



UKKM
UNIVERSITI KEUSAHAWANAN KOPERASI MALAYSIA
MINDA KECEMERLANGAN KOPERASI

EXCELLENCE COOPERATIVE MINDSET

INTERNATIONAL STUDENT HANDBOOK



Centre for International Students, Student Development,
Counselling and Alumni (CISDCA)
Malaysian Cooperative Entrepreneurship University (MCEU)
www.ukkm.edu.my



We extend a warm welcome to you on the picturesque campus of Universiti Keusahawanan Koperasi Malaysia (UKKM), or Malaysian Cooperative Entrepreneurship University (MCEU). We highly value your decision to pursue your higher education journey with us.

We anticipate that your time at UKKM will not only expand your knowledge but also equip you for shaping your future career and life. We firmly believe that the pursuit and sharing of knowledge contribute to wealth creation, nation-building, and the global advancement of humanity. UKKM aspires to become a centre of excellence in cooperative entrepreneurship. To achieve this, we are committed to enhancing the quality of our graduates through the creation of value, and by strengthening our connections with governance, industry, and the community.

As an international student, you are about to embark on an exciting journey at a university of international repute. The staff at the Centre for International Students, Student Development, Counselling, & Alumni (CISDCA) are here to provide support, ensuring your compliance with legal requirements and offering guidance on various matters.

During your stay, you will have the opportunity to engage in both educational and intercultural collaborative activities. We hope that this International Student Guide will be a valuable resource as you navigate our campus and adapt to university life. Wishing you a pleasant stay and thank you!

**Centre for International Students, Student Development,
Counselling and Alumni (CISDCA),
Universiti Keusahawanan Koperasi Malaysia (UKKM)
103, Templer Road 46700 Petaling Jaya, Selangor**

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MAGNIFICENT MALAYSIA

Malaysia, situated in Southeast Asia, boasts stunning natural beauty and is known for its cultural diversity. This nation is abundantly endowed with distinctive flora and fauna, setting it apart from others in several ways, including the following:

- **The Preferred Destination for International Education**

Malaysia has emerged as a favoured choice among global students for various compelling reasons, drawing learners from across the world. One of the primary factors enhancing Malaysia's appeal is its well-known reputation for safety, creating an excellent setting for learning and encouraging interactions across diverse cultures. What truly sets Malaysia apart is its capacity to deliver top-notch education at a reasonable expense. Respected educational institutions in the nation provide a diverse array of academic programs and engage in partnership programs with renowned foreign universities. This exceptional opportunity enables students to attain high-quality education while managing financial responsibilities effectively.

- **Weather**

Malaysia experiences a tropical climate as a result of its equatorial positioning. Throughout the year, the typical temperature hovers at approximately 27 degrees Celsius, accompanied by significant annual rainfall of about 250 cm and humidity levels ranging from 70% to 90%.

- **Cultural Traits**

Malaysia is home to a multitude of ethnic and cultural communities, each preserving their distinct cultural heritages to a significant degree. The primary ethnic groups in the country include Malays, Chinese, and Indians, with the majority adhering to Islam as the official religion. While Malay is spoken by all Malaysians, English is widely spoken by many, even though these ethnic groups still retain their own languages and dialects. Malaysia also attracts people from diverse global cultures who come to the country for purposes such as business, employment, or education.



- **Malaysian Cuisine**

Malaysian cuisine is wonderfully diverse, reflecting the rich tapestry of cultures that contribute to Malaysia's culinary heritage. Furthermore, various regions within the country boast signature dishes easily identifiable by their names. Predominantly, these dishes are rice-based and tend to be spicy due to the abundant use of chilies. Additionally, you can find dishes from neighbouring countries, particularly Thailand and Indonesia, scattered throughout Malaysia, alongside basic Western fare. In recent times, an increasing number of Arabian, Persian, and African restaurants have emerged in larger Malaysian towns. The price range for food varies widely, with meal costs typically ranging from RM 6 to RM 30, depending on the restaurant's quality and location.



- **Travel and Clothing**

Traveling long distances on foot is impractical due to the weather conditions. Therefore, there are various public transportation choices available, such as taxis, buses, as well as intra- and inter-city trains. Within Kuala Lumpur's capital city, the primary intra-city train services are provided by the RapidKL Light Rail Transit and Monorail systems. The Light Rail Transit is a convenient mode of transportation to reach UKKM, which is located in Jalan Templer, Petaling Jaya.

In Malaysia, especially in informal settings, many people opt for lightweight clothing due to the hot climate. It is important to emphasize that modesty holds significant cultural value in Malaysia, and it is advisable to avoid wearing overly revealing attire in public.

- **Cultural Etiquette**

The key element in interpersonal communication within the Malaysian culture is to refrain from compelling individuals to speak by publicly embarrassing them, even if you believe you have the chance to do so. Another aspect of interpersonal communication pertains to physical contact. Apart from customary handshakes and greetings, touching someone who is not a close friend or family member, particularly when of the opposite gender, is deemed immodest.

One of the fundamental cultural practices that must be respected involves taking off your shoes when entering homes and places of worship, unless explicitly informed otherwise. This is second in importance only to refraining from ridiculing people's religious or cultural beliefs, which should be avoided at all costs.

The tradition of gift-giving also follows specific cultural customs. Typically, gift-giving is reserved for close friends and family. However, when invited to someone's home, it is acceptable to offer a token door gift, often in the form of food items. Just like any financial transactions in the country, it holds great significance to present gifts with the right hand rather than the left. The choice of gift packaging carries strong symbolism. It is advisable to steer clear of the colours white, black, and yellow, as these represent mourning, death, and royalty, respectively. Moreover, it is important to avoid offering gifts that may offend religious sensitivities, such as giving alcohol to Muslims or beef dishes to Buddhists and Hindus.

▪ **Public Holidays**

Malaysia is renowned for its abundance of public holidays. In addition to national holidays like Independence Day and universally recognized ones such as Labour Day and New Year's Day, the country typically observes two days each for Hari Raya and Chinese New Year. Furthermore, a single day is designated for Eid Al-Adha, Awal Muharram, Maulidur Rasul, Deepavali, and Christmas. Additional holidays are determined at the state level, with each state having the authority to select which days to observe. For instance, the Hindu festival of Thaipusam is celebrated in Selangor, while the Dayak harvesting festival Hari Gawai is observed in East Malaysia. As is customary during major holidays in any country, you can anticipate a temporary halt in productivity and bustling shopping malls in the days leading up to these occasions.

New International Students Welcoming Programme

This programme is a specialized initiative arranged by the Centre for International Students, Student Development, Counselling, and Alumni (CISDCA). Its primary objectives encompass:

- Providing an introduction to the non-academic support services and amenities available at UKKM.
- Assisting newcomers in adapting to their new life at UKKM.
- Aiding students in becoming acquainted with various aspects such as health, finance, banking, housing, visa and student pass procedures, security measures, academic orientation pre-briefing, guided campus tours, library facilities, and the preparations required for academic registration.



ABOUT UKKM



Universiti Keusahawanan Koperasi Malaysia (UKKM) is a university owned by the Institut Koperasi Malaysia (IKMa), an agency under the Ministry of Entrepreneur and Cooperative Development (KUSKOP). UKKM received approval for its establishment from the Ministry of Higher Education (MoHE), Malaysia, on March 28, 2022. UKKM was founded with a specific focus on the management of cooperatives, trade, and business, aligning with IKMa's mission to elevate the cooperative industry in the country. It holds the distinction of being Malaysia's first university dedicated to the field of Cooperatives. UKKM aims to produce highly skilled and globally competent human capital in entrepreneurship, particularly in the Malaysian context.

One of the primary objectives behind the establishment of UKKM is to cultivate expertise in business management while fostering collaboration among various KUSKOP-affiliated agencies within the university. Furthermore, UKKM strives to set educational standards characterized by cooperative entrepreneurship in Malaysia. Another key goal is to develop a cadre of capable, professional, and authoritative leaders and managers in the cooperative sector over the long term. These endeavours are expected to enhance the diversity and flexibility of academic programs offered at UKKM.

VISION

To be a university that excels in entrepreneurship and cooperatives based on well-being and sustainable development of the national economy.

MISSION

Generate entrepreneurial and cooperative excellence through teaching, learning, research, publishing and development to achieve national vision.

OBJECTIVES

1. Produce skilled and professional personnel in the field of business management.
2. Optimizing resources through joint use of expertise between various agencies under KUSKOP which is consolidated under the university.
3. Produce educational standards characterized by cooperative entrepreneurship in Malaysia.
4. Produce a line of leadership and cooperative management that is competent, professional and authoritative in the long term.
5. The diversity and flexibility of the Universiti Keusahawanan Koperasi Malaysia (UKKM) academic program.

REGISTRATION FOR NEW INTERNATIONAL STUDENTS

Preparations before Arrival:

- Confirm your acceptance with the university by sending a confirmation and double-check your registration date at MCEU
- Ensure you have adequate health insurance coverage for yourself and your family members if they are accompanying you
- Acquire any necessary student visa or entry clearance
- Make your travel arrangements, aiming to arrive on the recommended arrival day(s) suggested by MCEU
- Preparation to participate in the International Student Orientation Programme (ISOP) organized by MCEU
- Provide original copies of relevant certificates and examination results (certified translations if applicable)

Documents in Carry-On Bag:

- Passport containing any required student visa
- Flight tickets
- Malaysian currency or travellers' cheque
- Personal insurance documentation
- Offer letter from Malaysian Cooperative Entrepreneurship University (MCEU)
- Proof of your financial resources (bank statement or sponsor's letter)
- Contact details for MCEU's International Office staff, as well as information about the hotel or hostel you have booked

Upon arrival at KLIA/KLIA2

Please take note of the following steps:

(i) Disembarkation Card

- Complete a disembarkation card and present it to the immigration officer along with your passport and visa.

(ii) Declaration of Prohibited Items

- In accordance with the Customs Act 1967, travellers entering Malaysia must declare all dutiable or prohibited goods they have in their possession. Failure to declare such items or making false declarations is considered an offense.
- Once the immigration inspection process is completed, please pay close attention to the immigration stamp in your passport. This stamp will indicate the last date until which you are allowed to stay in Malaysia. You must submit your passport to the Centre for International Students, Student Development, Counselling, & Alumni (CISDCA) two weeks before this stamped expiry date. Failure to do so may result in additional charges for processing your student pass.

PASS AND VISA PROCEDURES

Preparation before Entering Malaysia

Student's Arrival

You should aim to arrive during the first week of registration or after the first week of registration. Please refer to the UKKM website immediately for specific details.

Delays in your arrival may result in additional charges for the following reasons:

- **Special Pass:** Required 7 days before the end of your Visa on Arrival (VOA) validity.
- **Overstaying:** Required after the end of your Visa on Arrival (VOA) validity, and may incur penalties.

Important Points to Note:

- International students are required to adhere to the rules and regulations set by the Malaysian immigration department during their studies. Admission offers do not include a student pass. Therefore, students must obtain a *Single Entry Visa* from the nearest Malaysian embassy before entering Malaysia if it is mandated by their countries.
- Applicants who have previously applied to any other institution in Malaysia must cancel their application with the previous institution. Universiti Keusahawanan Koperasi Malaysia (UKKM) cannot apply for a student pass unless the previous institution has completed the cancellation with the EMGS (Education Malaysia Global Services). Applicants must also obtain an original release letter from the previous institution.
- Applicants currently holding a student, employment, dependent, or other pass from another institution, organization, or company must ensure that the existing pass validity is shortened by the previous institution, organization, or company.

Visa Approval Letter

All international applicants must apply for a Visa Approval Letter (VAL) before entering Malaysia. The VAL is approved by the Immigration Department Headquarters in Malaysia and is issued by the Malaysian Representative Office abroad to allow individuals who are not citizens to legally enter Malaysia. You must not enter Malaysia before receiving the VAL.

New Students:

- All applications for VAL should be made through EMGS via online application at www.educationmalaysia.gov.my.
- The VAL application process may take 30 - 60 days.

Existing Students:

- Students who have deferred their studies are required to secure the VAL (Visa Approval Letter) before re-entering Malaysia.
- If your pass has lapsed while you were in your home country for **more than 60 days**, it is mandatory to obtain the VAL before returning to Malaysia. Attempting to enter Malaysia without the VAL will necessitate returning to your home country to obtain it.
- Nevertheless, if you are in your home country, and your student pass has **less than 60 days** remaining before its expiration, you can enter Malaysia using a social visit pass. Upon arrival, you must promptly apply for an extension of your student pass, at least 30 days before the current student pass expires. Failing to do so will result in additional charges and penalty fees.

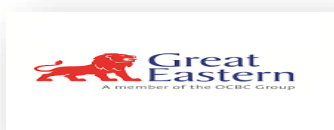
Malaysia Health Insurance

All students and dependant are required to have a valid policy cover for medical insurance throughout their studies. Medical Insurance can be purchased through EMGS (<https://visa.educationmalaysia.gov.my/guidelines/insurance.html>.)

EMGS (Etiqa, Great Eastern, and The Pacific Insurance)

Offer three (3) Medical Insurance packages:

- Silver – Maximum limit (RM20,000.00)
- Gold – Maximum limit (RM30,000.00)
- Platinum – Maximum limit (RM50,000.00)

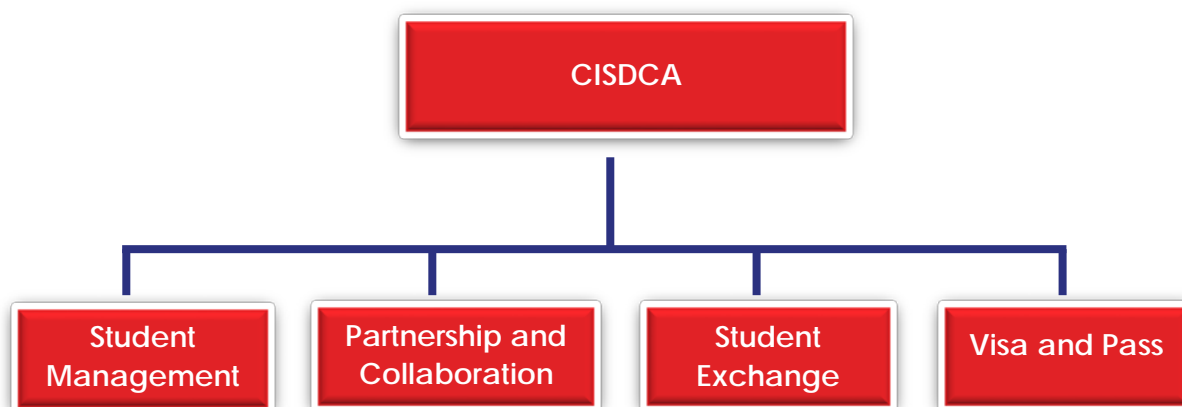


SUPPORT SYSTEM

Centre for International Students, Student Development, Counselling and Alumni (CISDCA)

The function of the CISDCA

The Centre for International Students is responsible for offering guidance, information, and recommendations regarding various matters including immigration regulations, cultural acclimatization, employment, travel, and studying overseas, volunteer opportunities, and international career prospects. This centre operates under the leadership of the Director of the International Office and receives support from divisions such as Student Management, Partnership and Collaboration, Student Exchange, Visa and Pass, as illustrated in the diagram.



CISDCA

103, Templer Road, 46700, Petaling Jaya, Selangor Darul Ehsan

Tel: 03 7964 9026

Email: info@ukkm.edu.my

Graduate Business School

The function of the Graduate Business School

The management of all postgraduate programs falls under the jurisdiction of the Graduate Business School, with support from other schools within the University. The Postgraduate Committee, an oversight body, spearheads the school's efforts. This committee plays a crucial role in providing leadership and direction concerning the quality of both programs and students across various facets.

Tel: 012 - 387 1257

Email: haizam@ukkm.edu.my

School of Entrepreneurship

The function of the School of Entrepreneurship

The administration of all undergraduate programs is under the purview of the School of Entrepreneurship, with backing from other schools within the University. The School is overseen by the Undergraduate Committee, which serves as a leadership and guidance body responsible for ensuring the quality of both programs and students across all dimensions.

Tel: 019 - 351 3074

Email: abdul.rashid@ukkm.edu.my

ACCOMMODATION AND OTHER FACILITIES

On-Campus

Hostel

- All students (Full-Time)
- Dormitory (sharing basis)- girls only (14 person per dorm); RM150/per month
- Room (3 person per room); RM200/per month
- Duration stay will be advised by the Warden



Lecture Room

UKKM offers a range of lecture rooms and computer labs for various purposes:

- **Melati Kuliah Room:** This large lecture room can accommodate up to 30 people at once, making it suitable for larger gatherings, seminars, and workshops.
- **Seroja and Melor Lecture Rooms:** UKKM has two small-sized lecture rooms, Seroja and Melor, each capable of accommodating 30 people. These rooms are suitable for smaller lectures, workshops, and meetings.

Computer Labs

- **Cyber Atom and Cyber Xeon Computer Labs:** These computer labs are designed for computer-based activities and can each accommodate up to 50 people. They are ideal for training sessions, computer workshops, and related activities.
- **Small-sized Computer Lab:** This smaller computer lab can accommodate 24 people at a time and is suitable for more focused computer-based activities and training sessions.

All of these facilities are versatile and can be arranged according to specific needs, making them suitable for a variety of events, including seminars, course workshops, meetings, and training sessions.



CoopMart

The CoopMart at UKKM is situated in Building Block K. It provides a diverse range of food options for breakfast, lunch, and afternoon snacks. Moreover, it offers essential items for staff, course participants, and diploma students. Additionally, a selection of bread and pastries is also available at the CoopMart.



Dining Hall

UKKM offers two air-conditioned dining halls to ensure the comfort of students. These halls are named Dewan Sri Siantan and Dewan Sri Tanjung, each with the capacity to accommodate up to 210 people at a time. Additionally, there is an open dining area called "Skylight" situated between these two halls, which can accommodate up to 64 people simultaneously. The Skylight hall is versatile and can be used for hosting various events such as ceremonies, weddings, and similar gatherings.



Note: These dining facilities are exclusively reserved for special occasions and by request.

Library

The Tan Sri Noh Omar library at UKKM offers a wide range of information resources, with a particular focus on providing the latest and relevant information related to cooperatives and business management to meet the needs of the students.



Recreational Area

UKKM also provides recreational areas that are well-suited for a wide range of sports activities, such as futsal, volleyball, kick volleyball, pétanque, and numerous other options for engagement in physical activities.



Auditorium

The Auditorium Hall at UKKM has a seating capacity of up to 250 students. It is equipped with various facilities, including white screen display equipment and a sound system. This versatile hall is well-suited for hosting official events such as student registration, convocation ceremonies, and official staff meetings. Furthermore, the Auditorium Hall is equipped with a high-level fire safety system, including fire extinguishing equipment, fire detectors, and sprinkler systems, ensuring the safety of all occupants.



Off-Campus

Apartment

New full-time students at UKKM, whether individuals or families, have the option to reside off-campus in the vicinity of the University, where public amenities are readily available. Here are the details:

- Rental rates vary based on the type of apartment and typically range from approximately MYR 1200 to MYR 2000 per month.

Option 1: Amcorp Service Suites: Contact person: Anita Louis,
Phone: +60019-655 9070 (located near LRT Taman Jaya).

Option 2: Ehsan Ria: Contact person: Anggie Teh, Phone: +60012-313 0883
(located near LRT Taman Jaya).

Option 3: Platinum Arena and Taman Seri Sentosa in Old Klang Road: Contact person: Justin Lam, Phone: +6012-9191952 (near KTM, Templer Road).

Postal Services

You can find a satellite branch of Pos Malaysia, the national postal service, in Petaling Jaya at the following address:

Pos Malaysia
Lot 233, 2nd Floor, Amcorp Mall,
No. 18, West Avenue, 46050,
Petaling Jaya, Selangor, 46200, Malaysia.

Please note that counter services are available exclusively on weekdays during office hours. Additionally, there is a designated counter for sending parcels via the post office's courier service. For a comprehensive list of services provided by Pos Malaysia, you can visit their website at www.pos.com.my

Security

Whenever you have any security-related concerns or problems, it is advisable to contact the local Police Station directly. You can reach them at the following location:

Police Station Templer Road, Petaling Jaya

Address: 24, 6/3 Road, Off Templer Road,
Petaling Jaya, 47300, Selangor.

Telephone: +603-77832222

Places of Religious Worship

The primary mosque in close proximity to UKKM is the Sultan Abdul Aziz Mosque. The areas surrounding the university also host a variety of places of worship catering to different faiths. For example, nearby town house Catholic and Gospel churches. In the case of Hindus, the Arulmigu Sri Maha Mariamman temple can be found just outside the boundaries of the University in Section 19 Petaling Jaya. Moreover, there is also a Buddhist temple situated in Pantai Road Petaling Jaya.

Muslim

- Masjid Jamek Sultan Abdul Aziz
Kawasan Melayu, Templer Road, 3/69G Lane, Section 3,
46050 Petaling Jaya, Malaysia
Telephone: 017-607 7217

Buddhist

- Thai Buddhist Chetawan Pagoda
No.24, Pantai Road 9/7, Section 10
46000 Petaling Jaya, Selangor
Telephone: 03-7955 2443

Hindu

- Arulmigu Sri Maha Mariamman
No.204, Section 19, Off Road 17/47G, Damansara Dalam
46400 Petaling Jaya Selangor
Telephone: 016-3722070

Christian

- Catholic church
No. 70, Templer Road, 46050, Petaling Jaya, Selangor
Telephone: 03-7782 5854
- Gospel church
Templer Lane 6/1, 46050, Petaling Jaya, Selangor
Telephone: 03-7772 5292



Activities during the weekend

If you are seeking an enjoyable weekend outing, you have several options for theme parks in the vicinity. The closest one is the Sunway Lagoon theme park in Sunway. Alternatively, you can explore the Mines Wonderland in the Mines Resort City, as well as the Berjaya Times Square Theme Park. If you are in the mood for a natural escape amidst the urban landscape, you can visit the numerous parks and gardens in nearby Putrajaya or explore the bird, butterfly, and deer parks adjacent to Titiwangsa Lake Gardens in Kuala Lumpur.

For those who have a passion for shopping, you will be pleased to know that there are plenty of shopping malls nearby. There are so many that there is even a Wiki page dedicated to listing the shopping malls in Malaysia. Kuala Lumpur itself boasts a wide range of malls, from upscale destinations like Pavilion to comprehensive complexes like Midvalley, and even unique and budget-friendly options like Sungei Wang Plaza. The second-largest cluster of malls can be found in Damansara, with malls like 1Utama, Paradigm, and The Curve.

You will also find several malls near the University to fulfill your basic shopping needs, such as Amcorp Mall in Petaling Jaya, and Sunway Pyramid. If you are looking for daily grocery shopping, there are numerous retail supermarkets nearby, including Amcorp mall supermarket (FamilyMart), Hero SaveMart Bukit Gasing, and Lotus Gasing Store. For more convenient and smaller daily shopping, you can explore mini-marts and sundry shops in nearly every commercial area in Petaling Jaya, along with night market (pasar malam) in Sungai Way and the Sea Park Sunday night market.

TRANSPORTATION

Airport to UKKM

There are several options available and you are open to choose the most suitable way that fits your journey from the KLIA/KLIA2 to Kuala Lumpur (KL) Sentral to UKKM.

- Train (KLIA Ekspres/ KLIA Transit) to KL Sentral www.kliaekspres.com
- Bus SkyBus: KLIA/ KLIA2 to KL Sentral
- TaxiKLIA: Metered taxi, and Taxi Limo Call: +6011-10604810 for special request www.kliataxilimo.com KLIA2. Taxi Limo available at Transportation Hub (Level 1 - Gateway@KLIA2 Building) to UKKM, Petaling Jaya

Transportation options in the vicinity of UKKM

Bus Services

RapidKL

Taman Jaya (5.30am – 12.30am)

KTM Commuter Train (Templer Road Station)

Port Klang Line (6am - 10pm)

LRT Train

Taman Jaya and Asia Jaya (6am - 11.30pm)

Taxi

Application: Myteksi, Grab Car, EzCab, Easy Taxi, Uber

Car

Transferring driving license:

- Class D (car) & B2/B (motorcycle) driving license only
- Student from the list stated can submit application at the nearest Road Transport Department office (www.jpj.gov.my)

Charges:

- Conversion process RM20.00
- Malaysian driving license fee RM30.00/year

Required Documents:

- Passport
- Visa (Valid for no less than 3 months)
- Valid foreign driving license. Translation letter for driving license (if the foreign driving license is not in English)
- Endorsement from embassy of country of origin or endorsement from the licensing authority. (Embassy means the embassy of the license' country of origin located in Malaysia, or other country nearest to Malaysia)
- Passport photo (25mmx35mm)
Completed Form JPJ L1 (www.jpj.gov.my)

Students from countries not included in the aforementioned list are not required to apply for the conversion to a Malaysian driving license.

| | | | |
|-------------|------------------|-----------|-------------|
| France | Switzerland | Japan | Belgium |
| New Zealand | Hong Kong | German | Holland |
| Singapore | Finland | Mauritius | Australia |
| Egypt | Spain | Italy | China |
| Russia | Poland | Iraq | Brunei |
| Taiwan | Turkey | Korea | Philippines |
| Thailand | Iran | Laos | Fiji |
| Nigeria | Papua New Guinea | Libya | Denmark |

The Easing of English Language Proficiency Prerequisites for International Students Who are Enrolled in Educational Programs Conducted Entirely in Malay at Malaysian Higher Education Institutions:

The Meeting for the Review of Quality Assurance Policies (MKSDJK) KPT-MQA BIL.1/2023, dated April 13, 2023, has reached a consensus on the following points:

- (1) Exemption from English language proficiency requirements will be granted to international students from **Indonesia, Brunei, Singapore, and Southern Thailand** who are participating in programs conducted in languages closely related to Malay; and

- (2) International students who hold academic qualifications and are enrolled in institutions that utilize Malay as their primary medium of instruction and plan to continue their higher education in Malaysia.

This directive is set to take **effect on July 20, 2023**, to ensure the orderly and effective implementation of teaching, learning, and program quality assurance.

MEDICAL SERVICES

Hospitals and Clinics

In Petaling Jaya area, there are several public and private hospitals and clinics available to cater to healthcare needs. Here is a list of some of them:

Assunta Hospital

Jalan Templer, Pjs 4, 46990 Petaling Jaya,
Selangor
Tel: 03 7872 3000

University Malaya Medical Centre

Lembah Pantai, 59100
Kuala Lumpur
Tel: 03-7949 4422

Qualitas Clinic

42A, Jalan 52/4, Bandar Baru Petaling
Jaya, 46200 Petaling Jaya, Selangor
Tel: 03-7956 93

Health Clinic

Jalan PJS 2C/5, Taman Dato Harun,
46000 Petaling Jaya, Selangor
Tel: 03-77819001

FINANCIAL SERVICES

All financial transactions between students and the University are conducted exclusively through Bank Islam. For your convenience, there is a *Bank Rakyat* ATM located on campus, near the Bursar's office at the main administration building. If you require access to an ATM machine closer to the university, you can visit *Maybank*, *CIMB*, *Public Bank*, *Bank Rakyat*, and *Bank Islam*, all of which are situated in Petaling Jaya New Town. Please take note that all banks operate during regular office hours on weekdays, and their ATMs are operational from 6 am to 12 am daily. Additionally, you have the option of enjoying the convenience of online banking from anywhere and at any time through *Maybank2u*, *CIMB Clicks*, and *Bank Islam Go*.

Bank Islam

No. 1, Jalan 52/16, 46200 Petaling Jaya
Selangor
Tel: 03-7960 4812

Bank Rakyat

No. 11 & 13, Jalan Yong Shook Lin,
Seksyen 52, 46200 Petaling Jaya,
Selangor
Tel: 03 7957 5600

CIMB Bank

27, Jalan 52/2, 46200 Petaling Jaya
Selangor
Tel: 03-7955 3806

Maybank Berhad

No 6 & 8, Jalan Yong Shook Lin,
46200 Petaling Jaya Selangor
Tel: 03-7954 2603



Money changers

Currently, there are no currency exchange services available on campus. However, there are several money changers operating in the Petaling Jaya area in case you need to convert foreign currency to Malaysian Ringgit. The addresses of these money changers are listed below:

- **Alif Money Changer**
Lot No-7, Co-operative Emporium MCIS, (near PJ Hilton), Jalan Barat, 46200 Petaling Jaya, Selangor (Tel: 03-79553386)
- **Mountain Money Sdn. Bhd.**
PG-05C, PJ33, No. 3, Jalan Professor Khoo Kay Kim 46200 Petaling Jaya, Selangor Selangor (Tel: 03-79311656)



ATTIRE REGULATIONS

Attire regulations at UKKM

Each student is expected to maintain an appropriate attire that reflects the standards of a university student. This includes demonstrating neatness, tidiness, cheerfulness, and modesty in their dressing. Specifically, the dress code requires students to dress modestly, which generally means wearing collared t-shirts, shoes, and long pants or skirts with hemlines below the knee.

However, there are certain items of clothing and accessories that are not allowed, and students should refrain from wearing them.

| | |
|----------------------------------|---|
| • Skirt above the knee or shorts | • Slippers |
| • Collarless t-shirt | • Purdah/ veil |
| • Sleeveless shirt | • Shabby jeans |
| • Tight trousers/ skirt | • Piercing for male and excessive piercing for female |

Additional guidelines for student attire:

- i. Students are not allowed to wear a hat or bandana during official activities or in a lecture hall, except during recreational activities.
- ii. Male students are prohibited from dressing in a manner that resembles female attire, and vice versa.
- iii. Displaying tattoos on any body part is not permitted for students.
- iv. Students are required to wear their matriculation card while on campus. The student card must be visibly worn and displayed on the front of the body.





UKKM

UNIVERSITI KEUSAHAWANAN KOPERASI MALAYSIA
MINDA KECEMERLANGAN KOPERASI

Centre for International Students, Student Development, Counselling and Alumni
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