WELCOME to Universiti Teknologi PETRONAS!

On behalf of the entire staff of the University Teknologi PETRONAS, we send our warm wishes and congratulations on your acceptance to our University.

University Teknologi PETRONAS is committed to providing services and programmes that support the development and welfare of international students and scholars on multiple levels such as immigration regulatory advising and processing, cultural adjustment, social enrichment, and assistance with practical matters related to living in Malaysia.

The purpose of this guide is to provide you with helpful information as you prepare for your travels and begin your studies at Universiti Teknologi PETRONAS. Please read all of the information carefully. Keep it with you during your travels and during your first few weeks on campus.

Once again, congratulations! We are eager to meet you!

UNIVERSITI TEKNOLOGI PETRONAS (UTP)
32610 Seri Iskandar
Perak Darul Ridzuwan, Malaysia.
Tel No: 605 368 8000 Fax No: 605 3654088 / 4075
Website: www.utp.edu.my

INTERNATIONAL STUDENT UNIT (ACTIVITIES & LIAISON MATTERS)
STUDENT SUPPORT SERVICES DEPARTMENT (SSSD)
Level 3, Pocket D
Universiti Teknologi PETRONAS (UTP)
32610 Seri Iskandar
Perak Darul Ridzuwan, Malaysia.
Tel No: +605-368 8429 / 8424 Fax No: +605-366 7746

INTERNATIONAL STUDENT MONITORING UNIT (STUDENT PASS & VISA)
REGISTRY & MANAGEMENT SERVICES DEPARTMENT (REGISTRY)
Examination Unit, Block F
Universiti Teknologi PETRONAS (UTP)
32610 Seri Iskandar
Perak Darul Ridzuwan, Malaysia.
Tel No: +605-368 8417 / 8408 / 8540 / 8547 Fax No: +605-3688000

Office Hours:
Monday – Friday
9.00 AM – 5.00 PM
CHAPTER 1: STUDENT & DEPENDENT PASS / VISA APPLICATION & RENEWAL

Student Pass / Visa

It is very important to be aware that according to Malaysian Immigration Law, it is illegal for a foreigner (non-Malaysian citizen) to enter and remain in Malaysia as a student without approval and possession of a valid Malaysian Student Pass/Visa under the name of the learning institution offering placement of study.

All Student Pass/Visa application and renewal must be done through the learning institution offering the student placement of study (in this case UTP itself) at least 90 days or 3 months in advance of entry to Malaysia/UTP (first time studying at UTP) or expiry date of existing Student Pass/Visa respectively.

All costs of obtaining the Visas and its renewal are to be borne by the student or the student’s sponsor. The costs are normally around RM 80.00 to RM 110.00 per Student Pass/Visa for a validity period of one year.

Student Pass / Visa Application

The following documents are required when applying for a Student Pass/Visa:

- A Copy of passport (must be at least six month valid)
- Two (2) color photos of passport size with white background
- A copy of high school certificate and transcript officially translated in English for those offered to study Foundation and Undergraduate programmes
- A copy of Bachelor Degree or Master Degree certificate and transcript officially translated in English for those offered to study Post-graduate programmes
- An original release letter from the previous Malaysian learning institution for those who previously studied at another Malaysian learning institution
- A copy of the completed/ doctor endorsed medical check-up form using the format provided by the Malaysian Ministry of Higher Education (MOHE)

All new UTP international students must provide these documents to UTP Admission Office at least 90 days or 3 months before coming to Malaysia/UTP to enable UTP to submit the application and successfully obtain approval from the Malaysian Ministry of Higher Education (MOHE) and the Malaysian Immigration Department in time for the student's arrival to Malaysia and registration at UTP.

Note: For those from Communist Independent States (CIS) and People’s Republic of China, besides the above-mentioned documents, additional special documents need to be provided.
Student Pass / Visa Renewal

A UTP International student who already possesses a Student Pass/Visa under UTP name whose Student Pass/Visa will expire before the student completes his/her studies at UTP must renew his/her Student Pass/Visa to be able to remain legally in UTP/Malaysia until he/she completes his/her studies.

Therefore, the student is required to send his/her passport (with validity of more than six months) to International Registry (Student Pass/Visa Unit) for renewal 90 days or 3 months before the Student Pass/Visa expiry date.

Important Reminder: Please take this seriously because if a student forgets to renew the Student Pass/Visa before the expiry date, the student will be considered by law as overstaying. Therefore, causing him/herself to become an illegal immigrant for which the punishment for such offence under the immigration law can be severe to the student.

I-Card

I-Card is a card issued to an international student by the Malaysian Immigration Department only to those who possess a valid Student Pass/Visa.

The I-Card functions as a convenient substitute of an international student’s passport and Student Pass/Visa just within Peninsular Malaysia only. Please note that although no expiry date of the I-Card is printed anywhere on it, the validity of the I-Card actually depends directly to the validity of the Student Pass/Visa in the student’s passport.

Therefore, a student who has an I-Card must never assume that he/she does not need to renew his/her Student Pass/Visa in his/her passport.

Dependent Social Pass/Visa

Dependent Social Pass/Visa is a special social pass/visa given only to immediate family members of an international (foreign) student studying in Malaysia who possess a valid Student Pass/Visa.

It is called the Dependent Social Pass/Visa because the validity period of it directly follows the period until the expiry date of the Student Pass/Visa of the student bringing his/her family member.
Those immediate family members allowed to be given this pass/visa are:

(i) Spouse (husband or wife)
(ii) Children
(iii) Father
(iv) Mother
(v) Siblings (bothers & sisters)

To obtain the Dependent Social Pass/Visa for a family member, the student with a valid Student Pass/Visa, must apply on his/her own at the nearest Malaysia Immigration Department office which is located in Ipoh after the family member has entered Malaysia on a normal social pass/visa. The approval will be given by the Malaysian Immigration Department in approximately 14 working days from date of application.

The checklist of documents required for applying a new Dependent Social Pass/Visa or renewal/extension of it can be obtained from the International Student Monitoring Unit office. All costs of the Dependent Pass/Visa are to be borne by the student bringing the family member.

The costs for a new Dependent Pass/Visa is between RM 603.00 to RM 650.00 (depending on nationality) for the validity of one year period or until the expiry date of the Student Pass/Visa of the student bringing the family member.

Whereas, the costs of renewal/extension of existing Dependent Pass/Visa is between RM 103.00 to RM 110.00 for one year validity period.

I-Card is NOT given for holders of a Dependent Visa.

Application for renewal/extension of the Dependent Pass/Visa, if required, must be done latest by 8 working days before its expiry date (it takes 7 working days to obtain approval). The student himself/herself must have already renewed/extended his/her own student pass/visa and that the passport of the student’s dependent must be at least valid for 6 months to avoid the renewal/extension application to be rejected.

**Important Reminder:** Punishment by Malaysian Immigration & Malaysian Police in accordance to Malaysian Immigration law to the Dependent Pass/Visa holder who overstay beyond the expiry date of the Dependent Pass/Visa is the same with Student Pass/Visa holders who commit the same offence. The prices quoted are subject to changes.
CHAPTER 2: INTERNATIONAL STUDENT UNIT (ISU) & INTERNATIONAL STUDENT MONITORING UNIT (ISMU)

Our primary concern as an ISU & ISMU is ‘YOU’, the University’s international students. The members of the ISU & ISMU are professionals trained to offer advice regarding immigration policies, Student & Dependent Pass, Visa Application & Renewal, as well as non-academic issues such as adjusting to a new culture and its customs, support services on student’s welfare, outdoor events and programmes.

The mission of ISU & ISMU are to:

- Provide support services for international students and scholars to ensure maximum opportunities for them to achieve their goals;
- Be a resource to the faculty, staff and administration on issues related to the international students, cross-cultural communication and diversity;
- Support the University’s effort to internationalise the campus; and
- Create an environment where the Universiti Teknologi PETRONAS community is exposed to a multitude of cultures, traditions and viewpoints by presenting internationally focused academic, cultural and social programming.

Roles & Personnel of ISU & ISMU

Role of International Student Unit (Activities & Liaison Matters)

Facilitate international students and provide support services on international student’s liaison matters, welfare, indoor/outdoor activities, events and programmes.

Personnel of International Student Unit (Activities & Liaison Matters)

Mr. Mohamad Pilus Aisa
Executive (Activities & Liaison Matters)
Tel No: +605 368 8429
Email: mohamadpilus.aisa@utp.edu.my
Office Address: Level 3, Pocket D, Student Support Services Department

Ms. Faridah Hussain
Senior Clerk (Activities & Liaison Matters)
Tel No: +605 368 8424
Email: faridahusain@utp.edu.my
Office Address: Level 3, Pocket D, Student Support Services Department
Role of International Student Monitoring Unit (Student Pass & Visa)

Facilitate international students and provide support services on non-academic administrative matters such as Student & Dependent Pass/Visa matters, consultation of issues & etc.

Personnel of International Student Monitoring Unit (Student Pass & Visa)

Mr. Saiful Hizam Abu Zarim
Manager
Tel No: +605 368 8352
Email: saiful_hizam@utp.edu.my
Office Address: Examination Unit, Block F, Registry & Management Services Department

Mr. Raja Shoman Raja Rosdin
Senior Executive (Administration)
Tel No: +605 368 8417
Email: rshoman_rrosdin@utp.edu.my
Office Address: Examination Unit, Block F, Registry & Management Services Department

Mr. Meor Mohd Faisal Meor Latip
Clerk (Administration)
Tel No: +605 368 8540
Email: faisal.latip@utp.edu.my
Office Address: Examination Unit, Block F, Registry & Management Services Department

Mr. Mohd Azahari Roslan
Clerk (Administration)
Tel No: +605 368 8547
Email: azahari.roslan@utp.edu.my
Office Address: Examination Unit, Block F, Registry & Management Services Department

Mr. Remmi Arfizri Abdullah
Clerk (Administration)
Tel No: +605 368 8404
Email: remmi_abdullah@utp.edu.my
Office Address: Examination Unit, Block F, Registry & Management Services Department
CHAPTER 3: STUDENT REPRESENTATIVE COUNCIL-UNIVERSITI TEKNOLOGI PETRONAS (SRCUTP), INTERNATIONAL AFFAIRS (IA) DEPARTMENT & INTERNATIONAL STUDENT REPRESENTATIVES (ISR)

SRCUTP International Affairs (IA) Department

SRCUTP International Affairs (IA) Department aims to provide a fantastic multicultural environment at UTP, organising various events and activities to showcase international culture, improving relationship and understanding between locals and internationals. IA Department also assist and bridge the gap between Student Support Services Department (SSSD) and all international students at UTP.

The elected EXCOs of the SRCUTP IA Department for session 2016/2017 are as follows:

Muhammad Jaffer Hashmani (Pakistan)
EXCO 1
Tel No: +6011-2309 8239
Email: mjaffer_22223@utp.edu.my

Deng Wol Diing Deng (South Sudan)
EXCO 2
Tel No: +6016-596 6737
Email: deng.wol_23103@utp.edu.my

International Student Representatives (ISR)

The names and contact details of the International Student Representatives (ISR) for International Student Unit (ISU) and SRCUTP International Affairs (IA) Department are listed below:

<table>
<thead>
<tr>
<th>NAME OF ISRs</th>
<th>COUNTRY</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emani Venkata Surya Sampath</td>
<td>India</td>
<td><a href="mailto:sampath.evs@gmail.com">sampath.evs@gmail.com</a></td>
</tr>
<tr>
<td>Muaadh Khaled Ahmed Alosimi</td>
<td>Yemen</td>
<td><a href="mailto:muaadh21@gmail.com">muaadh21@gmail.com</a></td>
</tr>
<tr>
<td>Ahmed Rashid Hammadi Al-Saffah</td>
<td>Iraq</td>
<td><a href="mailto:alsafah749@gmail.com">alsafah749@gmail.com</a></td>
</tr>
<tr>
<td>Muhammad Aman Sheikh</td>
<td>Pakistan</td>
<td><a href="mailto:amanatd88@yahoo.com">amanatd88@yahoo.com</a></td>
</tr>
<tr>
<td>Muhammad Ishaq Khan</td>
<td>Pakistan</td>
<td><a href="mailto:ishaqciit@gmail.com">ishaqciit@gmail.com</a></td>
</tr>
<tr>
<td>Haidar Husein Alfarisi</td>
<td>Indonesia</td>
<td><a href="mailto:haidaralfarisi@gmail.com">haidaralfarisi@gmail.com</a></td>
</tr>
<tr>
<td>Shahab Hamdavi Mohammad Pure</td>
<td>Iran</td>
<td><a href="mailto:shahab.hamdavi@yahoo.com">shahab.hamdavi@yahoo.com</a></td>
</tr>
<tr>
<td>Hadian Nasr Negar</td>
<td>Iran</td>
<td><a href="mailto:negar.hadian@gmail.com">negar.hadian@gmail.com</a></td>
</tr>
<tr>
<td>Wadhah Ibrahim Khalafalla Idris</td>
<td>Sudan</td>
<td><a href="mailto:wadhah_ibrahim@hotmail.com">wadhah_ibrahim@hotmail.com</a></td>
</tr>
</tbody>
</table>
CHAPTER 4: TRAVELLING TO UNIVERSITI TEKNOLOGI PETRONAS (UTP)

Address

Universiti Teknologi PETRONAS (UTP)
32610 Seri Iskandar, Perak Darul Ridzuan,
Malaysia
GPS Coordinate: Latitude: 4.385269 | Longitude: 100.972686
Tel No: +605-368 8000
Fax No: +605-365 4088

Location

UTP is nestled in a 400 hectare area within the quaint yet developing locale of Bandar Seri Iskandar in the state of Perak, Malaysia.

Distances

40KM from state capital of Ipoh
213KM from nation’s capital of Kuala Lumpur
186KM from Penang

Accessibility

By car via Ipoh – Lumut Highway – Southbound
By car via North – South Expressway Gopeng / Simpang Pulai Exit – Northbound
By bus via KLIA – Aman Jaya Bus Station
Via local Flight to Sultan Azlan Shah Airport
Via bus to Batu Gajah Town / Seri Iskandar Bus Station

Note: These International Student Representatives’ names are correct as of 1st April 2017
When to Arrive

You should plan to arrive in UTP on a weekday morning if possible (as our offices will be closed on the weekends). Please provide ample notification to the International Student Unit, Student Support Services Department of your arrival details.

Mr. Mohamad Pilus Aisa
Executive (Activities & Liaison Matters)
Tel No:  +605 368 8429
Email: mohamadpilus.aisa@utp.edu.my

Ms. Faridah Hussain
Senior Clerk (Activities & Liaison Matters)
Tel No:  +605 368 8424
Email: faridahusain@utp.edu.my

Travel Insurance

You will usually be offered travel insurance when you book your airline ticket. This is usually worth taking to save time and money if anything is lost. Make a list of everything you pack so that if anything is lost you can make an accurate report on the lost items.

If you have bought anything new before your journey, keep the receipts safe. The insurance company may ask you to provide these receipts for the items in your lost luggage. If you happen to lose your luggage, contact the airline officials immediately.

Baggage

Ask about your free baggage allowance when you buy your airline ticket (usually 15-20 kg plus hand luggage), as the charges on excess baggage are high.

Passing through Immigration

At the Immigration counter, you will need to show documents mentioned on page 3 (Student Pass and How to Apply) of this Guide. The Immigration Officer will stamp your Passport with the initial period you may stay in Malaysia.

If you have all the necessary papers and documents, there should be no problems at the Immigration counter. You may ask the Immigration officer to contact UTP International Student Unit, Student Support Services Department if you have any difficulties at the entry point.
Personal Security

You should be cautious and guard your personal belongings against theft at all times. The following notes may be of help:

Only carry the amount of cash that you need for daily expenses. Keep a record of the serial numbers on your traveller's cheques so you can inform your bank if they are lost. Make sure your wallet / purse, bank cards and credit cards are kept secured.

Handbags and Luggage

Never leave your luggage unattended at any time and do not allow anyone except official porters to carry it for you.

Left Luggage and Lost Property Offices

Most large stations and airports provide left luggage offices where you can leave your heavy luggage until it is convenient to collect it. Note the hours of operation: some are only open during normal business hours.

If you lose anything at the airport or station, you may enquire at the Lost Property Office, as it may have been handed in. If you lose luggage in the street, or think it has been stolen, contact the nearest police office or police station to make your report.

Documents

Keep your passport, travel tickets and important documents in a safe place. Keep a record of your passport identification number, its date and place of issue.
CHAPTER 5: HOW TO REACH UNIVERSITI TEKNOLOGI PETRONAS (UTP)

To get to our University (if you are in Kuala Lumpur):

**By Express Bus**

If you would like to travel by bus, you could take Express Light Rail from KLIA to KL Sentral Station in Kuala Lumpur for RM45.00 (USD12.00). From KL Sentral Station, you have to take a taxi to Puduraya Bus Station. The taxi fare is estimated at about RM12.00 (USD3.00).

Once you have reached Puduraya Bus Station, you could choose Trans-City buses such as Plusliner or Transnasional, which costs RM25.00 (USD 6.00) to get to Bandar Seri Iskandar and subsequently to UTP.

**By Taxi**

Taxi services are also available from KLIA to UTP. From KLIA, you can ask for a limousine service taxi to send you to UTP and it will cost you around RM450.00 (USD122) to get to UTP. Another option is to get a taxi from KL Sentral Station. These outstation taxis would cost you around RM370.00 (USD100) to UTP.

**By Electric Train Service (ETS)**

You may also purchase the Electric Train Service (ETS) ticket at KL Sentral or online ([https://intranet.ktmb.com.my/e-ticket/Booking.aspx](https://intranet.ktmb.com.my/e-ticket/Booking.aspx)) with the cost of RM 35.00 (USD 9) to get to Batu Gajah Station. From there you may take a taxi to UTP with the cost between RM20 – RM25 (USD 5-7).

*Note: All costs are approximates and may change from time to time.*
CHAPTER 6: LOCAL HOTELS INFORMATION

If you do not have confirmed housing arrangements on campus before arrival or if there will be a delay moving into your housing, you may need to stay in a local hotel until your housing move-in date. If so, you should make reservations in advance.

Also, several hotels offer additional services, such as shuttles to town and free breakfast. Inquire about amenities when making reservations. Hotels listed below have a mini restaurant on the premises, or within walking distance.

<table>
<thead>
<tr>
<th>Hotels near Universiti Teknologi PETRONAS (UTP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D-Hotel Seri Iskandar (2-star Hotel)</strong></td>
</tr>
<tr>
<td>(6.3KM from UTP – 10 minutes by car)</td>
</tr>
<tr>
<td>526, Lebuh SIBC</td>
</tr>
<tr>
<td>Bandar Seri Iskandar</td>
</tr>
<tr>
<td>32610 Seri Iskandar</td>
</tr>
<tr>
<td>Perak, Malaysia.</td>
</tr>
<tr>
<td>Tel No: +605 374 8888</td>
</tr>
</tbody>
</table>

| **Anggun Hotel Seri Iskandar (Budget Hotel)** |
| (6.0KM from UTP – 10 minutes by car) |
| No. 5, Persiaran Dataran 6 |
| Taman Iskandar Perdana, Seri Iskandar |
| 32610 Seri Iskandar |
| Perak, Malaysia. |
| Tel No: +605 371 1764 |

| **Hotel Amigo SIBC (Budget Hotel)** |
| (5.9KM from UTP – 10 minutes by car) |
| 382, Jalan Persiaran SIBC 14 |
| Seri Iskandar Business Centre (SIBC) |
| 32610 Seri Iskandar |
| Perak, Malaysia. |
| Tel No: +605 371 2912 |

| **Golden Roof Hotel Seri Iskandar (Budget Hotel)** |
| (3.7KM from UTP – 6 minutes by car) |
| No. 25, 27A/29A/31A |
| Jalan Satu-BU3, Bandar Universiti |
| 32610 Seri Iskandar |
| Perak, Malaysia. |
| Tel No: +605 371 4378 |
Hotel Kristal (Budget Hotel)
*(5.4KM from UTP – 9 minutes by car)*
No. 1, Persiaran Dataran 6
Taman Iskandar Perdana
32610 Seri Iskandar
Perak, Malaysia.
Tel No: +605 371 6868

Hotel Iskandar (Budget Hotel)
*(3.7KM from UTP – 7 minutes by car)*
No. 25A, Jalan PP7
Bandar Universiti, Bandar Seri Iskandar
32610 Seri Iskandar
Perak, Malaysia.
Tel No: +6018 295 7982

Hotel Muslim Seri Iskandar (Budget Hotel)
*(8.5KM from UTP – 12 minutes by car)*
Jalan 5
32600 Bota
Perak, Malaysia.
Tel No: +6019 573 6787

CHAPTER 7: AFTER ARRIVAL AT UNIVERSITI TEKNOLOGI PETRONAS (UTP)

During Registration

✓ Kindly refer to document checklist (in the Offer Package).

Copies of certificates and other documents must be certified (as true copies) by relevant authorities such as school principal, university registrars and/or government officers.

Student Pass

Student Pass is issued based on the offer for study at UTP. The issuance of the pass is governed by the following conditions:-

1. Students must not be involved in any activities against the laws and regulations of Malaysia.
2. Approval of student pass can be revoked or withdrawn if the pass holder fails in their examination or defies any conditions specified by UTP and the Government of Malaysia.
3. Students are not permitted to involve themselves in any employment activities except those who have to undergo an industrial training, provided it is a pre-requisite of the study.

4. Students must return to their home country upon completion of their studies.

Student Pass is not transferable. The pass will be revoked if student change to other institution/universities. Should the student choose to transfer to another institution/university, the student will be required to return to their home country and apply for a new students pass under the new institution/university.

**Insurance & Medical card**

Insurance coverage is compulsory for every student entering Malaysia. Students must purchase the insurance coverage and the purchasing process will be included in the student Visa/Pass application.

You will be provided with a medical card after you receive your student Visa/Pass. Student may use the medical card while receiving either inpatient or outpatient treatment in any private hospitals around Malaysia (except for government hospitals). You may refer to the type of coverage and packages offered by the insurance providers through Education Malaysia Global Services (EMGS) website ([https://educationmalaysia.gov.my/how-to-apply/insurance.html/](https://educationmalaysia.gov.my/how-to-apply/insurance.html/)).

A friendly reminder to all new students, please make sure that you are always being covered by the insurance policy. If it happens to be that your medical card will be expiring soon, please inform the officer in charge for assistance.

**Advice to Students**

Students who have been accepted to UTP must ensure that they have all the necessary documents and personal effects ready well before the time of departure. Students are advised on the following:

1. Bring along documents i.e. flight ticket, passport, visa, offer letter from UTP, copies of school certificates or academic qualifications.
2. Bring suitable clothing and medication if you are suffering from specific illness.
3. Contraband such as drugs is not allowed into the country. Neither are perishable food, animals and plants.
4. Inform UTP Admission Officer of your arrival details i.e. flight number, date of departure and expected date and time of arrival before leaving your home country.

**Drug Laws**

The laws relating to drugs are strict and the penalties are extremely harsh. In the case of prescribed drugs, students are required to bring along medical reference letter from a licensed doctor. Drug such as cannabis, LSD and cocaine are illegal and absolutely prohibited. The Customs Department and Police Department have the right to search your luggage / possessions for illegal drugs.
Cost of Living Allowance

Students are advised to allocate adequate fund for daily expenses while waiting for their scholarship or study loan approval. The average cost of living expenses at the university ranges from RM 300 – RM 500 per month.

University’s Act / Rules / Regulations / Procedure

Students are governed by University’s Act, rules and regulations imposed by the University.

Appearance

Students are required to adhere to Students Dress Code while they are within the University's vicinity. Student Card / Matric card must be worn at all times.

On Registration Day

Male Student

1. All students must look smart and be properly dressed. You have to wear a white long sleeve shirt with necktie, black or dark long pants / slacks and dark leather shoes.
2. Hair must be short and neat. It should not be touching your shirt’s collar and / or covering your eyes.

Female Student

1. You have to wear a decent dress and appropriate shoes (long sleeve blouse and long skirts).
2. Hair must be well-combed and neat.

Orientation Week

Male & Female Students

1. All new students are required to attend the orientation week. Students have to be properly dressed throughout the orientation week. Sandals / slippers are not allowed.
2. You have to wear sports attire (track suit/track bottom) during sport and recreation activities.
3. Matrix Card / Student Card must be worn at all time.

Contacts

For further information on admission and registration, students may contact the Admission and Registration Unit, Registry Office at the following numbers:-
CHAPTER 8: RESIDENTIAL VILLAGE (RV) INFORMATION

UTP provides in-campus accommodation for its Foundation and Undergraduate students and we are called Residential Village (RV). RV is a place of living, dining and social activities for students in UTP.

Historically, Malaysians live in villages that promote harmony and cohesiveness among its residents. With this spirit, we at RV with our theme ‘we care for you’ aims to provide safe and conducive living for our students with hope that it will promote the same value a village instilled in its residents.

All matters pertaining to Residential Village (in-campus hostels) including Fellow, can be assessed through the website at www.utp.edu.my or on our FB page at UTP Residential Village (RV).

The university offers two types of residential options:-

1. Apartment Residence in Village 3, 4 and 5
2. Dormitory Residence in Village 1, 2, 6 and SIBC.

The price of our residence is in the range of RM180 to RM210 per month. Each rooms are equipped with your basic necessity:-

1. A study table and chair
2. A bed and mattress
3. A wardrobe
4. A bookshelf
5. Curtain for the window

Each village are wi-fi connected, has convenience store for basic grocery, basic vending machines, washing machines & dryer and purified water system. We have a student square where activities are held including sports tournament, a printing station that is located at the central hub of the residential area for students use available 24-7 and games court(s) for recreational activities.
UTP: YOUR SECOND HOME

UTP has a number of café for students’ convenience. These café sells a variety of food selection including local and international flavor. The price of the food is affordable for students.

Residential Village Communication Channel

Block O (Opposite Village 1 near cafeteria, Kopetro Convenience Store & CIMB Bank)  
Universiti Teknologi PETRONAS.  
Tel:  +605-368 8443 / 8440

Block O houses the administrative function of RV and supervisors of Village 1 and 2. For other villages, RV has an office to house the village supervisors.

Office Operating Hours:  
8.00 AM – 5.00 PM

Policies of UTP Residential Village

(i) Only single student can stay in-campus while student bringing family members must stay off-campus.
(ii) Students will be assigned rooms according to the availability at the point of time of registration.
(iii) We encourage students to enjoy and embrace the mixed culture offered in UTP and to ensure harmony for everyone, for safe and comfortable living throughout your stay.
(iv) All facilities provided in Residential Village is for use of each student hence we trust students will care and respect.
(v) A handbook shall be provided to you to assist your understanding of the rules and regulation in RV.

CHAPTER 9: MALAYSIA - ETHNICS, CULTURES & TRADITIONS

Culture

Malaysia is a multicultural society, with Malays, Chinese and Indians living side by side. The Malays are the largest community. They are mostly Muslims, but there are Christians and Hindus amongst them. The Malays speak Bahasa and are largely responsible for the political fortunes of the country.

The Chinese comprise about a third of the population. They are Buddhists and Taoists, speak Hokkien, Hakka and Cantonese, and are dominant in the business community. The Indians account for about 10% of the population. They are mainly Hindu Tamils from southern India,
they speak Tamil, Malayalam, and some Hindi, and live mainly in the larger towns on the west
coast of the peninsula. There is also a sizeable Sikh community. Eurasians and indigenous
tribes make up the remaining population. Despite Bahasa Malaysia being the official
language, when members of these different communities talk to each other, they generally
speak English, which was recently reinstated as the language of instruction in higher
education.

The main indigenous tribe is the Iban of Sarawak, who numbers up to 395,000. They are
largely longhouse dwellers and live along the Rejang and Baram rivers. The Bidayuh
(107,000) are concentrated on Sarawak's Sfrage River. The Orang Asli (80,000) live in small
scattered groups in Peninsular Malaysia. Traditionally nomadic agriculturalists, many have
been absorbed into modern Malaysia.

**The Malays**

Today, the Malays, the Malaysia's largest ethnic group, make up more than 50% of the
population. In Malaysia, the term Malay refers to a person who practices Islam and Malay
traditions, speaks the Malay language and whose ancestors are Malays. Their conversion to
Islam from Hinduism and Theravada Buddhism began in the 1400s, largely influenced by the
decision of the royal court of Melaka. The Malays are known for their gentle mannerisms and
rich arts and heritage.

**The Chinese**

The second largest ethnic group, the Malaysian Chinese form about 25% of the population.
Mostly descendants of Chinese immigrants during the 19th century, the Chinese are known
for their diligence and keen business sense. The three sub-groups who speak a different
dialect of the Chinese language are the Hokkien who live predominantly on the northern
island in Penang; the Cantonese who live predominantly in the capital city Kuala Lumpur; and
the Mandarin-speaking group who live predominantly in the southern state of Johor.

**The Indian**

The smallest of three main ethnic groups, the Malaysian Indians form about 10% of the
population. Most are descendants of Tamil-speaking South Indian immigrants who came to
the country during the British colonial rule. Lured by the prospect of breaking out of the Indian
caste system, they came to Malaysia to build a better life. Predominantly Hindus, they brought
with them their colourful culture such as ornate temples, spicy cuisine and exquisite sarees.

**Religion**

The different types of religion in Malaysia reflects the variety of races living there. **Islam** is
the official religion but **Buddhism, Hinduism, Christianity** and other religions are practiced
freely.

Islam is practiced predominantly by the Malays. Most of the Chinese believe in Buddhism and
Taoism but others are Christians. Hinduism is mostly practiced by the region's Indian
population. Many indigenous people have converted to Christianity but others still practice **animism**.

### Currency

The Malaysian Ringgit is equivalent to 100 cents (sen). In local trading, the currencies of neighbouring countries are often accepted, in particular, the Singapore dollar, the Thai baht and the American dollar. The exchange rates from different world currencies are quoted by the national bank (Bank Negara) as well as by other private banks. Apart from the banks, many money changers are located throughout the city area (especially at Beach Street, the commercial hub) to trade in smaller denominations.

### CHAPTER 10: ETIQUETTE AND CUSTOMS IN MALAYSIA

#### Meeting and Greeting

Greetings in a social context will depend upon the ethnicity of the person you are meeting. In general, most Malays are aware of Western ways so the handshake is normal. There may be slight differences though and a few things to bear in mind includes:

Malay women may not shake hands with men. Women can of course shake hands with women. Men may also not shake hands with women and may bow instead while placing their hand on their heart. The Chinese handshake is light and may be rather prolonged. Men and women may shake hands, although the woman must extend her hand first. Many older Chinese lower their eyes during the greeting as a sign of respect. Indian shake hands with members of the same sex. When being introduced to someone of the opposite sex, nodding the head and smiling is usually sufficient.

Among all cultures, there is a general tendency to introduce:

- The most important person to the lower ranking person.
- The older person to the younger person.
- Women to men.

#### Names

The way names are used also varies between ethnicity:-

**Malays**

Many Malays do not have surnames. Instead, men add their father’s name to their own name with the term “bin” (meaning ‘son of’). So “Rosli bin Suleiman”, would be Rosli the son of Suleiman. Women use the term “binti” (meaning ‘daughter of’), so “Aishah binti Suleiman” is Aishah the daughter of Suleiman.
Chinese

The Chinese traditionally have 3 names. The surname (family name) is first and is followed by two personal names. Many Chinese adopt more western names and may ask you to use that instead.

Indian

Many Indians do not use surnames. Instead, they place the initial of their father’s name in front of their own name. The man’s formal name is their name “s/o” (son of) and the father’s name. Women use “d/o” to refer to themselves as the daughter of their father.

Gift Giving Etiquette

Here are some general gift giving etiquette guidelines:-

Gift giving to Malays

If invited to someone’s home for dinner, bring the hostess pastries or good quality chocolates. Never give alcohol. Do not give toy dogs or pigs to children. Do not give anything made of pigskin. Avoid white wrapping paper as it symbolizes death and mourning. Avoid yellow wrapping paper, as it is the colour of royalty. If you give food, it must be “halal” (meaning permissible for Muslims). Offer gifts with the right hand only or both hands if the item is large. Wrapped gifts are generally not opened when received.

Gift giving to Chinese

If invited to someone’s home, bring a small gift of fruit, sweets, or cakes, saying that it is for the children. A gift is traditionally refused before it is accepted to demonstrate that the recipient is not greedy. Do not give scissors, knives or other cutting utensils as they indicate a desire to sever the relationship. Flowers do not make good gifts as they are given to the sick and are used at funerals. Do not wrap gifts in mourning colours – white, blue or black. Wrap the gifts in happy colours – red, pink or yellow. Elaborate gift – wrapping is imperative. Never wrap a gift for a baby or decorate the gift in any way with a stork, as birds are the harbinger of death. It is best to give gifts in even numbers since odd numbers are unlucky. Wrapped gifts are generally not opened when received.

Gift giving to Indians

If invited to someone’s home, you give flowers, avoid frangipani as they are used in funeral wreaths. Money should be given in odd numbers. Offer gifts with the right hand only or both hands if the item is large. Do not wrap gifts in white or black. Wrap gifts in red, yellow or green paper or other bright colours as these bring good fortune. Do not give leather products to a Hindu. Do not give alcohol unless you are certain the recipient drinks. Wrapped gifts are generally not opened when received.