



UNIVERSITI  
TEKNOLOGI  
MARA

Fakulti  
Pengurusan  
dan Perniagaan



# EXCHANGE PROGRAMMES @ FBM

**Join  
Now!**

## REQUIREMENT & ELIGIBILITY

- ✓ Registered as a full-time student at home university
- ✓ Have completed at least two academic semesters at home university
- ✓ Have good English proficiency in both speaking and writing
- ✓ Must agree to abide by the rules and regulations of UiTM or placement provider
- ✓ Agrees to be responsible for the costs incurred

## HOW TO APPLY

- ✓ Fill up the Application Form
- ✓ The application of International students will be done online.  
Students are required to submit their application form to [isd.oia@uitm.edu.my](mailto:isd.oia@uitm.edu.my)
- ✓ What are the requirements for the application?
  - one(1) copy of student's passport (including the blank pages, A4 size paper)
  - six(6) copies of student's passport-sized photographs
  - one(1) copy of academic certificates (Certified True Copy)
  - Recommendation from International Office



SCAN ME

CONTACT US TODAY :  
[isd.oia@uitm.edu.my](mailto:isd.oia@uitm.edu.my)  
<https://fbm.uitm.edu.my/>



اَبُو سَيِّدِي تَيْكُو لُو كِنِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

Fakulti  
Pengurusan  
dan Perniagaan



# EXCHANGE PROGRAMMES @FBM

## DEPARTMENT OF ECONOMICS AND FINANCIAL STUDIES

- ECO541 Statistical Methods
- ECO531 Monetary Theory and Policy
- ECO561 International Economics
- ECO558 Economics for Business and Management
- ECO646 Environmental Economics
- FIN420 Financial Management
- FIN435 Financial Market and Banking Services
- FIN533 Personal Financial Planning
- FIN542 International Financial Management
- FIN544 Advanced Corporate Finance
- FIN546 Islamic Finance
- FIN552 Investment and Portfolio Analysis
- FIN555 Introduction to Technical Analysis
- FIN645 Futures and Options
- FIN657 Issues and Ethics in Finance
- FIN658 Financial Statement Analysis
- INS452 Risk, Insurance and Takaful



## DEPARTMENT OF ENTREPRENEURSHIP AND MARKETING STUDIES

AVAILABLE  
COURSES

- MKT420 Principles and Practice of Marketing
- MKT535 Understanding Customer
- MKT539 Brand Management
- MKT547 Marketing Communication
- MKT540 Services Marketing
- MKT542 Channels Management
- MKT622 Responsible Marketing
- MKT623 Sales Force Management
- MKT646 Strategic Marketing
- MKT656 Global Marketing
- RET531 Concepts and Practice of Retailing
- RET538 Understanding Shoppers
- RET539 Retailing and Customer Service Practices
- RET545 Retail Merchandising
- RET542 Supply Chain Management
- RET547 Retail Operations and Technology
- RET550 Retail Financial Decision Making
- RET647 Entrepreneurship in Retailing
- RET658 Visual Merchandising
- ENT540 New Venture Creation
- ENT542 Franchise Management
- ENT552 Small Business Management
- ENT550 Business Planning
- ENT553 Corporate Entrepreneurship
- ENT652 Innovation and Technology Management

## DEPARTMENT OF INTERNATIONAL BUSINESS AND MANAGEMENT STUDIES

- HRM549 Human Resource Development
- HRM554 Talent Recruitment and Selection
- HRM544 Performance Management
- HRM648 Compensation and Benefit
- HRM533 Introduction to Human Resource Management
- HRM645 Change and Organization Development
- HRM656 Issues in Human Resource Management
- HRM659 Industrial Relations
- IBM530 Introduction to International Business
- IBM536 Intercultural Management
- IBM537 Global Market Places
- IBM553 International Business Negotiations
- IBM554 International Trade Framework
- IBM556 International Investment
- IBM641 Global Business Strategy
- IBM651 Issues in International Business
- MGT420 Principles and Practices of Management
- MGT538 Personal Development & Ethics
- MGT547 E-Commerce
- MGT544 Organizational Behavior and Leadership
- MGT657 Strategic Management

## DEPARTMENT OF TECHNOLOGY AND SUPPLY CHAIN MANAGEMENT STUDIES

- OPM530 Introduction to Operation Management
- OPM538 Occupational Safety, Health and Environmental Management
- OPM554 Procurement Management
- OPM555 Service Operations Management
- OPM545 Production Planning and Control
- OPM560 Supply Chain Logistics Management
- OPM562 Business Process and Innovation Management
- OPM655 Project Management
- OPM632 Enterprise Resource Planning
- OPM633 Sustainable Operations Management
- OPM658 Quality Management
- TPT457 Principles and Practices of Transport
- TPT536 Analysis of Transport Industry
- TPT550 Supply Chain Management
- TPT551 International Transport and Trade Facilitation in Logistics
- TPT552 Health, Safety, Security & Environment in Transport
- TPT630 Total Logistics Project Management
- TPT632 Transport Policy and Planning
- TPT633 Public Transport Planning and Operations
- TPT648 Issues in Transport

For further information please contact or visit:

**FACULTY OF BUSINESS AND MANAGEMENT**

Universiti Teknologi MARA,  
Puncak Alam Campus 42300,  
Selangor Darul Ehsan, Malaysia.

Department of Postgraduate and Professional Studies  
Faculty of Business and Management  
Universiti Teknologi MARA,  
Shah Alam 40450,  
Selangor Darul Ehsan Malaysia

[fbminternational@uitm.edu.my](mailto:fbminternational@uitm.edu.my)

General Line :

+603-3258 7045 (Administration)

+603-3258 7042 (Academic)

+603-3258 5028 (Student Affairs)

+603 5544 4766 (Postgraduate)

2020



<http://fbm.uitm.edu.my>



FBM\_Official



fbm\_uitm



dpps\_fbm\_uitm\_official

@fbm\_uitm

# STUDENT INBOUND APPLICATION FORM

(to be filled by student)

**Note:** Fill all fields correctly.

## 1. PERSONAL INFORMATION

Title:	Mr./Mrs./Ms.			Affix your photo here
Full Name:				
Date of Birth:				
Country of Birth:				
Nationality:				
Permanent Address:				
Address for correspondence (if different):				
Telephone No (include IDD code):	+		Fax No:	+
Valid Email Address:				

## PASSPORT / NATIONAL IDENTITY INFORMATION

Number:		On (Date):	
Issue at:		Valid until:	
Country of Residence:			

## EMERGENCY CONTACT PERSON

Name:	Mr./Mrs./Ms.
Address:	



Telephone No:		Fax No:	
Valid Email Address:			
Relationship:			

2. ACADEMIC BACKGROUND	
Home Institution:	
Student ID No:	
Level of Study:	<input type="checkbox"/> Diploma <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Post-Doctoral
Name of Programme:	
Current semester:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>
Year:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>
Area of Specialization: (Applicable for research application)	
PROFICIENCY IN ENGLISH LANGUAGE (not applicable for Summer or CSR programme)	
Evidence of language proficiency ( not applicable for native English speakers) or for Summer Programme	<input type="checkbox"/> TOEFL score: ..... <input type="checkbox"/> IELTS score: ..... <input type="checkbox"/> Other equivalent English test: .....  *Please attach a letter from home institution indicating good English proficiency, if none of the above applies.

3. PROPOSED STAY PERIOD AT UNIVERSITI TEKNOLOGI MARA, MALAYSIA	
Duration :	From:    Day .....    Month .....    Year ..... Until:    Day .....    Month .....    Year .....

4. TYPES OF PROGRAMME APPLIED			
<input type="checkbox"/> Exchange	<input type="checkbox"/> Internship	<input type="checkbox"/> Research Internship	<input type="checkbox"/> Other: ..... (e.g. summer program)

5. PROPOSED COURSES OF STUDY AT UNIVERSITI TEKNOLOGI MARA, MALAYSIA (if applicable)	
Please consult your International Office for the list of courses/subjects offered by UiTM	
1.	

2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

## 6. STUDENT DECLARATION

I declare that all the information provided by me in this application form is true and attached herewith are the documents required in support of the information provided. I acknowledge that Universiti Teknologi MARA reserves the right to vary or reverse any decision regarding admission or enrolment made based on incorrect information.

Signature:

Date:

Name in Full:

## 7. VALIDATION BY THE INTERNATIONAL OFFICE (HOME INSTITUTION)

I confirm that this student has gone through the appropriate institutional selection procedures and recommended for Study Abroad Programme in Universiti Teknologi MARA. I believe the student's academic ability and competence in English Language will enable him/her to study successfully in Universiti Teknologi MARA.

Signature:

Date:

Name in full:

Position:

Telephone No:

Fax No:

Email Address:

## 8. APPLICATION CHECKLIST

Please ensure that you have the following documents:

- ☐ Student Exchange Inbound Application Form
- ☐ Scanned all pages of passport including the empty pages; front to back (if applicable)
- ☐ Scanned Certified True Academic Certificates / Transcript (if applicable)
- ☐ Reference Letter issued by Home University
- ☐ Letter of Acceptance (complete with home university's letterhead)
- ☐ Letter of Student Confirmation Status (complete with home university's letterhead)

Please return all the required documents by email to:

**International Student Development Department (ISD)**

Telephone : (+603) 5544 2055

Fax : (+603) 5544 2042

Email : [isd.oia@uitm.edu.my](mailto:isd.oia@uitm.edu.my)

**A : OFFICE OF INTERNATIONAL AFFAIRS (OIA)**

Universiti Teknologi MARA (UiTM)

Jalan Graduan 1/23B,

Persiaran Lingua

40450 Shah Alam, Selangor, MALAYSIA

**NOTE:**

*Incomplete application form will not be processed.*

FOR OFFICE USE ONLY		
<b>FACULTY</b>		
Name of Faculty:		
Application accepted :	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duration :		
Programme :		
Type of Programme:	<b>STUDENT EXCHANGE</b> <input type="checkbox"/> Class and exam <input type="checkbox"/> Internship <input type="checkbox"/> Research attachment <input type="checkbox"/> Teaching assistant <input type="checkbox"/> Summer Programme : ..... <input type="checkbox"/> Other: .....	
Approval: (Signature is of the Dean or Deputy Dean of Academic)	Signature:       Date:	Stamp:
<b>OFFICE OF INTERNATIONAL AFFAIRS (OIA)</b>		
Date sent to Faculty:	Mode of sending: <input type="checkbox"/> email <input type="checkbox"/> Post <input type="checkbox"/> WhatsApp <input type="checkbox"/> Other: .....	Remark:
Date received from Faculty:	Signature:       Date:  Stamp:	Remark:



## **\*\* University Letterhead\*\***

Date :

Office of International Affairs (OIA)  
Universiti Teknologi MARA (UiTM)  
Jalan Graduan 1/23b  
Persiaran Lingua  
40450 Shah Alam  
Selangor  
Malaysia

**Dear Office of International Affairs**

### **LETTER OF ACCEPTANCE**

The above matter is referred.

2. Our university would gladly **accept** the offer for the Student Mobility Programme (**October 2020 – February 2021**) at Universiti Teknologi MARA (UiTM), Malaysia.

3. Listed below are the details of the students:

<b>NO.</b>	<b>NAME</b>	<b>PASSPORT NO.</b>	<b>GENDER</b>
1.			
2.			
3.			
4.			

4. Thank you very much for the offer and we believe that the relation between the two institutions will continue to be strong through our student participation in this programme.

Thank you

## **\*\* University Letterhead\*\***

### **TO WHOM IT MAY CONCERN**

**Name** :  
**Country** :  
**Passport No** :  
**Student ID** :  
**Programme** :

This is to certify that the name mentioned above is a full-time student at (home university). He / She is currently in semester xxxxx. He / She registered at this university in Month Year.

For further information, please do not hesitate to contact xxxxx (name of person in charge), home university at xxxx@xxx.xxx.xxx.

Thank you

**Name**  
**Designation**

# HEALTH DECLARATION FORM FOR APPLICANTS

I hereby declare that I am free from the following diseases/conditions:

ITEMS	SELF		IF NO, PLEASE STATE
	YES	NO	
Tuberculosis			<b>IF YOU HAVE SOUGHT CONSULTATION FOR ANY OF THE LISTED DISEASES/CONDITION, YOU ARE REQUIRED TO SUBMIT YOUR MEDICAL HISTORY/REPORT FROM YOUR TREATING PHYSICIAN TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) PANEL CLINIC/UNIVERSITY HEALTH CENTRE.</b>
Hepatitis B			
Hepatitis C			
HIV			
Drug use/abuse of:			
1. Opiates			
2. Cannabinoids			
3. Amphetamine			
4. Methamphetamine			
Sexually Transmitted Diseases			
Congenital or Inherited Disorder			
Cancer			
Epilepsy			
Psychiatric Illness			
Other illness			

I declare that I will submit myself for compulsory Post-Arrival Health Examination as per Malaysian regulations. In the event that I should be diagnosed with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

I declare that in the event I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS Panel Clinic/University Health Centre shall not be responsible in any manner or whatsoever, arising out of EMGS Panel Clinic/University Health Centre certification of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS Panel Clinic/University Health Centre harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS Panel Clinic/University Health Centre from any loss or liability arising from this decision.

.....  
**DATE (DD/MM/YYYY)**

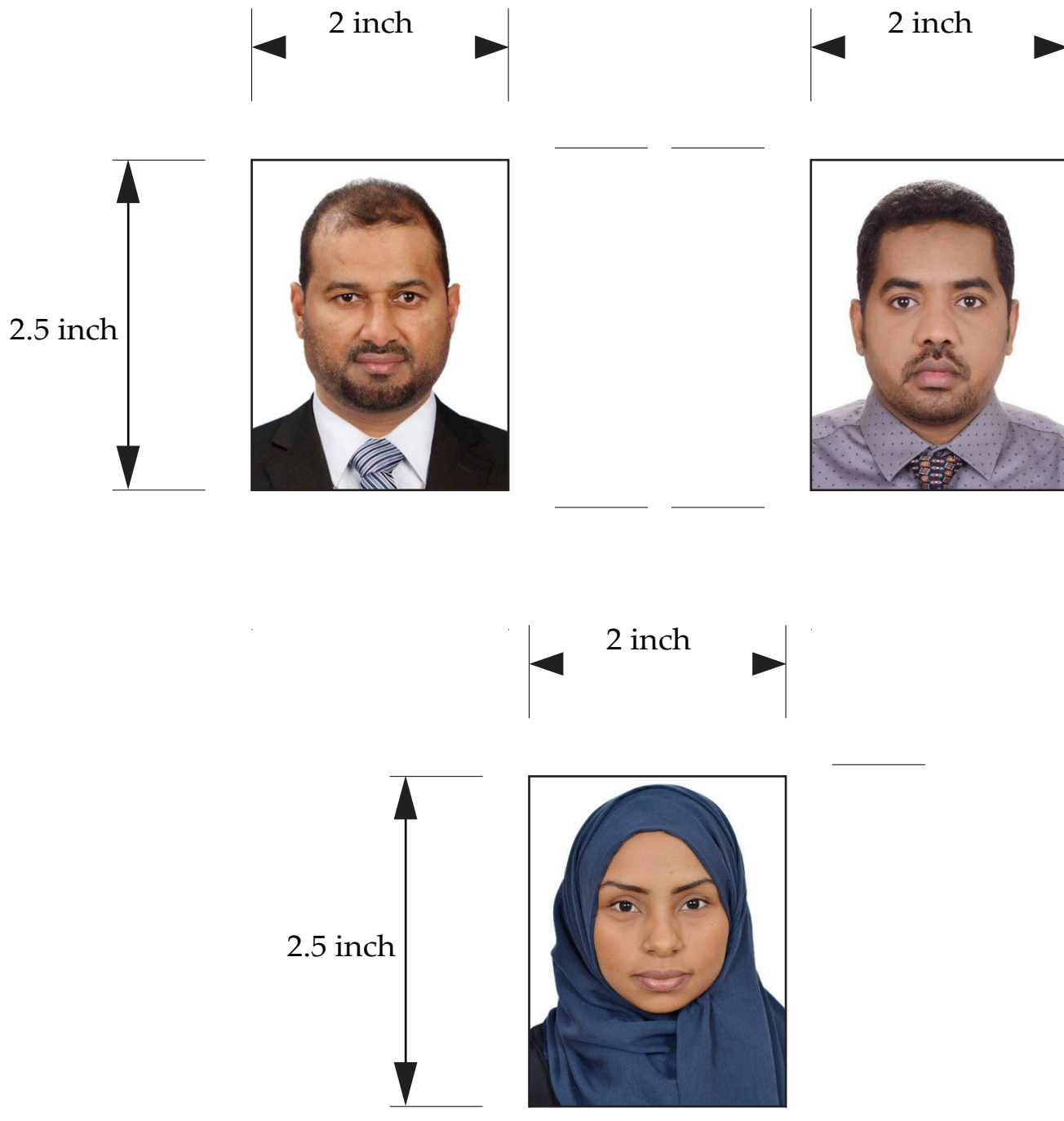
.....  
**NAME OF APPLICANT AS INDICATED IN THE PASSPORT**

.....  
**APPLICANT'S SIGNATURE**

.....  
**APPLICANT'S PASSPORT NUMBER**

Kindly ensure all information requested in this form is complete and updated in English Language.

## GUIDELINE FOR PHOTO



**Picture Resolution: 400 pixel x 500 pixel : 200 dpi**

**Picture MUST be bright, clear & sharp**