

INTERNATIONAL OFFICE

STUDENT ARRIVAL NOTICE

STUDENT PARTICULARS			
Full Name:		Gender: <input type="checkbox"/> F <input type="checkbox"/> M	Mobile No:
Passport No:	SEV Obtained Date: http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country	*to certain countries required	Nationality:
Programme Applied:			Intake: (month/year)

ARRIVAL DETAILS			
Airport pick-up service is required: <input type="checkbox"/> Yes (please provide the following arrival details) <input type="checkbox"/> No			
Arrival Date:	(day/month/year)	Arrival Time:	(24 hour format) Flight No:
Airline:		Departure City:	
Arrival Airport:	<input type="checkbox"/> KLIA <input type="checkbox"/> KLIA2 <input type="checkbox"/> Subang Airport (SZB)	*no other pick-up point will be entertained	

ACCOMODATION (HOSTEL INFORMATION)			
Applied staying at: <input type="checkbox"/> Sunway Monash Residence <input type="checkbox"/> Sun-U Residence <input type="checkbox"/> Sun-U Apartment			
If you have no hostel verification, do contact the residence management at +60 3 5638 0184 or write to enquiry_residence@sunway.edu.my for confirmation.			
Off-Campus (Address): <input type="checkbox"/> _____ (only Sunway vicinity)			

EMERGENCY CONTACT			
Full Name:		Relationship:	
Tel No:	Mobile No:	Email:	
Education Agent (if you applied through an agent):			

TERMS AND CONDITIONS			
- Notify the International Office (IO) on your arrival details by returning the completed form at least seven (7) days before departure:			
Person in-charge:	Mr. Zairi, Ms. Miera, Ms. Maya		
Contact details:	Tel. No: +60 3 7491 8622 ext. 3837 / 3820 / 3821	Fax. No: +60 3 5635 8635	Email: intadmission@sunway.edu.my
IO Hotline: +60 19 3362 242			
<ul style="list-style-type: none">- Advanced Fees have to be fully paid (refer to Letter of Offer for payable amount).- Changes to travel arrangement must be notified to IO. If not informed in time, student is required to make own transport arrangement.- This service is dedicated exclusively to international students studying in Sunway Education Group. Priority is given to registered students. Parents / guardians / relatives / friends shall arrange their own transport. Legal public transport like limos / taxis are available at the airport. Check airport websites for more info.- If you are expecting to meet IO staff and to avoid big crowd / traffic, it is advisable to arrive on weekdays and non-public-holidays (check Malaysian Public Holidays calendar for National & Selangor state).- Come to IO at the campus on the next working day for a pre-orientation briefing.			
I have completed this form and fully understand that if this form is not received by IO at least seven (7) days prior to my departure, I am not guaranteed for pick-up services.			
Student's signature:		Date of Submission:	

FOR INTERNATIONAL OFFICE USE ONLY			
Date received:		Received by:	
Received via:	<input type="checkbox"/> eMail <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Phone		
Date replied:		Replied by:	
Remarks:			