Flow Chart for International Student Application to Study at International Islamic University College Selangor (KUIS)

1. Applicant completes online application form and uploads all required documents to support the application via e-admission @ www.kuis.edu.my/en/

2. Is the online application completed and supported with required documents?
   - NO
     - Applicant agrees with the conditions in the Conditional Offer Letter
     - Admission Section releases Conditional Offer of Admission Letter to the applicant. The conditions are:
       1. Applicant makes payment (non-refundable) to KUIS amounted RM2,300.00 for Education Malaysia Global Services (EMGS) process.
       2. Applicant performs medical check-up using the “Health Examination Report for International Student” form.
       3. Additional condition(s) applies to Indonesian and/or Nigerian. Please refer to the Conditional Offer Letter.
   - YES
     - International Marketing Unit communicates with the applicant. Any adjustment/update on the application and/or the required documents should be made via email to emgs.bpk@kuis.edu.my or e-admission @ www.kuis.edu.my/en/

3. Does EMGS approve the application?
   - NO
     - No changes can be made to the online application by the applicant if payment has been made. Any adjustment/update should be done via email to emgs.bpk@kuis.edu.my or e-admission @ www.kuis.edu.my/en/
   - YES
     - International Documentation Unit coordinates medical check-up for new International Students

4. Does new International Student pass the medical check-up process?
   - NO
     - Applicant submits VAL to Malaysian Embassy / Consulate (the nearest address stated in VAL) to obtain Temporary Pass.
     - Admission Section releases Offer of Admission Letter to the applicant (online) @ www.kuis.edu.my/en/
     - International Documentation Unit sends Visa Approval Letter (VAL) with reference number and Unconditional Offer Letter (hard copy) to the applicant
     - The Bursary generates receipt and forwards it to International Marketing Unit for further action
     - International Documentation Unit obtains Student Pass and attaches it to new students’ passport
     - International Students attend lectures at KUIS
   - YES
     - Applicant performs medical check-up and e-mail the completed “Health Examination Report” form to emgs.bpk@kuis.edu.my
     - Assistant performs medical check-up and e-mail the completed “Health Examination Report” form to emgs.bpk@kuis.edu.my
     - Assistant verifies the completion of the medical check-up process

5. Is the payment made in cash/ Bank Draft/ CDM Bank In?
   - NO
     - Payment is made via Online Banking (checking with Bank Statement after 24 hours of fund transfer)
     - OR
     - Payment is made via cheque (checking with Bank Statement after 3 working days)
     - International Documentation Unit collects Student Pass from EMGS Agency
     - International Marketing Unit communicates with the applicant. Any adjustment/update on the application and/or the required documents should be made via email to emgs.bpk@kuis.edu.my or e-admission @ www.kuis.edu.my/en/
     - International Documentation Unit sends the documents to EMGS. The process takes 2 months (maximum) to complete
   - YES
     - International Marketing Unit communicates with the applicant. Any adjustment/update on the application and/or the required documents should be made via email to emgs.bpk@kuis.edu.my or e-admission @ www.kuis.edu.my/en/

6. Applicant enters Malaysia. For applicant travelling via airplane, KUIS will prepare shuttle services from KLIA or KLIA2 airport to the campus
   - New Student Registration Day. Admission Section officially registers the applicant as a new International Student of KUIS on the designated registration date. Note: Registration fee for International Student is RM 1,150.00
     - International Documentation Unit submits the documents to EMGS. The process takes 2 months (maximum) to complete

Note: The application process involves:
- Applicant
- Admission Section
- International Marketing Unit
- The Bursary of KUIS
- International Documentation Unit

Contact details:
- KUIS
  - emgs.bpk@kuis.edu.my
  - admission@kuis.edu.my
  - +603 8911 7073 (General Line)
  - +603 8926 8462
- www.kuis.edu.my/en (english version)