



MONASH University

# Sunway campus Pre-arrival Guide 2013

**Intercampus Exchange students**



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# BEFORE LEAVING HOME

## Pre-Departure Checklist

This guide will assist you with your transition to Malaysia and Monash University Sunway campus. Please read it carefully and make sure you complete all the steps in the pre-departure checklist. Feel free to contact the Monash Abroad coordinator at Sunway campus ([selwyn.ng@monash.edu](mailto:selwyn.ng@monash.edu)) with any questions if you cannot find the answer in this guide.

### **Return your Acceptance form and Acknowledgement of Conditions**

You must sign and return this to confirm your acceptance of the offer, together with any payment of the fees applicable to you.

### **Student Pass Approval & Student Visa (if applicable)**

Monash University Sunway campus will apply for your Student Pass before you arrive in Malaysia.

If you are from a country which does not require you to also apply for a multiple entry visa before you enter Malaysia, your Student Pass approval letter will be emailed to you. Australian and South African passport holders do not need to apply for this entry visa.

Depending on nationality, you may be required to apply for a visa at the nearest Malaysia diplomatic mission before you enter Malaysia. As the Student Pass approval letter is required when applying for your visa, we will either send the Student Pass approval letter directly to you or Monash Abroad at your home campus for your personal collection.

You are to print the Student Pass approval letter and bring it along as it is required when clearing Immigration.

### **Purchase your travel insurance**

It is a condition of your intercampus exchange program that you purchase comprehensive travel insurance. Please send a copy of your Travel Insurance policy to your home campus Monash Abroad officer.

### **Accommodation**

Ensure accommodation arrangements have been confirmed prior to your arrival and the full address is kept in your hand luggage. The complete address for the on-campus accommodation at Sunway Monash Residence is:

Sunway Monash Residence, Persiaran Tasik Barat, Sunway South Quay, 47500 Bandar Sunway, Selangor Darul Ehsan, Malaysia.

Postal mail for residents should also be directed to the above address but must include your Full Name, Unit and Room number. You will only be allocated a Unit and Room number upon moving in.

### **Update your contact details in WES**

Ensure your postal, emergency contact and home (ie Malaysian) addresses and telephone numbers are all up to date in WES so that both your home and host campus can keep in touch with you.

### **Make copies of all important documents to bring in your hand luggage**

- Letter of offer from the Sunway campus
- Student Pass Approval Letter (single entry visa)
- Passport information page
- Other formal identification
- International driver's license and/or driver's license from your home country (optional)
- Copy of pre-approved Monash units (courses)
- Travel insurance certificate

It is important that you have all these documents with you throughout your stay in Malaysia. We suggest that you put a second copy of each in your suitcase and leave a third copy at home with your family.

## Classifying a Monash Student

You will be classified as an *international intercampus exchange* student. Other international students at Monash, most of whom are doing full degrees, make up quite a big and diverse group of students who study at the Sunway campus.

A lot of the information for international students on the Monash website ([www.monash.edu.my](http://www.monash.edu.my)) will be useful for you, however not all information is relevant to you.

You should refer to the information that we send you directly for information about these subjects.

Information specific for international exchange students is available at

[www.monash.edu.my/advancement/relationshipmanagement/exchange/index.html](http://www.monash.edu.my/advancement/relationshipmanagement/exchange/index.html)

## Student Pass

Student Passes are regulated by the Immigration Department of Malaysia and are valid for the duration of your exchange. Once you have accepted your exchange offer, Monash University Sunway Campus will apply for your Student Pass.

It may take between 6 and 8 weeks to obtain a Student Pass. Once your Student Pass application is approved, the Student Pass approval letter will be sent to you before the commencement of your exchange program. You must **NOT** travel to Malaysia without this letter.

## Visa

Apart from the Student Pass, you may be required to also apply for a visa depending on your country of origin (Australian and South African passport holders do not need to apply for a visa). For this purpose, you will require your Student Pass approval letter which we will send to you (see Student Pass). Please check with the nearest Malaysian diplomatic mission if you are required to apply for a visa and prepare the necessary documentations for your visa application. Due to possible lengthy visa processing time, you are advised to contact the Malaysian diplomatic mission upon accepting your exchange offer.

You are advised to apply for a multiple-entry visa to allow for travel flexibility. If you leave and return to Malaysia without a multiple-entry visa, you will be required to repeat the visa application process, with all associated fees.

## Student Pass Endorsement

You must enter Malaysia on a Student Pass and not a Tourist Pass. When you present your Student Pass to Immigration upon arrival, a temporary 'Special Pass' will be stamped in your passport.

During orientation week, you will be required to submit your passport to the Prospective Students Office at Monash University Sunway campus to arrange for an official Student Pass endorsement on your passport. Together with the submission of your passport, you will be required to pay for the Student Pass Endorsement (current charge is MYR 60) and a Visa levy (rates vary by country).

The Student Pass Endorsement process usually takes between 6-8 weeks and you are advised to not make any travel arrangements during this period as you will be unable to travel outside Malaysia. Exceptions can be provided in the event of an emergency but is subject to the absolute discretion of the Immigration Department of Malaysia.

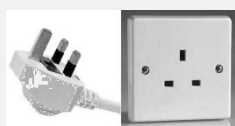
You should familiarise yourself with the travel requirements at

[www.monash.edu.my/advancement/relationshipmanagement/exchange/travel-requirements.html](http://www.monash.edu.my/advancement/relationshipmanagement/exchange/travel-requirements.html)

## Electrical Equipment

The electricity supply in Malaysia is 240 volts and 50-60 MHz. Ensure you check with the manufacturer if the appliances you are planning to bring would operate safely. Most modern laptops can operate on

multiple voltages but make sure you check yours with the manufacturer. You are advised to bring along an adaptor as the plug point design in Malaysia may vary from the ones in your home country.



\*Plug point in Malaysia

## Weather

Malaysia experiences tropical weather all year-round. Temperatures range from 26°C to 33°C. Higher elevations are much colder with temperatures between 18°C to 25°C. Annual rainfall varies between 2,000mm to 2,500mm.

If you are commencing in the first semester (February), you will arrive at the end of the monsoon season but do expect heavy down pour every now and then. Starting from March until September will be the dry season where the weather will be hot and humid, with little rain. Generally, October until February will be the monsoon period whereby heavy rain can be expected almost every other day. A good poncho or big umbrella will be very handy at this time. Activities in the east coast islands off Peninsular Malaysia are minimal during this time until early the following year where rainfall will lessen gradually.

See the following site for more information on Malaysian weather: [www.met.gov.my](http://www.met.gov.my)

## Banking Facilities

Many banks in Malaysia offer a wide range of services including savings and current accounts, Automated Teller Machines (ATMs), fixed deposits, safe deposit boxes, loans, overdrafts and transfers, travellers cheques and currency exchange.

Major banks are Maybank, Public Bank, CIMB Bank, Hong Leong Bank and RHB Bank. You may open an account at the bank of your choice. You will be provided a letter from the Prospective Student Office – International Student Pass (PSO-ISP) to open a bank account during orientation.

The Sunway campus has a Maybank and RHB Bank ATM located at the Cafeteria, Building 6.

## Other Useful Information

For information on life as a student in Malaysia, click on

[www.monash.edu.my/advancement/studentrecruitment/student-life/index.html](http://www.monash.edu.my/advancement/studentrecruitment/student-life/index.html)

## Airport Arrival and Getting To Your Accommodation

### Airport Arrival

Upon arrival at the immigration counter, you would need to show your *Student Pass approval letter* and *MUSC offer letter* to the immigration officer. This will ensure that you have entered Malaysia as an international student. Please inform the immigration officer that you want the “**Shah Alam**” reference for your Student Pass.

### Getting To Your Accommodation

All airport taxis must operate using a pre-paid coupon system. You are advised to purchase the pre-paid coupon at the taxi counters **inside the arrival hall**. **Please do not entertain any touts that offer you cheaper taxi fares.**

Upon clearing Immigration and Customs, you will enter the International Arrival hall. Proceed to the taxi counter in the arrival hall and purchase a taxi coupon to your pre-arranged accommodation. For Kuala

Lumpur International Airport arrivals, you should purchase your taxi pre-paid coupon from the **ALMS Cabs** counter.

Economy taxi fare to the Sunway Campus and Sunway Monash Residence is approximately MYR 64. Premium class taxis will incur a much higher fare. You would need to inform your preferred taxi class (economy or premium) during purchase otherwise you will be assumed to purchase the premium taxi.

You would need to provide the address of your destination to the taxi officer. The Sunway Monash Residence address is provided in the *Pre-Departure Checklist (Page 3)*.

### **Reimbursement of Taxi Fare by the Sunway campus**

The Sunway campus will reimburse your taxi fare during orientation week. As such, please keep your taxi receipt as reimbursement claims can only be made with original receipts. Please note the following taxi reimbursement terms:

- Each taxi coupon is valid for one student per budget taxi only. Maximum reimbursable amount is MYR 64.
- Reimbursements are valid for a one-way trip to the Sunway Monash Residence only.
- You will be responsible for any additional charges which include taxi upgrades, change in destination, midnight surcharge or accompanying family members/friends.

## **Accommodation**

### **On-campus accommodation**

All intercampus exchange students will be offered to stay on-campus at Tower A, Sunway Monash Residence. Eight single bedrooms are grouped into apartment-style units with shared bathrooms, pantry and living room. Each room is equipped with a bed, mattress with mattress protector, LCD TV, study table & chair, wardrobe, tempered glass notice board & mini-bar fridge. A welcome kit consisting of a pillow, bedsheet, and pillowcase will be provided upon check-in.

All students will be allocated a single room. We will attempt to accommodate any special accommodation request but this may not be always possible. Students will not know their room allocations until they arrive.

We recommend exchange students to lodge on campus to become accustomed to the Sunway township and university life.

Depending on the type of room, accommodation rates range between MYR 1050 (USD\$350) to MYR 1,500 (USD\$500) per month. Utility charges for water and electricity are included in the accommodation rates subject to a monthly quota.

More accommodation details can be found at

[www.monash.edu.my/advancement/relationshipmanagement/exchange/Sunway-Monash-Residence.html](http://www.monash.edu.my/advancement/relationshipmanagement/exchange/Sunway-Monash-Residence.html)

### **Off-campus accommodation**

You may decide to stay off-campus on your own but it is not recommended as transportation is limited from these areas while short-term rental (for one semester) is usually unavailable. Log on to [www.iproperty.com.my](http://www.iproperty.com.my) and [www.thinkproperty.com.my](http://www.thinkproperty.com.my) for off-campus accommodation. Areas nearby to the campus are Sunway, Subang Jaya and USJ.

## AFTER ARRIVING IN MALAYSIA

### Orientation Week

The Orientation program for exchange students will be from 25 February to 1 March 2013 for Semester 1, 2013.

Attendance for orientation is compulsory and a condition of you receiving the Sunway package (if applicable). Other Important dates can be accessed from

[www.monash.edu.my/advancement/relationshipmanagement/exchange/Key-dates.html](http://www.monash.edu.my/advancement/relationshipmanagement/exchange/Key-dates.html)

### Finances Upon Arrival

You should bring along sufficient funds to cover your expenses for the initial period you are here. This should include your accommodation deposits and rental, meals and Student Pass Endorsement Fee.

The following fees are to be paid during Orientation Week (if not yet remitted):

- On-campus Accommodation (one semester)
  - Residence rental fees MYR 5250
  - Deposit MYR 1050
- Student Pass Endorsement Fee (country dependent) MYR 150 (approx.)

### Estimated Cost of Living at Monash University Sunway Campus

Living Expenses	Semester (MYR)	Year (MYR)
On-campus accommodation	5,250 (deposit not inclusive)	10,500 (deposit not inclusive)
Additional housing expenses ( <i>i.e. application fee, utilities, phone, internet, etc.</i> )	3,250 (incl MYR 1,500 deposit)	4,800 (incl MYR 1,500 deposit)
Meals	5,000	10,000
Hospitalisation and Surgical insurance	225	450
Other mandatory fees ( <i>i.e. student fees</i> )	200	200
Books/supplies	500	1,000
Local travel	1,000	2,000
Personal expenses ( <i>excluding entertainment and recreational travel</i> )	1,500	3,000
Others	1,000	2,000
<b>TOTAL</b>	<b>17,925</b>	<b>33,950</b>

*Cost of living may differ according to individual preferences and is meant as a general guide only*



## Enrolments

### Changing your units

You are advised to seek approval from your home institution for any change to your enrolled units. If you want to change your enrolment after you arrive at the Sunway campus, please contact your home faculty to obtain approval as Sunway campus will not be able to amend your enrolment.



### Transferring to Monash Sunway Campus

You can do a maximum of 2 semesters on the intercampus exchange program at the Sunway campus. If you want to stay longer you must lodge a transfer application to the Sunway campus. Transfer applications can be lodged at the Sunway Campus Advancement Department at [www.monash.edu.my/advancement/psa/applications/index.html](http://www.monash.edu.my/advancement/psa/applications/index.html). Please email [info@monash.edu.my](mailto:info@monash.edu.my) for more information.

## On-Campus Services

### Academic Services

There is a course management office within each School to assist you with matters such as enrolment, units offered, etc. The medium of instruction and teaching at the Sunway Campus is English, which is widely spoken in Malaysia.

### Internet Access @ the Sunway campus

You are required to register at the IT Service Desk at Building I9, Level 3, before the commencement of classes. You must present your student ID and provide the login name to the Service Desk officer to register you into the Sunway campus ITS system. Upon registration, you will also be provided with MYR 15 free printing quota. To top up the amount, you can reload the account at the reloading machine in the learning commons.

All Monash students receive free internet service which can be used from any part of the high speed Monash network locations including computer labs throughout the university, Learning Commons and wireless network available around the campus.

### Student Community Services (SCS)

Student Community Services provides pastoral care and advice to all intercampus exchange students. In addition, SCS will disseminate information on campus activities, accommodation options, travel, etc., from time to time.

### Monash University Student Association (MUSA)

MUSA is a student organization managed by students for the benefit of all students at Monash University Sunway Campus. Governed by the Monash Student Council (MSC), MUSA serves as the recognized means of communication between students and the academic as well as the administrative authorities of the University.

## Monash University International Student Services (MUISS)

MUISS is a division of the Monash University Student Association and provides a wide range of services and activities for international students. Exchange and study abroad students are welcome to join in. Registration can be done with MUISS once the semester commences.

### Clubs and Societies

Clubs and Societies is a division of the Monash University Student Association and provides a platform for students to participate in sports as well as social activities. Various clubs and societies on campus cater to different tastes. Please visit: [www.musa.monash.edu.my/Clubs-n-Societies.html](http://www.musa.monash.edu.my/Clubs-n-Societies.html) for further information about every club and society.

### Monash Exchange Club (MoNEX)

The Monash Exchange Club (MoNEX) is best described as a social tour guide for exchange and visiting students alike. Anyone can be a member of this club where programs and activities are organised every semester to ensure members enjoy their stay in Malaysia.

### Transition to Monash Sunway Campus

Transition involves adjusting to new teaching styles, new requirements, new expectations and for many international students, adjusting to classes and lectures conducted in a different style. The university has student advisers to assist you with these adjustments during your stay here.

You are welcome to see the Student Adviser during office hours at Student Community Services, Building C2, Level 2, for any assistance: Ms. Yeap Lai Hoon + 603 5514 4951 / +6019 272 5859



### Learning Skills Services

It is important to seek advice early if you are experiencing any difficulty or confusion in your academic study. On some matters, you will probably find your classmates – both international and local – to be the most helpful. Your lecturers will also be an important source of help – be sure to find out early where their offices are located and at what times are they available for consultation.

The Learning Skills Services under the Library and Learning Commons provides you with assistance to cope with the challenges of learning as university students. Students can seek the services of the department individually for necessary assistance. More information can be found at [www.lib.monash.edu.my/services/Learning-skills-main.html](http://www.lib.monash.edu.my/services/Learning-skills-main.html).

### Malay Language Class

If you are interested to learn the national language of Malaysia, you may enquire about classes at the Malaysian National Subjects Section which is situated at Building 2, Level 2.

# Living in Malaysia

## Culture

Malaysia is home to many ethnic groups which comprise of 3 main races - Malay, Chinese and Indian.

Along with a wide range of customs and practices, Malaysians celebrate a variety of colourful festivals. This includes the Muslim festival Eid ul-Fitr, known locally as Hari Raya Aidilfitri. This festival marks the beginning of Syawal, a new year in the Muslim calendar. Prior to the celebration, Muslims observe a month of fasting, beginning from daybreak until sunset.

The Chinese community in Malaysia celebrates various festivals such as the Lunar New Year, Mid-Autumn Festival and Chap Goh Meh. Hindu celebrations include Deepavali, Thaipusam and Ponggal. The people of Sabah and Sarawak celebrate harvest festivals known as Tadau Ka'amaton in Sabah and Hari Gawai in Sarawak. Christians all over the country celebrate Christmas.

### Food and Beverages

Muslims consume halal food (permissible by Muslim law) and only dine in restaurants which are certified halal. Pork and alcohol are not consumed by Muslims.

### Dressing

A majority of Muslim women wear garments that fully cover their bodies. The usage of headscarves is also common. Visitors are encouraged to take note of local sensitivities and dress modestly.

### Places of Worship

Shoes must be removed when entering places of worship such as mosques and temples. Some mosques provide robes and scarves for female visitors. Taking photographs at places of worship is usually permitted but do request for permission first.

## Dos and Don'ts

When visiting Malaysia, visitors should observe local customs and practices. Some common courtesies and customs are as follows:

Although handshakes are generally acceptable for both men and women, some Muslim ladies may acknowledge introductions to gentlemen by merely nodding and smiling. A handshake should only be initiated by ladies. The traditional greeting or *salam* resembles a handshake with both hands but without the grasp. The man offers both hands, lightly touches his friend's outstretched hands, and then brings his hands to his chest to mean, 'I greet you from my heart'. The visitor should reciprocate the *salam*.

- It is polite to call before visiting a home.
- Shoes must always be removed when entering a Malaysian home.
- Drinks are generally offered to guests. It is polite to accept.
- The right hand is always used when eating with one's hand or giving and receiving objects.
- The right forefinger is not used to point at places, objects or persons. Instead, the thumb of the right hand with four fingers folded under is the preferred usage.
- Toasting is not a common practice in Malaysia. The country's large Muslim population does not drink alcohol.
- Public behaviour is important in Malaysian culture. Most Malaysians refrain from displaying affection (i.e. embracing or kissing) in public. It would be appropriate for visitors to do the same.

## Other Issues

### Working in Malaysia

All international students with a student visa are not allowed to work and receive an allowance at the same time. Students are able to participate in voluntary or social work where there is no exchange of money for work completed.

International students can work on a part-time basis for up to twenty hours per week during semester breaks only. The work visa regulations place restrictions on the type or nature of work that students may engage in. More information can be found at

[www.monash.edu.my/advancement/psa/international/employment-guidelines.html](http://www.monash.edu.my/advancement/psa/international/employment-guidelines.html).

Working, even on a part time basis, is not recommended as it inevitably reduces the amount of time available for study, travel and socializing.

### Hospitalisation and Surgical Insurance

Under Malaysian Government visa regulations, all international students must be covered for Hospitalisation and Surgical Insurance which covers the costs of basic medical and hospital care.

The policy is provided by a private insurance company and arranged by Monash University. Students are required to pay the insurance premium during orientation as part of the student pass endorsement process (see **Finances upon arrival**).

All intercampus exchange students are currently exempted from purchasing this insurance provided that you have purchased comprehensive travel insurance and submitted a copy to Monash Abroad. This exemption is granted by the Immigration Department of Malaysia and may be withdrawn at their discretion.





**MONASH** University  
Sunway campus

Jeffrey Cheah  
Foundation   
*Nurturing the seeds of wisdom*

Monash University Sunway campus is jointly owned by Monash University and the Jeffrey Cheah Foundation

**To find out more, please contact:**

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