

## FLOWCHART FOR STUDENT EXCHANGE PROCESS (INBOUND)

RESPONSIBILITY		WORK PROCESS	RECORD / DOCUMENTATION
1	<b>PARTNER UNIVERSITY</b>	Nomination from partner university	
2	<b>OIA</b>	Provide UiTM inbound package to partner university <ul style="list-style-type: none"> <li>• Student mobility form</li> <li>• Visa Application Requirements</li> </ul>	
3	<b>PARTNER UNIVERSITY</b>	Provide required documents	<ul style="list-style-type: none"> <li>• Full copy of passport (All pages including the empty pages; front to back)</li> <li>• Passport sized photos (4 pieces) with white background</li> <li>• Academic certificates</li> <li>• Resume / CV</li> <li>• Application form (Student mobility application form)</li> <li>• Copy of student reference letter from home university (Prepared by home university)</li> <li>• Letter of acceptance (Printed on home university's letterhead)</li> <li>• Letter of student confirmation status (Printed on home university's letterhead)</li> </ul>
4	<b>OIA</b>	Forward application to the respective faculty	
5	<b>FACULTY</b>	Provide acceptance letter	Acceptance letter
6	<b>OIA</b>	Request for pre-arrival payment <ul style="list-style-type: none"> <li>• Visa application</li> <li>• International bond (Refundable)</li> </ul>	
7	<b>OIA</b>	Receive proof of pre-arrival payment	
8	<b>OIA &amp; BURSARY</b>	Submit proof of payment & receive confirmation from bursary	
9	<b>OIA</b>	Submit documents to EMGS for visa approval letter (VAL) application	
10	<b>EMGS</b>	Receive VAL from EMGS	

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11	OIA	Send VAL to partner university & the nearest Malaysian consulate in partner university's home country	
12	OIA	Receive arrival details from partner university	
13	OIA & KRISTAL COLLEGE	Pick up service & accommodation arrangement	
14	OIA	Create student ID	
15	OIA, FACULTY & HEALTH CENTRE	Orientation: <ul style="list-style-type: none"> <li>• Registration at Faculty</li> <li>• Passport submission for student pass</li> <li>• Medical health check-up (Pay RM220.00 cash at the health centre)</li> </ul>	
16	FACULTY	Students start the exchange <ul style="list-style-type: none"> <li>• Course registration</li> <li>• Receive class schedule</li> <li>• Exam timetable &amp; exam slip</li> <li>• Student card (level 6, Menara SAAS)</li> </ul>	
17	OIA & STUDENT	Farewell & certificate presentation ceremony <ul style="list-style-type: none"> <li>• Distribute feedback form &amp; clearance form</li> </ul>	
18	FACULTY	Upload marks, validate & CGPA calculation	
19	OIA	Send transcript to partner university	