

# NEW INTERNATIONAL STUDENTS REGISTRATION GUIDE

## 1.0 GENERAL

1. The Offer Letter of Admission should contain the following documents:
  - i) New International Students Registration Guide
  - ii) Fees Structure & Fees Payment Method
  - iii) Offer Reply Slip
2. Prospective student shall advise the Institute on his/her arrival date and time for airport pick-up arrangement by GMI International Student Unit.
3. **For Resident Pass holder:** You may proceed directly to GMI Campus (please refer to the map provided).

## 2.0 TERMS & CONDITIONS

Under the Immigration Act and GMI's Policy, the following procedures must be adhered in order to obtain the Student Pass.

1. Upon receiving the Offer Letter of Admission, only the student who **accepts the offer** must furnish GMI with the following documents:
  - i) **Completed Offer Reply Slip**
  - ii) **Proof of fees payment**
  - iii) **Passport-sized colour photo (8 copies)- with BLUE background and name written behind**
  - iv) **Two (2) copies of the prospectives student's passport (ALL pages)**
  - v) **Pre-arrival Medical Examination Report (from student's home country)**
2. GMI will only process Student Pass application **when the fees for first year** as indicated in the Fees Structure are **fully paid**.
3. GMI will be notified of the outcome of the application within 7-14 working days (estimation by the officials) upon submission of complete documents as above.
4. Upon approval, a letter called Visa Approval Letter (VAL) addressed to Malaysian High Commission/Embassy will be forwarded to the prospective student.
5. The prospective student then submits the VAL together with his/her passport to the Malaysian High Commission/Embassy in his/her country of origin for "Single Entry Visa" endorsement.
6. **Important: DO NOT ENTER MALAYSIA UNLESS ITEM NO. 5 IS ENDORSED.**
7. Once the student arrived in Malaysia, GMI shall take him/her to undergo a compulsory comprehensive/full medical check-up within 7 days of arrival.
8. Once the student is determined to be clear of any contagious/communicable/dreaded diseases, medical practitioner will provide a supporting medical report to recommen the student to remain in Malaysia as a student.
9. GMI shall proceed with the medical report and the student's passport to the Immigration Department for immediate endorsement of Student Pass with a "Multiple Entry Visa".
10. All international students are prohibited from engaging in any activities unrelated to studies such as working while they are currently holding German-Malaysian Institute (GMI) Student Pass.
11. **For Resident Pass holder:** You are exempted from all the above procedures (1-10).

### **3.0 REGISTRATION DAY**

1. The official registration day for all programs is as stated in the Offer Letter of Admission. However, international students are usually required to register one (1) week or a few days earlier for induction activity and Student Pass application process.
2. **For Resident Pass holder:** You are required to register on the date mentioned in your Offer Letter.
3. Students are required to be decently dressed during registration. The general dress code ethics are as follows:
  - **MALE:** Shirt with necktie, decent short haircut and shoes.
  - **FEMALE:** Blouse with pants/skirt, decent haircut or ponytail for longhair or proper hijab and shoes.

### **4.0 ORIENTATION PROGRAM**

1. Orientation Program is compulsory for new students. It is purely meant for exposure to the new students on what GMI is all about. Failure to attend this program could lead to a **disciplinary action**.
2. Generally, the dress code throughout the program is the same as the Registration Day above. However, there are exceptions according to activities conducted such as sports, religious functions and etc.
3. **Commitment** is the keyword and concern throughout the Orientation Program. It should be a good platform or exposure to develop the students' discipline.

### **5.0 DRESS CODE**

1. All GMI students are required to dress appropriately befitting the occasion at all times, while in the campus.
2. **Corporate Jacket:** Provided by the Institute and to be worn during official event or ceremony.
3. **Shirt/Collared t-shirt/Blouse (for female) and covered shoes:** Please refer to the dress code for attending classes.
4. **Dust coat & Safety shoe:** Provided by the Institute and to be worn during training in workshops and labs.
5. **Suitable sports attire:** Please refer to the dress code for sports and recreations.
6. Student's dress code can be found at: <https://www.gmi.edu.my/wp-content/uploads/2020/05/Dress-Code-Guidelines.jpg>
7. Others:
  - i) To display Student ID Card at all times.
  - ii) To adhere to the safety guideline issued by respective department on appropriate attire and footwear for laboratories and workshops.
  - iii) Hair must be well-groomed.
  - iv) No round neck t-shirts during class or formal activities.
  - v) No slippers, flip-flops or sandals.
  - vi) Female: To wear proper hijab or hair must be well-groomed and properly tied.
  - vii) Female: No high heels of more than 2 inches.
8. Failure to adhere to these simple rules could lead to a **prohibition to enter classes or any event/ceremony** and also disciplinary action.

## **6.0 HOSTEL FACILITIES**

1. Hostel is provided for all international students.
2. Amongst the necessary items to be brought by student:
  - Pillow, blanket, bed sheet & pillow case (any colour or prints).
  - Enough clothing, toiletries and other personal necessities.
3. All new students are **not allowed** to bring any vehicle into the campus.
4. For further enquiries on hostel, please contact GMI Student Residence Unit via:  
**GMI Student Residence Unit**  
**Telephone:** +603-8921 9344 or +603-8921 9480  
**Email :** hamid@gmi.edu.my

## **7.0 OTHERS**

1. Students shall be informed of any changes regarding any of the above from time to time, if necessity requires.
2. For further enquiries on new international student admission, please contact GMI International Student Unit via:  
**International Student GMI**  
**Telefon:** +603-8921 9457  
**E-mail:** admission@gmi.edu.my