

APPLICATION GUIDE

Long Term Mobility Programme



UNIVERSITI
MALAYA

Prepared by

Global Enrichment & Mobility (GEM) Centre Universiti Malaya

For further enquiries, kindly email to studyabroad@um.edu.my

For direct consultation, email to yongkang.ho@um.edu.my, dayang85@um.edu.my or mashayu@um.edu.my

1.0 Create a User Account

Create a user account

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

UNIVERSITI MALAYA

Log in to MAYA Portal / Continuing your application?

Username

Password

Log In

Forgot Password?

Create an Account

MyUM

UM Library

UNIVERSITI MALAYA

MAYA

New to MAYA Portal?

If you have never applied to or studied at Universiti Malaya, create an account by clicking on the button below:

Create an Account

Continuing your application?

If you already have an account with Universiti Malaya or you have already started an application, please log in via MAYA Portal:

Continue to MAYA Portal

New User Details

Personal Details

Title Mr. Mrs. Ms.

First Name*

Surname*

Phone Number* +60129998888

Date of Birth* dd/mm/yyyy

Login Details

Email address kang.jy@gmail.com

Confirm email address kang.jy@gmail.com

Password

Confirm password

Strong

Cancel Create User

Click "Create an Account"

2.0 Select the Programme

This screen will provide several filtering feature to search for your preferred programme for application.

Welcome to Academic Portal: MAYA UM Helpdesk

Programme Selection

Please search for a programme

- [Click here](#) for a full prospectus
- * Required information
- Use 'Search Programme' or use the parameters below to filter for programmes you interested to apply

Nationality* Citizen Non-Citizen ⓘ

Mode of Implementation* ⓘ

Search Programme

or

Level of Study ⓘ

Faculty

Programme Type

Mode of Attendance

2.0 Select the Programme

This screen will provide several filtering feature to search for your preferred programme for application.

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA MAYA

Programme Selection

Please search for a programme

Nationality * Citizen Non-Citizen

Mode of Implementation * Conventional

Search Programme

or

Level of Study Select an Option

Faculty Select an Option

Programme Type Select an Option

Mode of Attendance Any Mode of Study

Reset Search Now

How to filter the search result?

Nationality	Citizen / Non-Citizen
Mode of Implementation	Select " CONVENTIONAL "
Search Programme	Type " MOBILITY "
Or	
Level of Study	Select " Inbound "
Faculty	<i>Note: Leave it blank</i>
Programme Type	<i>Note: Leave it blank</i>
Mode of Attendance	Select " FULL TIME "

2.0 Select the Programme

Once you have keyed in the required filters and click “Search Now”.

Nationality * Citizen Non-Citizen ⓘ

Mode of Implementation * ⓘ

Search Programme

or

Level of Study ⓘ

Faculty

Programme Type

Mode of Attendance

Click “Search Now”

Your search results: 7

MOBILITY (UNDERGRADUATE)

MOBILITY (UNDERGRADUATE SHORT TERM)

MOBILITY (UNDERGRADUATE RESEARCH)

MOBILITY (UNDERGRADUATE INDUSTRIAL TRAINING)

MOBILITY (POSTGRADUATE)

MOBILITY (POSTGRADUATE SHORT TERM)

MOB

The mobility programmes that are currently offered will be shown.

2.0 Select the Programme

Once the search result is shown, please select the correct programme according to the programme selection guide below (in the red box).

Your search results: 7

MOBILITY (UNDERGRADUATE)

MOBILITY (UNDERGRADUATE SHORT TERM)

MOBILITY (UNDERGRADUATE RESEARCH)

MOBILITY (UNDERGRADUATE INDUSTRIAL TRAINING)

MOBILITY (POSTGRADUATE)

MOBILITY (POSTGRADUATE SHORT TERM)

MOBILITY (POSTGRADUATE RESEARCH)



Programme Selection Guide

If your current student status at home university is an **Undergraduate (Bachelor) Student**,

Please select “ **MOBILITY (UNDERGRADUATE)**”

or

If your current student status at home university is a **Postgraduate (Master/PhD) Student**,

Please select “ **MOBILITY (POSTGRADUATE)**”

2.0 Select the Programme

Once the programme is selected, the system will show the page below and click on the “Apply” button.



Programme Selection

Please select a programme occurrence

You are about to start an application to: MOBILITY (UNDERGRADUATE)

Session	Semester	Mode of attendance	Start date	Apply on the programme:
2022/2023	SEMESTER 2	FULL TIME	XXX	Apply

[Back to Search Results](#)

[Click “Apply”](#)

3.0 Fill up the Application Form

Complete all the details as required by the system.



Application Forms

[Logout](#)

The application for this programme will end on xxx



There are 4 Sections to be completed before submission

Application Forms

[Logout](#)

The application for this programme will end on



Personal
Details



Next of Kin



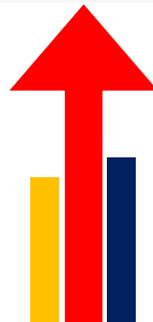
Special
Requirement



Home
University

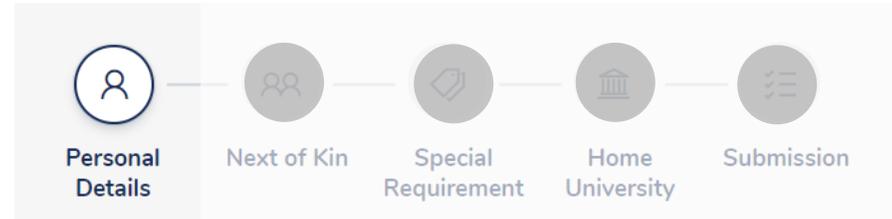


Submission



3.0 Fill up the Application Form

Complete all the details as required by the system.



Personal Details

* Required information

Applicant Number

Programme Code BEXNEOFTCV201A - MOBILITY (UNDERGRADUATE)

Name *

First Name

Surname



Full Name *

Date of birth *



Gender *

Male Female

Citizenship *

Nationality *

Passport number *

Date of Issue *



Place of Issue *

Date of Expiry *



Country of Birth *

Disability *

Monthly Household Income (RM) *

Alternative Email

Passport *
(First Page of Passport)

Passport Size Photo *

Contact Details

Country *

Address Line 1 *

Address Line 2

Postcode *

City *

Phone Number (Home)

Phone Number (Mobile) *

Save

Save & Continue

3.0 Fill up the Application Form

Complete all the details as required by the system.



A screenshot of a web application form. The form includes several input fields: 'Disability *' (dropdown menu with 'Please select'), 'Monthly Household Income (RM) *' (text input), 'Alternative Email' (text input, highlighted with a red box), 'Passport * (First Page of Passport)' (text input with an 'Upload' button, highlighted with a red box), 'Passport Size Photo *' (text input with an 'Upload' button, highlighted with a red box), 'Address Line 2' (text input), 'Postcode *' (text input), 'City *' (text input), 'Phone Number (Home)' (text input with '+60116779898'), and 'Phone Number (Mobile) *' (text input with '+60116779898'). At the bottom, there are 'Save' and 'Save & Continue' buttons. Red lines connect the highlighted boxes to the 'Guiding Note' section on the right.

Guiding Note:

Select "NONE" if not applicable

Type "1" if not applicable

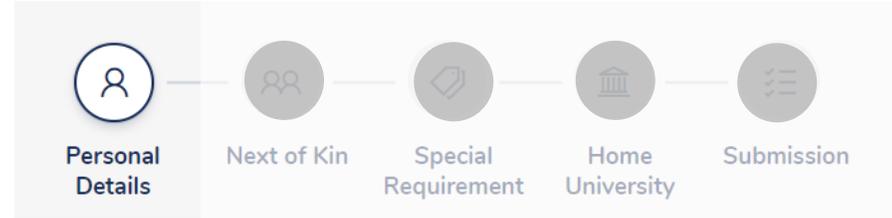
Provide a valid alternative personal email address

Rename your file as
Your Passport No. _Passport
and upload in PDF file only.

Rename your file as
Your Passport No. _Photo
and upload in JPEG/PNG file only.

3.0 Fill up the Application Form

Complete all the details as required by the system.



Guiding Note:

Complete the Contact Details accordingly

Click "Save & Continue"

Disability *

Monthly Household Income (RM) *

Contact Details

Country *

Address Line 1 *

Address Line 2

Postcode * City *

Phone Number (Home)

Phone Number (Mobile) *

Application Forms

[Logout](#)

The application for this programme will end on



Personal
Details



Next of Kin



Special
Requirement



Home
University



Submission



3.0 Fill up the Application Form

Complete all the details as required by the system.



Next of Kin Form

Next of Kin Details ⓘ * Required information

Name * ⓘ

Relationship * ⓘ

Citizenship Status * ⓘ

Nationality * ⓘ

Email

Address Country * ⓘ

Address Line 1 *

Address Line 2

Postcode * City *

Phone Number *

[Add Another Next of Kin](#)

Guiding Note:

Complete the Next of Kin Details

Click "Save & Continue"

Application Forms

[Logout](#)

The application for this programme will end on



Personal
Details



Next of Kin



Special
Requirement



Home
University



Submission



3.0 Fill up the Application Form

Complete all the details as required by the system.



Home University Form

University Details

* Required information

Country *

Name *

Address 1 *

Address 2

City *

Postcode *

State *

Guiding Note:

Complete the Home University Details

Note:

If the name of your home university is not available on the drop-down list, please email the details to studyabroad@um.edu.my

Save

Save & Continue

Click "Save & Continue"

3.0 Fill up the Application Form

Complete all the details as required by the system.



Guiding Note:

Home University Form

Coordinator Details

Name *	<input type="text"/>
Designation *	<input type="text"/>
Phone Number *	<input type="text" value="+60129998888"/>
Email *	<input type="text"/>

Complete the Home University Coordinator Details

Click "Save & Continue"

3.0 Fill up the Application Form

Complete all the details as required by the system.



Guiding Note:

Home University Form

Current Study Details

Current Programme *

Field of Study/Specialization *

Year of Study *

Latest Results *

Does your university have an agreement signed with the University Malaya? * Yes No

Complete the Current Home University's Study Details

Click "Save & Continue"

3.0 Fill up the Application Form

Complete all the details as required by the system.



Home University Form

Current Study Details

Current Programme *

Field of Study/Specialization *

Year of Study *

Latest Results *

Does your university have an agreement signed with the University Malaya? * Yes No

Guiding Note:

When filling up the Latest Result, please convert your home university grading to a 4.0 grading.

Important Tips:

Kindly convert your result to GPA on a 4.0 grading scale.

For example:

Home University's Grading Scheme is on a 100% scale (x/100).

$$\frac{90}{100} \times \text{GPA 4.0} = 3.6$$

Home University's Grading Scheme is on a 20 scale (x/20).

$$\frac{15}{20} \times \text{GPA 4.0} = 3.0$$

Application Forms

[Logout](#)

The application for this programme will end on



Personal
Details



Next of Kin



Special
Requirement



Home
University



Submission



3.0 Fill up the Application Form

Complete all the details as required by the system.



Guiding Note:

Rename your file as

File	File Name
Confirmation Letter by Home University	Passport No. _Letter <i>e.g. D1235468_Letter</i>
Academic Transcript	Passport No._Transcript <i>e.g. D1235468_Transcript</i>
English Proficiency Qualification	Passport No._English <i>e.g. D1235468_English</i>

and upload in PDF file only.

Special Requirement Form

Document Upload * Required information

[Download Inbound Checklist](#)

Items	Action
Confirmation Letter by Home University/ Sponsorship/ Scholarship Letter *	Upload
A copy latest academic transcript *	Upload
A copy of English proficiency qualification *	Upload

Duration of Study * 1 Semester 2 Semester

Module [Add Module](#)

Subject(s)	Action
<input type="text"/>	<input type="text"/>

3.0 Fill up the Application Form

Complete all the details as required by the system.



Special Requirement Form

Document Upload * Required information

[Download Inbound Checklist](#)

Items	Action
Confirmation Letter by Home University/ Sponsorship/ Scholarship Letter *	Upload

Duration of Study * 1 Semester 2 Semester

Duration of Study * 1 Semester 2 Semester

Module: [Add Module](#)

Subject(s)	Action
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Guiding Note:

The Duration of Study refers to the number of semester that you would like to apply for the mobility programme at UM.

- 1 Semester** : 6 months of study
- 2 Semesters**: 12 months of study

Please carefully select the duration.

3.0 Fill up the Application Form

Complete all the details as required by the system.



Special Requirement Form

Document Upload * Required information

[Download Inbound Checklist](#)

Items	Action
Confirmation Letter by Home University/ Sponsorship/ Scholarship Letter *	Upload
A copy latest academic transcript *	Upload
A copy of English proficiency qualification *	Upload

Guiding Note:

This is the Module Pre-selection based on interest and will not guarantee for your final registration as the availability of the module is depending on the timetable and capacity offered during the registration week

You need to select a minimum of 3 modules in order to proceed with the application review stage after submission.

Module [Add Module](#)

Subject(s)	Action
1 - SQD7015	Delete

3.0 Fill up the Application Form

Complete all the details as required by the system.



Guiding Note:

This is the Module Pre-selection based on interest and will not guarantee for your final registration as the availability of the module is depending on the timetable and capacity offered during the registration week

You need to select a minimum of 3 modules in order to proceed with the application review stage after submission.

Special Requirement Form

Document Upload * Required information

[Download Inbound Checklist](#)

Items	Action
Confirmation Letter by Home University/ Sponsorship/ Scholarship Letter *	Upload
A copy latest academic transcript *	Upload

Module	Action
<input type="text" value="Please Select"/>	Add Module

Subject(s)	Action
1 - SQD7015	Delete

[Save](#) [Save & Continue](#)

Click "Save & Continue"

Application Forms

[Logout](#)

The application for this programme will end on



Personal
Details



Next of Kin



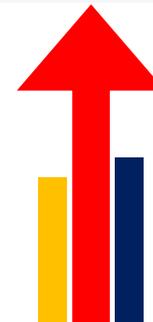
Special
Requirement



Home
University

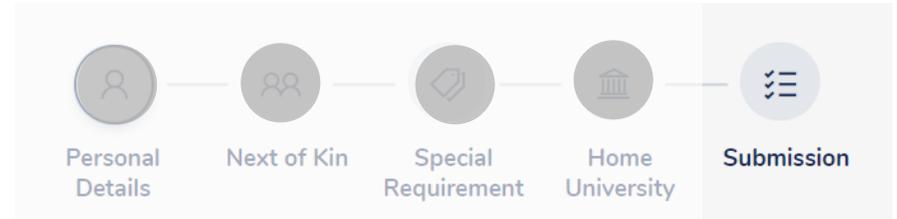


Submission



4.0 Submit the Application Form

Please check all the details before submitting your application.



Submission Form

Processing Fee

Year	Semester	Amount Due	Payment Status	Actions
2022	SEMESTER 2	RM 0.00	Awaiting Payment	Pay Online Now

Declaration

I hereby declare that I:

- have read, understood and accepted the conditions in this form;
- have provided true and correct information in my application. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.
- understand and agree that the University reserves the right to reject this application, withdraw the offer of admission or terminate my admission as mobility student, if there is any breach of the above or any other conditions established by the University.

[Submit](#)

Guiding Note:

NO processing fee will be chargeable for Mobility Programme Application.

Therefore, you may ignore this **“Processing Fee”** section.

Read the terms & conditions carefully and click **“Submit”** to complete the application submission.



Your application is completed! Thank you

Prepared by

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For direct consultation, email to yongkang.ho@um.edu.my, dayang85@um.edu.my or mashayu@um.edu.my