**Global Mobility Office**

Taylor’s University

Student Exchange / Study Abroad Programme

Application Documents Submission Checklist

|  |  |  |
| --- | --- | --- |
| No. | Item | Submission (√) |
| 1. | Global Mobility Application Form |  |
| 2. | 6 passport-size photos  \***Blue** Background, Size: 3.5cm x 5cm |  |
| 3. | Copy of passport (1 set) – **ALL** pages including the Cover and Last page  \*minimum one year validity |  |
| 4. | Copies of academic results (high school, college, university transcripts)  \*must be in English / provide English translation |  |
| 5. | Evidence of English language proficiency  \*applicable for those studying at institutions where English is not the main medium of instruction |  |
| 6. | Module(s) Registration Form |  |
| 7. | Payment of **RM1750** (crossed cheque, bank draft, money order or telegraphic transfer) for the following;   * Education Malaysia Global Services (RM1250) * Hospitalisation & Surgical Insurance (RM500) |  |
| 8. | Deposit and Admin charges \*if student intends to apply for on-campus accommodation)   * Deposit (refundable upon check-out) (RM2000) * Admin charges (RM500) |  |
| 9. | Medical Health Examination Report  \*to be submitted along with the student’s application for Student Pass |  |

**Application Deadlines:**

30 October (for March intake)

30 March (for August intake)

All payments made via crossed cheque, bank draft or money order should be issued bearing the name “Taylor’s University Sdn Bhd”.

Name of account: Taylor’s University Sdn Bhd

Account no.: 701-130855-6

Bank name : OCBC Bank Berhad

Bank address : Ground Floor, Kuala Lumpur Main Branch, Jalan Tun

Perak, 50050 Kuala Lumpur.

Swift code no. : OCBCMYKLXXX

