIAL IMPLICATIONS WILL BE FULLY BORNE BY THE STUDENT.** This includes the cost of screening the COVID-19 detection test and the cost of self-quarantine.

<table>
<thead>
<tr>
<th>COVID-19 Detection Test</th>
<th>Fee (MYR)</th>
<th>Payment method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polymerase Chain Reaction (PCR)</td>
<td>260</td>
<td></td>
</tr>
<tr>
<td>Rapid Test kit (RTK) Antigen</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Related Matters</th>
<th>Fee (MYR)</th>
<th>Payment method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarantine costs at the Quarantine Station for 10 days</td>
<td>150 / day (Total: 1,500)</td>
<td>Online: <a href="https://safetravel.myeg.com.my/">https://safetravel.myeg.com.my/</a></td>
</tr>
<tr>
<td>Fixed Charges (Quarantine Station Operations)</td>
<td>2,600</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 4,470

| Administrative & Transportation charges  | 100       | To be paid at AeU |

Please take note that all costs with regards to the COVID-19 preventive procedures for international students who are expected to arrive in Malaysia will solely be borne by them. All the payment made with regard to the quarantine matter shall be made prior to departure, via online at [https://safetravel.myeg.com.my/](https://safetravel.myeg.com.my/).
What is an iKad?

An ID Card with following information:
1. Student Photograph
2. Passport Number
3. Nationality of the student
4. Institution Name where the student is studying
5. Duration of the Student Pass

How to apply?

The application will be done together with Visa applications and Renewal applications through EMGS Online System, STAR. Payment for the iKad will also be processed through the same channel which normally will be done by Student & Alumni Affairs (SAA) Department before your departure.

Lost / Damaged

Inform the Student & Alumni Affairs (SAA) Department immediately. Fees charged vary depends on the type of application (1st request / 2nd request etc). Kindly contact the officer at the Student & Alumni Affairs (SAA) Department for more details.

IMPORTANT NOTES:

1. The iKad is issued to assist in the identification of a student with valid student pass and is to be presented upon request.
2. The iKad is non-transferable and does not authorize another person to use it.
3. The student is responsible for paying any replacement fee when an iKad is lost or damaged.
Opening a Bank Account

The Student & Alumni Affairs (SAA) officer will assist international students to open a bank account at AeU’s registered CIMB Bank at the address below:

Bank Islam Universiti Malaya
Ground Floor, Bangunan Peperiksaan Universiti Malaya,
Jalan Pantai Baru, 50603 Kuala Lumpur

1. Original Passport
2. Photocopy of passport all pages
3. AeU offer letter
4. Original student ID
5. Photocopy of student ID
6. Minimum deposit: Must be in Ringgit Malaysia (RM). Most banks require deposit of RM150 in order to open a new bank account. A confirmation letter from Student & Alumni Affairs (SAA) Department must be provided upon opening.
7. If you are under 18 years old, you will need an indemnity form signed by your parents and

Banks will issue ATM/Debit Cards that can be used at automated teller machines (ATM). Never share your personal identification number (PIN) issued by your bank with anyone. If you misplaced or lost your ATM card, please notify the bank immediately to cancel your card and apply for a replacement card.

Healthcare

In compliance with the Malaysian Ministry of Education’s Code of Ethics, international students must have medical insurance coverage throughout their period of study in Malaysia.

In case of any emergency, Malaysia’s Emergency Services for ambulance, fire and police services can be contacted by dialing 999.

Please contact Student & Alumni Affairs (SAA) Department at +603 5022 3519 / 3520 / 3521 and inform them of any emergency situation that has arisen, and of admission into the hospital.
In multi-cultural Malaysia, you will have the opportunity to experience different practices and experiences that are unique to Malaysia. The Student & Alumni Affairs (SAA) Department will be happy to help you if you have any questions.

Malaysia is one of the safest countries worldwide and absolutely safe to travel to any part of the country. Below please find some unique and iconic places to visit and do in Malaysia.

1. View Kuala Lumpur from the Petronas Twin Towers
2. Visit the Night Market at SS13, Subang Jaya
3. Enjoy variety of food at Bukit Bintang
4. Experience Malaysian History at the National Museum
5. Get wet at Sunway Lagoon
6. View aquatic creatures at Aquaria KLCC
7. Shopping at Central Market and Suria KLCC
8. Wander through Petaling Street (China Town)
9. Go climbing at Batu Caves
10. Take a stroll at KLCC Park
Student Support Services

AeU provides all round support for international students to ensure a positive student experience in AeU. Below please find the key departments and their respective student support services for international students.

STUDENT & ALUMNI AFFAIRS
saa@aeu.edu.my
- Immigration / Visa
- Student Activities
- Career Services
- Orientation

LEARNER SERVICES CENTRE
lsce@aeu.edu.my
- Payment (cash/credit card)
- General Enquiries

KNOWLEDGE CENTRE
library@aeu.edu.my
- Library
- Discussion Rooms
- Study Area

PASTORAL CARE
saa@aeu.edu.my
- Student Counselor
- Motivation
- Academic Advising
- Career Services
Asia e University
Wisma Subang Jaya, No 106, Jalan SS15/4
47500 Subang Jaya, Selangor, Malaysia

GET DIRECTIONS
- CLICK HERE -

WATCH VIDEO
- CLICK HERE -

Nearby Amenities

EATEIRES
Chilli Padi
JJ Bistro
Jibril
Kafe IndoBowl SS15
Oregi
Out Dark
Pelita Nasi Kandar
Q-Bistro
Raj Banana Leaf
Rendezvous Corner
SOI 55 Thai
Subway
Tasteaway
Zainol Nasi Kandar

COFFEE / TEA
Alchemist
Coffee Bean and Tea Leaf
Starbucks
Tea Amo
The Alley

FAST FOOD
Carl's Jr
Domino's Pizza
KFC
McDonalds
Pizza Hut
Texas Chicken

SHOPPING MALLS
AEON Big
Empire Mall
SS15 Courtyard
Subang Parade
Sunway Pyramid
USJ Summit

SUPERMARKETS
7 Eleven
Family Mart
Jaya Grocer
KK Mart
Mydin, USJ
Speedmart
Village Grocer

OTHERS
Fire Station
Police Station
POST Office
Subang Jaya Medical Centre
Sports Complex
Sunway Medical Centre
Money Changer
Laundromats
Getting to Campus

**Taxi / Grab**
1. Drop-off location (Asia e University, Wisma Subang Jaya)

**Rapid LRT Train**
1. Take LRT Kelana Jaya Line to Putra Heights
2. Disembark at SS15 LRT station
3. Walk to AeU (0.6km/5 mins walk)
   #Operation hours: 6.00 am – 11.35 pm

**KTM Train**
1. Take KTM to Port Klang Line
2. Disembark at Subang Jaya KTM station
3. Walk to AeU (2.6 km / 15 mins walk)
   #Operation hours: 6.00 am – 11.50 pm
**Accommodation**

**SUBANG AVENUE CONDOMINIUM**
1021 sf / 1308 sf (3 bedrooms + 2 bathrooms)
RM2,500.00 - RM3,000.00

**FACILITIES / AMENITIES**
5 minutes walk to Subang Jaya LRT station / Subang KTM
3 minutes walk to Subang Parade / Aeon Big
18 minutes walk to Asia e University (Wisma Subang Jaya)
Café / Laundrette / Billiard table / Swimming pool / Gymnasium / Playground / Sauna / 1 parking lot

**EQUIPMENT**
Bed frame + mattress / Study table / Couch / Dining table
TV / Water heater / Washing Machine / Air conditioner in each room + living hall / Stove / 24-hour security

**CAPACITY**
5-10 people

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**CASA TIARA APARTMENT**
900 sf (3 bedrooms + 2 bathrooms)
RM 1,800 - RM 2,500

**FACILITIES / AMENITIES**
16 minutes walk to Asia e University (Wisma Subang Jaya)
9 minutes by LRT Train
Kedai Serbaneka / 7 Eleven / Restoran Al-Shamiah
Pasar Mini Al-Shamiah

**EQUIPMENT**
Bed frame + mattress / Study table / Couch / Dining table
TV / Water heater / Washing Machine / Air conditioner in each room + living hall / Stove / 24-hour security

**CAPACITY**
5-8 people

---

**FIRST SUBANG STUDIO**
450sf / 550sf / 650sf (Open concept + 1 bathroom)
RM1,800.00 - RM2,000.00

**FACILITIES / AMENITIES**
5 minutes walk to SS15 LRT station
9 minutes walk to Asia e University (Wisma Subang Jaya)
On top of SS15 Courtyard
Equipped with other shop / facility below the hostel
Free parking

**EQUIPMENT**
Bed frame + mattress / Study table / Washing machine / Water heater / Fridge / 2 air-conditioner / Stove + cabinet / Dining table / TV / Couch

**CAPACITY**
2 people
1. **Applying at AeU**
   i. Student apply via online at [www.aeu.edu.my](http://www.aeu.edu.my)
   ii. Upload all required documents online.

2. **Receive offer from Admission Unit**
   i. Student will be notified via email address registered during application.

3. **Applying for Student Visa**
   i. Student & Alumni Affairs (SAA) Department will apply the student visa at EMGS.
   ii. Student will be asked to attend medical check-up at listed clinics / hospitals at their home country.
   iii. Successful applicants will be notified via email.

4. **Pre-Arrival**
   i. Student requests Single Entry Visa from Malaysian Embassy at their home country.
   ii. Inform SAA on the flight itinerary

5. **Arrival**
   i. SAA Officers do the clearance at the Immigration Counter at KLIA / KLIA2.
   ii. SAA Officers assist students to get to their accommodation.

6. **Post-Arrival**
   i. Students attend their Post-Arrival medical check-up at registered clinic in Malaysia.
   ii. Students submit passport to SAA to get the visa sticker.
   iii. Receive iKad.
   iv. Receive Insurance / Medical Card.
   v. Open Bank Account.
   vi. Register Rapid KL Student Card.
Useful Contacts & Links

Embassies & High Commissions in Malaysia

[DOWNLOAD DIRECTORY]

Useful Phrases in Bahasa Malaysia

[CLICK HERE]

National Bank of Malaysia Exchange Rate

[CLICK HERE]

Emergency Hotline

Subang Jaya Medical Centre (SJMC)

- Jalan SS12/1, SS12, 47500 Subang Jaya, Selangor
- +603 5639 1212
- +603 5633 2222
- +603 5634 9444

Police Station, Subang Jaya

- Jalan SS17/2, SS17, 47500 Subang Jaya, Selangor

Fire Department, Subang Jaya

- Lot 7345, Jalan SS 17/2, 47500 Subang Jaya, Selangor

AeU IMPORTANT CONTACT DETAILS:

Learner Services Centre
(General enquiry, payment of tuition fees)

+603 5022 3456
liu.enquiry@aeu.edu.my
Ms. Kamariah

Library
(e-Library, Turnitin (plagiarism checker))

+603 5022 3570
library@aeu.edu.my
Ms. Liyana & Ms. Aida

Student & Alumni Affairs (SAA) Department
(Student Visa, Student Activities)

+603 5022 3519 / 3520 / 3521
saa@aeu.edu.my
Ms. Shazwani

Information, Communication & Technical Services (ICTS) Department
(Student email, MyAeU, MyPLS)

+603 5022 3502
finance@aeu.edu.my
Ms. Alia

Student Counselor

+6012 540 0105
Ihsiang25@gmail.com
Ms. Lam Ho Siang

School Of Management

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syazwani.salleh@aeu.edu.my
Ms. Aida Syazwani

School of Science & Technology

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Ms. Ros Azihan

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swa.lee@aeu.edu.my
Ms. Swa Lee Lee

School of Foundation Studies

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sheilla.cheng@aeu.edu.my
Assoc. Prof. Dr. Sheila Cheng
Enjoy Your Amazing Learning Journey in Malaysia

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