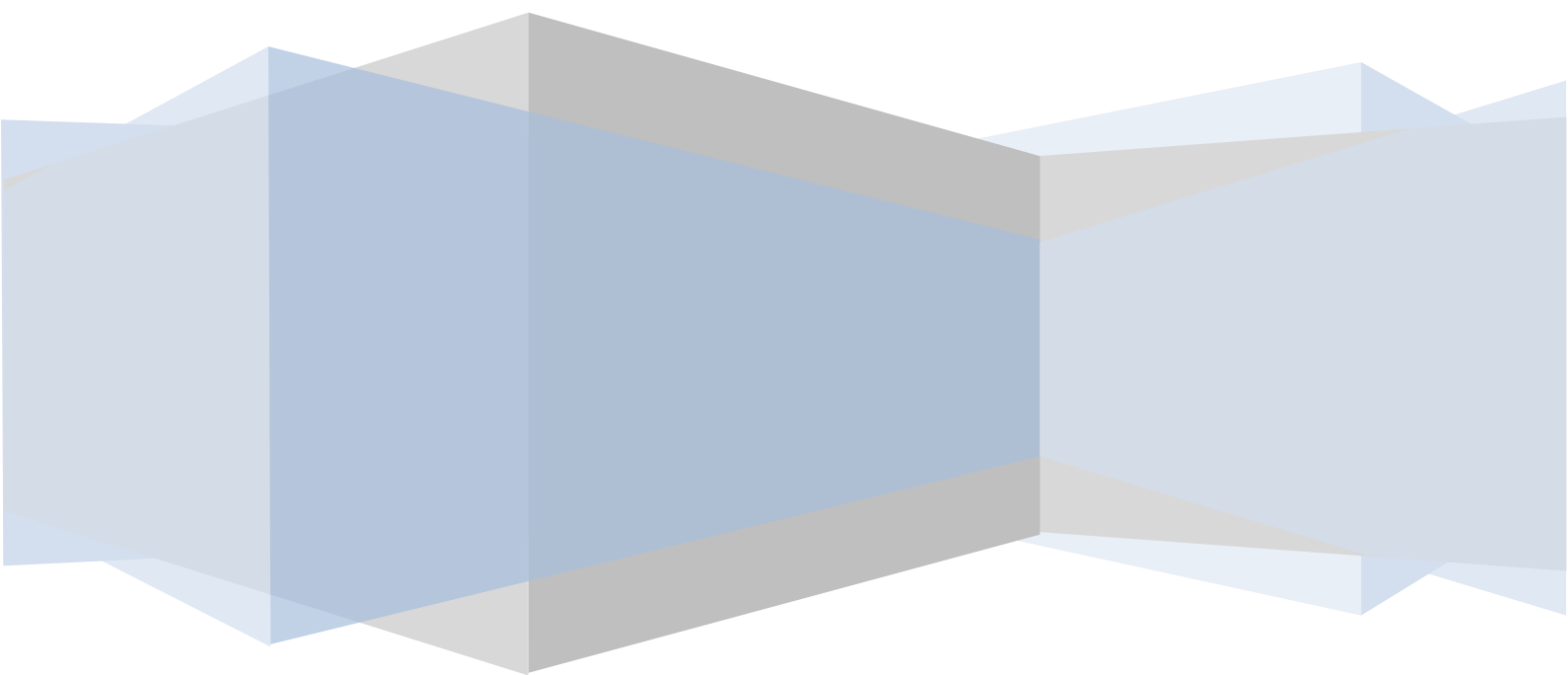




Methodist Pilley Institute

## INTERNATIONAL STUDENT HANDBOOK

(Updated on 1 July 2025)



## WELCOME TO METHODIST PILLEY INSTITUTE (MPI)

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Hello and welcome to Methodist Pilley Institute!

The International Student Office is delighted that you have chosen to come to study at Methodist Pilley Institute, and we hope this guide will help you in your preparations for coming to study and live in Malaysia.

We are based at Sibu, Sarawak and we provide information, advice and guidance to international students including immigration advice, tuition fee status enquiries or general advice pertaining to your studies and life in Malaysia.

We hope you find this handbook helpful. If you need more information and assistance before or after you arrive, you can reach us at:

Address:       International Student Office  
                  Methodist Pilley Institute  
                  Jalan Lily,  
                  96000 Sibu,  
                  Sarawak  
                  Malaysia

Email:           [internationalstudent@pilley.edu.my](mailto:internationalstudent@pilley.edu.my)

Telephone:     +6084322268

## Table of Contents

<b>PROGRAMME APPLICATION .....</b>	<b>1</b>
1. Entry Requirement .....	1
2. Application to Study .....	1
3. Programme Application Process .....	1
<b>PRE-ARRIVAL INFORMATION .....</b>	<b>2</b>
1. Student Visa Application via EMGS .....	2
a) Pre-Arrival Process (Before Entering Malaysia) .....	2
b) Additional Documents Required .....	3
2. Initial Payment.....	3
3. Payment Instruction .....	4
4. Letter of Offer.....	5
5. Preparation for Pre-Departure .....	5
6. Important documents and personal items to pack.....	5
7. Money Matters.....	6
8. Accommodation .....	6
<b>ARRIVING IN MALAYSIA .....</b>	<b>7</b>
<b>ARRIVING IN SIBU, SARAWAK.....</b>	<b>8</b>
<b>POST-ARRIVAL INFORMATION .....</b>	<b>9</b>
1. Life at Methodist Pilley Institute .....	9
2. Opening a Bank Account .....	9
3. Healthcare .....	9
4. Student Orientation.....	10
<b>STUDENT VISA RENEWAL .....</b>	<b>11</b>
Student Visa Renewal Process.....	11
<b>COMPLETION OF STUDY .....</b>	<b>12</b>
Process for International Students Completing Studies and Returning to Their Home Country .....	12

<b>CHANGE OF UNIVERSITY/ COLLEGE .....</b>	<b>13</b>
<b>GENERAL IMMIGRATION RULES AND REGULATIONS .....</b>	<b>14</b>
1. Immigration & Visa .....	14
2. Entry into Malaysia .....	14
3. Student Pass/Visa .....	14
4. Validity of Student Pass/ Visa .....	14
5. Payment for Student Pass/Visa .....	14
6. Transfer of Studies to other Institutions or from other Institutions in Malaysia .....	14
7. Withdrawal/ Defer of Studies.....	15
8. Returning Home During Holidays .....	15
9. Extension of Student Pass .....	15
10. Immigration Requirements .....	15
<b>ACADEMIC MATTERS.....</b>	<b>17</b>
1. English Requirement .....	17
2. General Studies (Mata Pelajaran Pengajian Umum - MPU).....	19
<b>OTHER MATTERS.....</b>	<b>21</b>
<b>International Student Handbook Receipt and Acknowledgement .....</b>	<b>22</b>

## PROGRAMME APPLICATION

### 1. Entry Requirement

All international students are advised to carefully review the enrolment requirements, including the English language requirement. The list of entry qualifications for international students can be found on the Malaysian Qualifications Agency (MQA) portal at <http://www.mqa.gov.my>. The English language requirements specific to MPI programmes are outlined in this handbook.

### 2. Application to Study

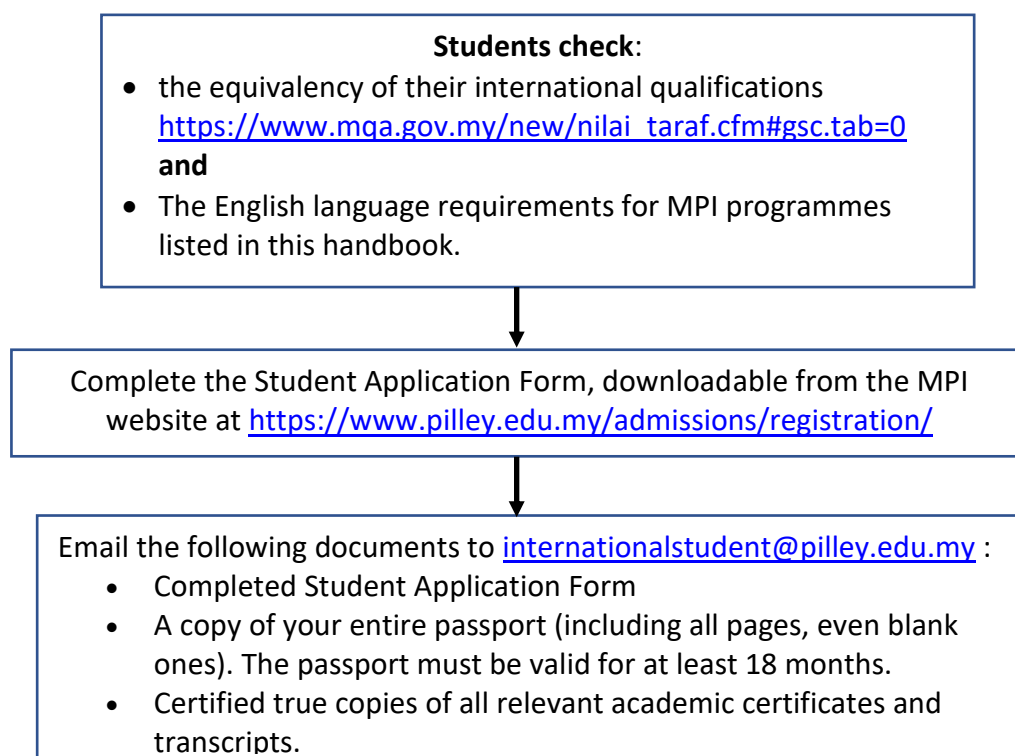
If you meet the entry requirements, please submit the following:

- i. Complete the Student Application Form (available at <https://www.pilley.edu.my>)
- ii. Complete the Hostel Application Form if you require accommodation.
- iii. Provide a copy of your full passport, including all pages (even blank ones). Your passport should be valid for at least 18 months from the intake date.
- iv. Submit certified true copies of all relevant academic certificates and transcripts.

Please email all documents to [internationalstudent@pilley.edu.my](mailto:internationalstudent@pilley.edu.my).

**Note:** Incomplete applications will not be processed.

### 3. Programme Application Process



## PRE-ARRIVAL INFORMATION

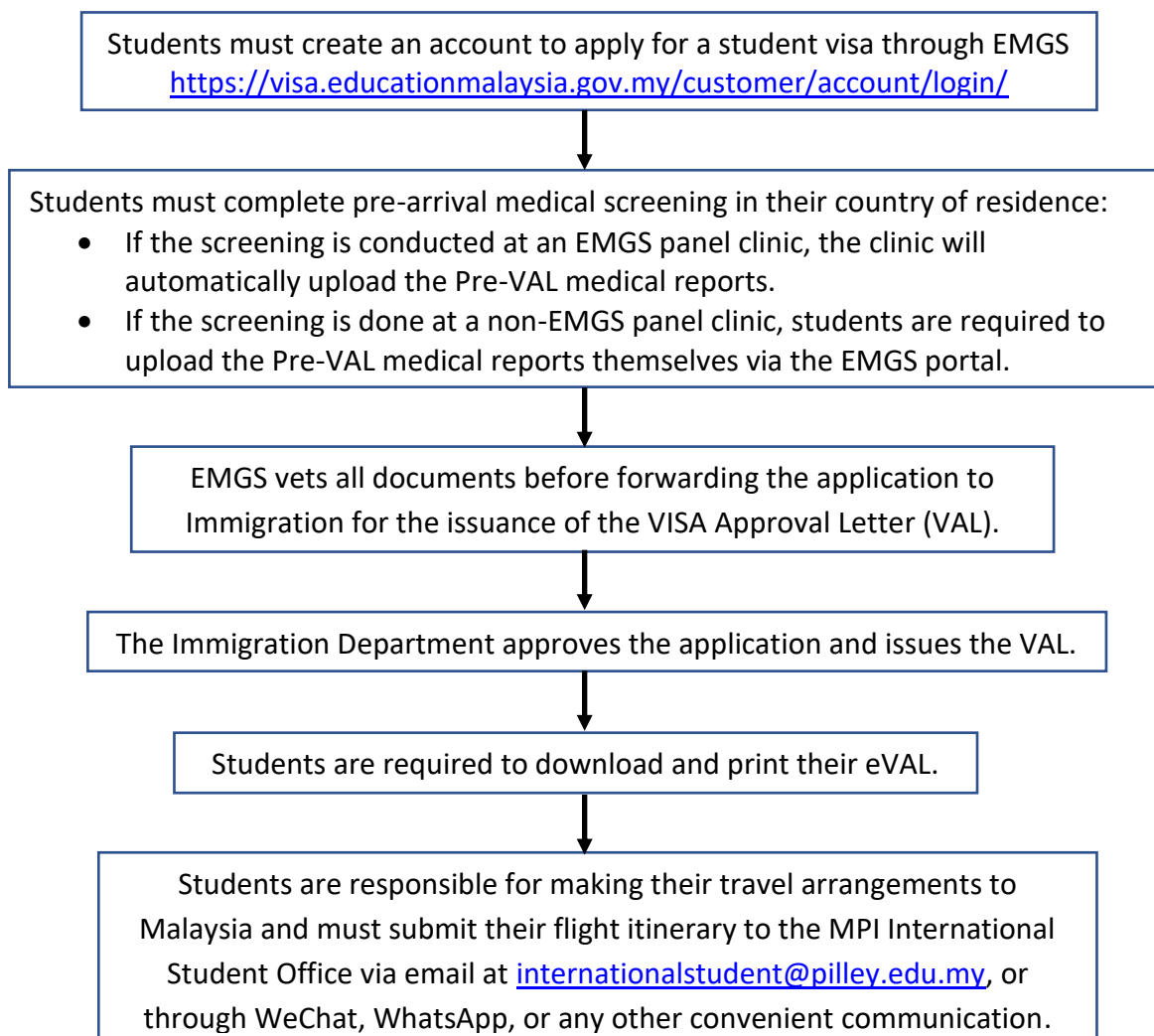
The Malaysian Government is committed to establishing the country as a hub for world-class education and warmly welcomes international students who wish to pursue their studies here. To support this, the Government has streamlined the process for obtaining a student pass and visa - requirements set by the Malaysian Immigration Department for all international students.

Preparing to study abroad, whether for a short or long term, can be an overwhelming experience. This guide aims to provide you with clear and detailed information on what to do, pack, and check before leaving your home country.

### **1. Student Visa Application via EMGS**

International students are required to create an account and apply for their student visa through Education Malaysia Global Services (EMGS). The application process follows the steps outlined in the chart below.

#### **a) Pre-Arrival Process (Before Entering Malaysia)**



**Remarks:**

The Ministry of Higher Education (MOHE) has directed all Public and Private Higher Education Institutions in Sarawak to process all International Student Pass applications via Education Malaysia Global Services (EMGS) starting from 1st August 2022.

**b) Additional Documents Required**

International students must submit additional documents under the following conditions:

- i. Graduates of International High Schools in Malaysia:
  - School Leaving Certificate or Completion Certificate.
- ii. Students who have previously studied at another higher education institution (college or university) in Malaysia:
  - Release Letter from the former institution.
  - Attendance Report showing at least 80% attendance.
  - Latest academic certificates and transcripts.
  - Student Pass cancellation page in the passport.
- iii. International students transferring from one higher education institution to another in Malaysia before completing their programme:
  - Must obtain approval from the Ministry of Higher Education and the Immigration Department.

**2. Initial Payment**

New international students are required to make the initial payment to MPI as follows:

<b>Diploma, FIA, ACCA, A-Level, &amp; Short Programmes:</b>	<b>RM</b>
Application fee	50
Registration fee	200
International Student Administration fee	800
Deposit	800
Hostel Deposit (if applicable)	200
<b>TOTAL</b>	<b>2,050</b>

<b>UCSI Bachelor Degree Programmes:</b>	<b>RM</b>
Application fee	50
Registration fee	1,350
International Student Administration fee	800
Deposit	800
Hostel Deposit (if applicable)	200
<b>TOTAL</b>	<b>3,200</b>

<b>BECE Degree Programme:</b>	<b>RM</b>
Application fee	50
Registration fee	450
International Student Administration fee	800
Deposit	800
Hostel Deposit (if applicable)	200
<b>TOTAL</b>	<b>2,300</b>

The initial payment does not include the EMGS processing fee, which must be paid separately by the student. All fees are non-refundable, except for the Deposit and Hostel Deposit. MPI reserves the right to use these deposits to offset any outstanding fees owed to the Institute.

### **3. Payment Instruction**

Payment should be made to below bank details:

Payable to: Pilley Education Enterprise Sdn. Bhd.  
Account No: 311-311-4719  
Bank Name: Public Bank Berhad  
Pay to country: Malaysia  
Pay to city: Sibul, Sarawak  
Swift Code: PBBEMYKL

Telegraphic Transfers may take up to (5) working days to reach our bank account. This should be taken into account when remitting funds.



If Malaysian Ringgit is not available, the equivalent amounts in international currencies are also acceptable (e.g. USD, AUD, SGD, EUR, GBP etc.). The difference in Malaysian Ringgit must be paid or refunded to the student after receipt by the bank.

#### **4. Letter of Offer**

The letters will be sent to successful applicants (please allow 2-4 weeks).

#### **5. Preparation for Pre-Departure**

##### **Clothes and Weather**

Malaysia is a tropical country located near the equator, with average temperatures ranging from 21°C to 34°C and high humidity. Light and breathable clothing such as T-shirts, slacks, jeans, shorts, and shirts are most suitable and comfortable. Fabrics like cotton and polyester work best in this climate.

##### **Electrical Equipment**

Malaysia uses a standard electrical supply of 240 volts at 50 Hz. To use electrical devices from your home country, you may need a plug adapter for Malaysia's 3-pin square socket. These adapters are widely available at reasonable prices in convenience stores and supermarkets throughout Malaysia.

##### **Luggage**

Ensure all your luggage items are clearly labeled. It is also advisable to place a note with your contact details and destination inside your luggage in case the external labels get damaged during transit or baggage handling.

#### **6. Important documents and personal items to pack**

- Passport
- Flight Ticket
- Driving license
- eVAL from EMGS
- Original academic transcripts in English (compulsory)

- Receipts/proof of payment for all fees
- Clothes and footwear (casual and formal)
- Personal items
- Towel
- Mobile phone
- Adapter plugs
- Basic stationery

## **7. Money Matters**

The currency in Malaysia is the Ringgit Malaysia (RM). Please check the latest exchange rates for up-to-date information. Having a credit card is useful, but it is recommended to bring funds in the form of traveler's cheques rather than carrying large amounts of cash. We advise opening a local bank account soon after your arrival in Malaysia. For details on how to open a bank account, please refer to the details in this handbook. Ensure you have sufficient funds to cover your expenses for the first 3 to 6 months of your studies.

## **8. Accommodation**

Hostel is available at MPI. There are 4 options for hostel room:

Option A: Twin sharing without air-conditioning

Option B: Twin sharing with air-conditioning

Option C: Quad sharing without air-conditioning

Option D: Quad sharing with air-conditioning

The rooms are furnished with a single bed and mattress, study table with chair, wardrobe, curtain, lighting, and an air-conditioning unit (optional). Quad rooms also include a ceiling fan. Students are required to bring their own blanket, bed sheet, and pillowcase.

Shared facilities include an access card reader for hostel entry, a pantry area equipped with dining tables and chairs, refrigerator, water dispenser, ceiling fans, 24-hour CCTV security monitoring, and wireless internet access.

## **ARRIVING IN MALAYSIA**

Kuala Lumpur International Airport (KLIA) is the main entry point for international students arriving in Malaysia. Upon arrival, please proceed directly to the **International Student Arrival Centre (ISAC)** before going through immigration clearance.

### **About ISAC**

ISAC operates 24 hours a day and serves as the central service point for international students entering Malaysia. Its functions include:

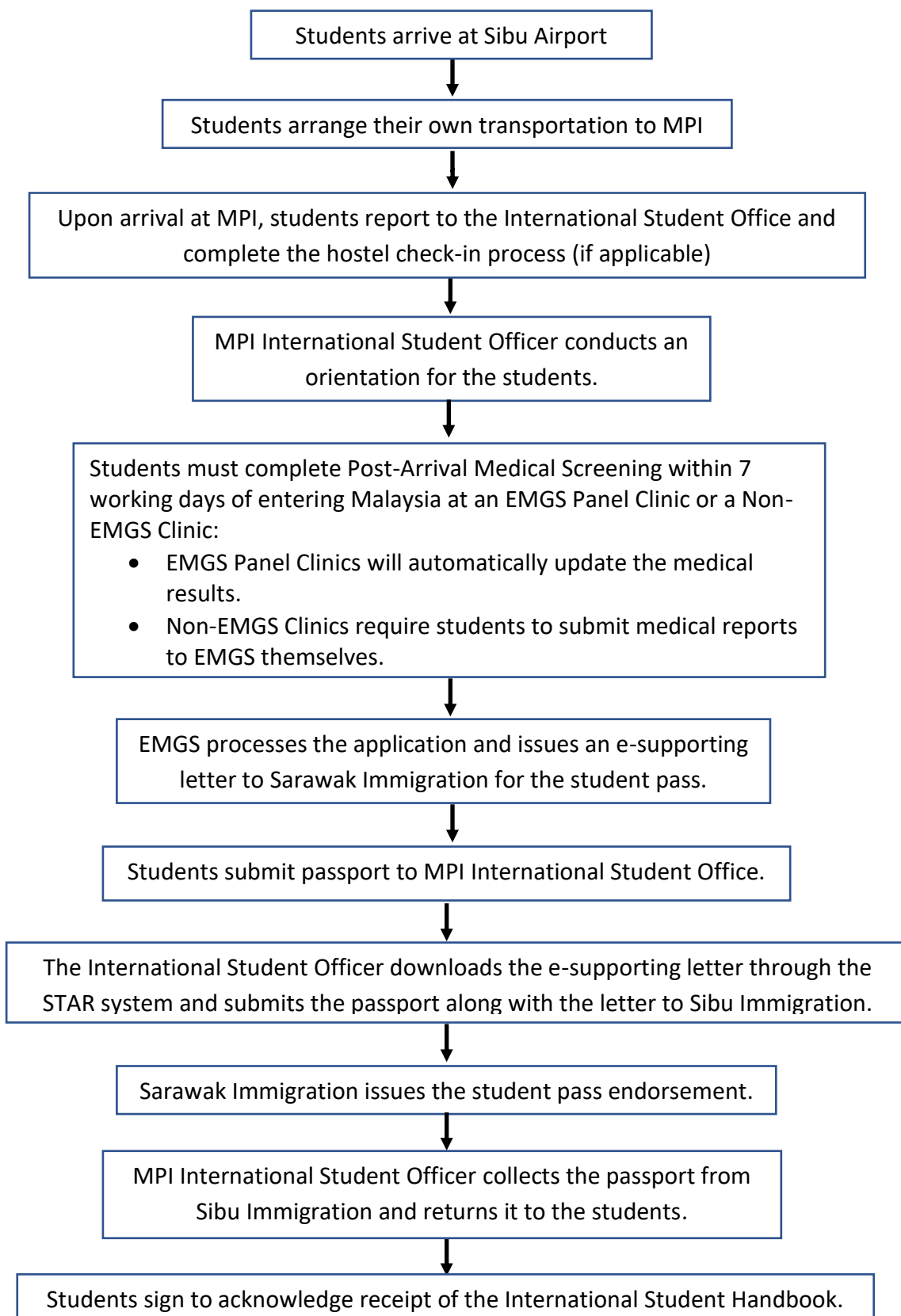
- Assisting and providing a welcoming experience for international students arriving at KLIA Terminal 1 (T1) and Terminal 2 (T2).
- Acting as the reference point for the Immigration Department of Malaysia (KLIA T1 & T2) and checking students' arrival records.
- Verifying that all necessary documents are complete before immigration submission.

### **The location of ISAC**

- **KLIA T1**, Arrival Hall in the main terminal building at Level 3, before the immigration clearance counters
- **KLIA T2**, Level 3A after the exit from the Skybridge, International Students that arrive in Malaysia on Level 2 will be required to take the passenger lifts to Level 3A.

## ARRIVING IN SIBU, SARAWAK

Upon arrival at Sibu Airport, proceed to the Immigration Section. Should you require assistance, please approach the uniformed airport staff. After clearing immigration, collect your luggage and ensure you have all your important documents. Kindly inform the International Student Office of your arrival.



## **POST-ARRIVAL INFORMATION**

### **1. Life at Methodist Pilley Institute**

At MPI, you will find a warm and welcoming community. Don't hesitate to approach any staff member if you need assistance. We offer a range of support services to help you make the most of your time here and provide advice should you encounter any difficulties.

### **2. Opening a Bank Account**

Before you leave home, check if your current bank has branches or partnerships with banks in Malaysia. This can help you continue using banking services easily upon arrival. For long-term convenience, opening a Malaysian bank account is recommended. To open an account, you will need:

- A Letter of Student Status Verification from Methodist Pilley Institute.
- Your original passport.
- A minimum deposit, usually RM250 (Ringgit Malaysia).
- If under 18, an indemnity form signed by your parents and witnessed by an authority in your home country.

Most banks issue debit or ATM cards for easy withdrawals. Online banking is also widely used for convenient access to your account.

**Important:** Never share your PIN or online banking password with anyone. If your card is lost or stolen, notify your bank immediately to cancel and replace it. Bank hours are generally Monday to Friday, 9:30 am to 4:00 pm, but may vary by branch. Please confirm specific hours with your chosen bank.

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### **3. Healthcare**

Healthcare in Malaysia can be costly, especially in emergencies or hospital stays. To comply with the Malaysian Ministry of Higher Education's Code of Ethics, all international students must have valid medical insurance throughout their studies. For better coverage, students are encouraged to purchase additional personal medical insurance at their own expense.

In case of emergency, dial 999 for ambulance, fire, or police services. Please check with the International Student Office for nearby emergency centres and your insurance provider's preferred hospitals. Always carry your medical insurance card to avoid delays during hospital admission.

Inform the International Student Office immediately if you experience any medical emergency or hospital admission.

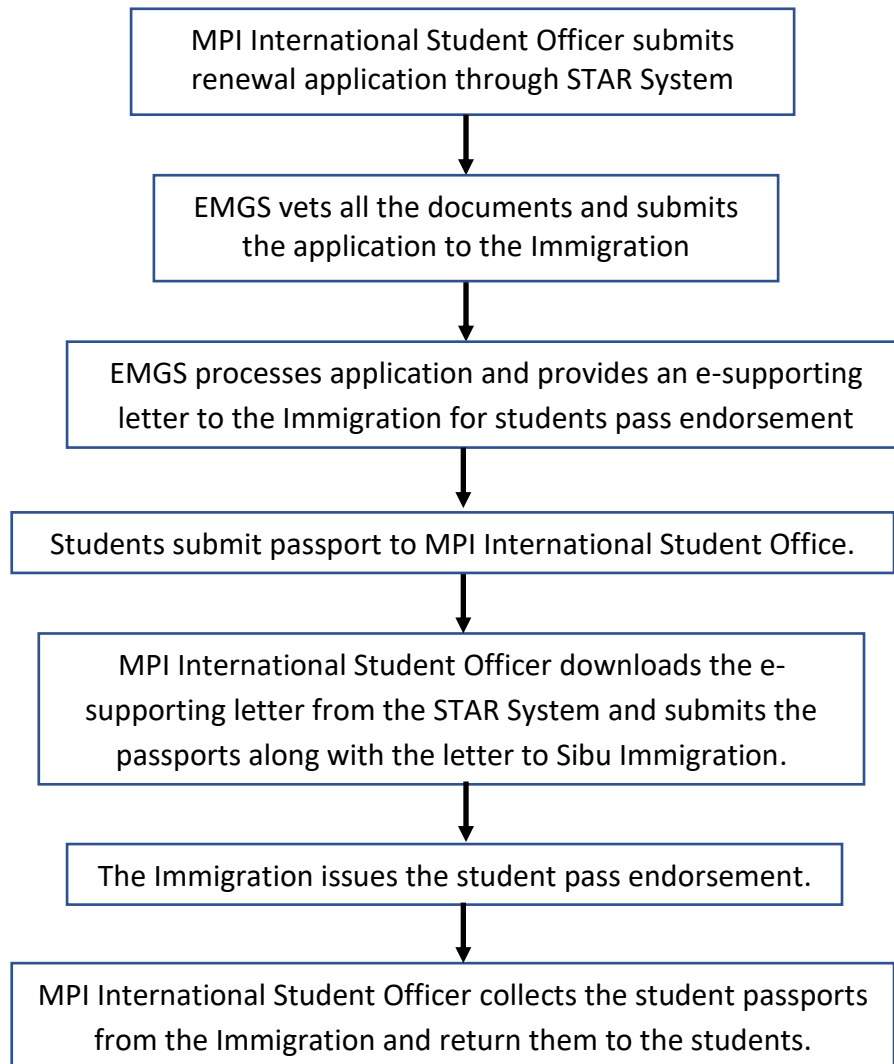
#### **4. Student Orientation**

All new students must attend the orientation briefing or camp. This is a great opportunity to meet new friends—both local and international—and get acquainted with the institute and campus life.

## STUDENT VISA RENEWAL

All international students are required to renew their student visa annually and the renewal fee shall be borne by the students.

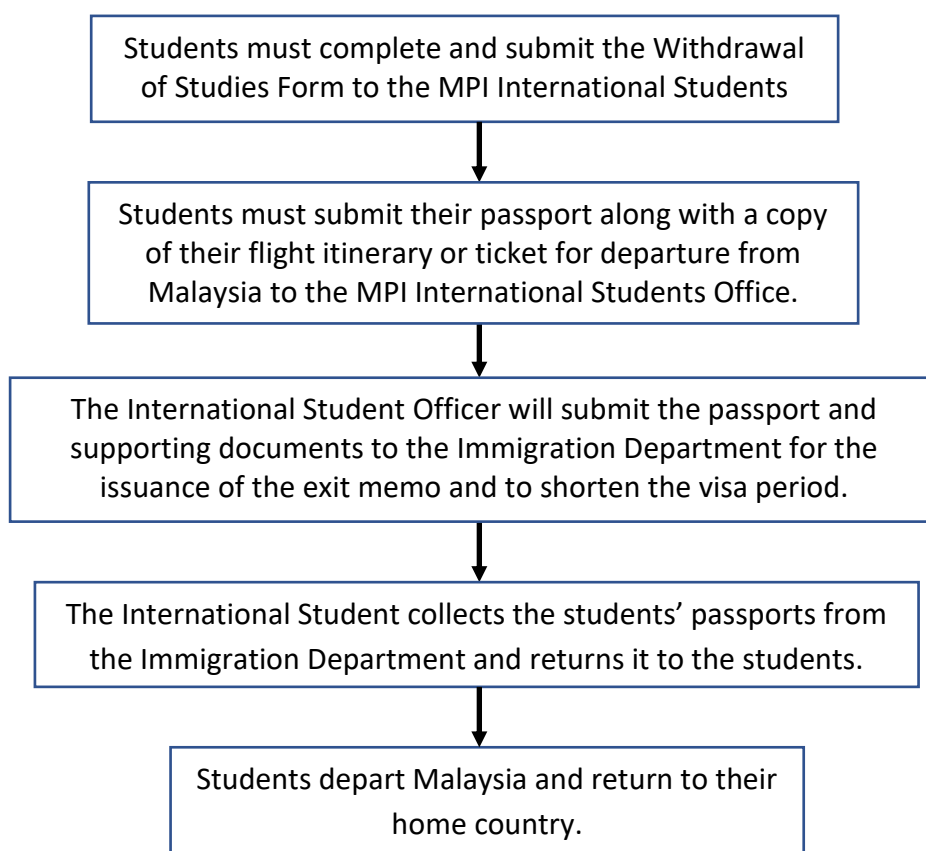
### **Student Visa Renewal Process**



## COMPLETION OF STUDY

A student is considered to have completed their studies once all subjects in their programme have been successfully passed. International students who have completed their studies must notify the MPI International Students Office of their decision—whether they intend to return to their home country or continue their studies in Malaysia.

### **Process for International Students Completing Studies and Returning to Their Home Country**

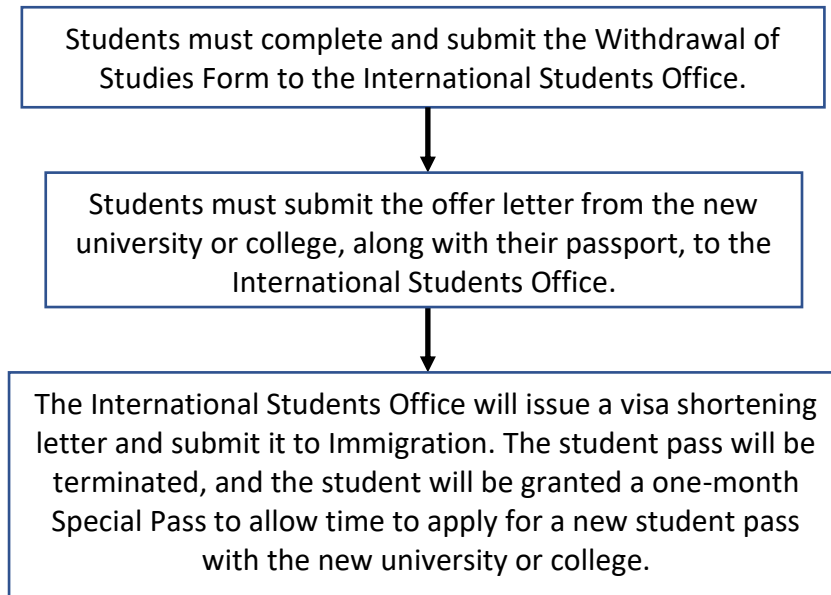


Please note that the same process applies if your student visa is due to expire within one month at the time of completing your studies.



## CHANGE OF UNIVERSITY/ COLLEGE

International students have the right to transfer to another university or continue their studies at a different institution. However, students must inform the Student Affairs Office of their decision in advance.



## **GENERAL IMMIGRATION RULES AND REGULATIONS**

### **1. Immigration & Visa**

Malaysia aims to be a Regional Education Hub, and its Immigration authorities have simplified entry procedures to welcome international students.

### **2. Entry into Malaysia**

You must obtain an approval letter from the Malaysian Immigration Department before entering Malaysia. Check with the Malaysian Embassy or High Commission in your country whether you need a visa. If required, present the approval letter at the Malaysian diplomatic mission to obtain a single-entry visa. Students are not allowed to enter Malaysia without this approval letter.

### **3. Student Pass/Visa**

MPI applies for your Student Pass via EMGS and Malaysian Immigration Department, SibU. This process takes about 6–8 weeks. Submit your application at least eight weeks before the intake. Your passport must have at least 18 months' validity.

### **4. Validity of Student Pass/ Visa**

The Student Pass is endorsed on your passport, indicating visa type, length of stay, entries permitted, and validity. Submit your passport to the International Student Officer at least two months before expiry to extend or renew your pass. **Important:** Keep your passport valid for at least 18 months. Overstaying is a federal offence with severe penalties including imprisonment, caning, and deportation.

### **5. Payment for Student Pass/Visa**

Student Pass fees range from RM60 to RM150 per year (depending on nationality). Entry visa fees may apply if required—check with the Malaysian Embassy.

### **6. Transfer of Studies to other Institutions or from other Institutions in Malaysia**

Student Passes must be terminated at the previous institution before applying at a new one. After termination, you will receive a Special Pass (usually one month) for transfer, with a RM100 fee. Provide contact details of your previous institution's International Student Office to the new institution.

## **7. Withdrawal/ Defer of Studies**

- Inform the International Student Office at least one month before leaving Malaysia.
- Provide a confirmed air ticket to get MPI's approval/release letter.
- If transferring, submit an offer letter from the new institution for Student Pass cancellation.
- Failure to comply will result in police reports, and notification to Immigration and Ministry of Education for pass termination.

## **8. Returning Home During Holidays**

Inform the International Student Office if you plan to travel home during breaks, for advice on Student Pass renewal.

## **9. Extension of Student Pass**

Apply at least two months before expiry. Submit a photocopy, hardcopy of photo, original passport, and advance tuition fee payment. The renewal process takes 30–60 days. Penalties for overstaying are the student's responsibility. A medical check-up may be required.

## **10. Immigration Requirements**

- Maintain at least 80% class attendance and satisfactory academic performance.
- Absence for 3 consecutive days must be reported.
- Non-attendance or unsatisfactory performance may lead to Student Pass revocation.
- Provide medical certificates for absences.
- Inform the International Student Office two weeks before completing studies for Student Pass cancellation to avoid forfeiture of bond deposit

## **11. Social/ Tourist/Dependent Pass**

- A Student Pass is compulsory for all international students.
- Studying on a social or tourist pass is illegal.
- Special Passes may be granted at Immigration's discretion, with no obligation to approve.

- MPI strongly advises against entering Malaysia on a Social Visa before receiving your Visa Approval Letter.
- Dependent Pass holders must convert to Student Pass

#### **12. When you have a new passport**

- Transfer your Student Pass sticker from old to new passport immediately.
- The Student Pass in your old passport will no longer be valid.
- Bring both passports to the International Student Office for transfer.
- Visa fees may apply based on your entry country.

#### **13. If you lose your passport**

In the event that you lose your passport, you need to do the following steps:

- Report loss to the police and obtain a police report.
- Apply for a new passport at your embassy.
- Present the new passport, police report, and embassy letter to the International Student Office to get a new Student Pass sticker.

## ACADEMIC MATTERS

### 1. English Requirement

According to the Ministry of Higher Education (MOHE) circular dated 6 March 2023:

- a) All international students enrolling in Diploma, Bachelor's Degree, Master's Degree, or PhD programmes **must meet both the programme entry requirements and the English language requirements** before starting their main programme, except for:
- Students from countries where English is an official language, or
  - Students who obtained qualifications from institutions where English is the sole medium of instruction and who intend to pursue a higher-level qualification in Malaysia.
- b) IPTS (Private Institutions of Higher Learning) may issue a **Conditional Offer** to international students who do not meet the English requirement, under these conditions:
- Students can enroll in English preparatory courses for a maximum of **2 years** at the IPTS, and
  - Students taking preparatory English courses must pass an exam aligned with the Common European Framework of Reference (CEFR) to demonstrate English proficiency.

**List of English Language Proficiency Scores Based on the Common European Framework  
of Reference (CEFR)**

<b>English Competency</b>	<b>CEFR Low B1</b>	<b>CEFR Mid B1</b>	<b>CEFR High B1</b>	<b>CEFR Low B2</b>	<b>CEFR Mid B2</b>	<b>CEFR High B2</b>
<b>MUET</b>	Band 3.0	Band 3.0	Band 3.5	Band 4.0	Band 4.0	Band 4.5
<b>IELTS</b>	4.0	4.5	5.0	5.5	6.0	6.5
<b>TOEFL iBT</b>	30-31	33	40	46	60	79
<b>TOEFL Essentials (Online)</b>	5	6.5	7.5	8	8.5	9.5
<b>Pearson Test of English Academic (PTE)</b>	36	43	47	51	59	63
<b>Cambridge English Qualifications and Tests</b> (B1 Preliminary, B2 First, C1 Advanced C2 Proficiency, Linguaskill Online)	140	147	154	160	169	176
<b>Cambridge English Qualifications and Tests</b> [Occupational English Test (OET) (Conventional/Online)]	-	-	-	200	250	300
<b>ELS Certified Intensive English Programme Level (CIEP Level)</b>	106	106	107	108	109	109

English requirement according to the programmes as follows:

<b>MPI Programmes</b>	<b>English Competency Requirement</b>
1. Diploma in Accounting 2. Diploma in Taxation 3. ACCA Foundation in Accountancy	MUET Band 3/ CEFR (Mid B1)
4. ACCA Qualification 5. Bachelor of Art (Hons) in Accounting in collaboration with UCSI University	MUET Band 3.5/ CEFR (High B1)
6. Diploma in Business Management 7. Diploma in Business Information Systems	CEFR (High B1)
8. Diploma in Computer Science	MUET Band 3/ CEFR (Mid B1)
9. Diploma in Early Childhood Education	CEFR (Low B1)
10. Bachelor of Early Childhood Education (Hons) in collaboration with HELP University	CEFR (Low B2)
11. Diploma in Social Work	MUET Band 3
12. Bachelor of Arts (Hons) in Marketing in collaboration with UCSI University	CEFR (Low B2)
13. Bachelor of Science (Honours) in Finance and Investment in collaboration with UCSI University	MUET Band 4/ IELTS 6.0
14. Pearson Edexcel International (PEI) Advanced- Level (A-level) Arts	MUET Band 3

## 2. General Studies (Mata Pelajaran Pengajian Umum - MPU)

As required by the Ministry of Higher Education Malaysia, international and Malaysian undergraduate students must complete and pass General Studies as a prerequisite for awarding a diploma or bachelor's degree.

### Objective:

General Studies aims to provide a holistic education, equipping both Malaysian and international undergraduate students with diverse lifelong learning skills and valuable knowledge which consists of four main categories:

- **MPU U1:** Appreciation of philosophy, values, and history
- **MPU U2:** Mastery of soft skills
- **MPU U3:** Broadening of knowledge about Malaysia
- **MPU U4:** Practical management of community projects

The following are the General Studies (MPU) courses that international students are required to enrol in during their programme:

Programme	MPU 1	MPU 2	MPU 3	MPU 4	Total credit
MPI home-grown diplomas	MPU 2133 Bahasa Melayu Komunikasi 1	MPU 2223 Effective Communication  -	MPU 2323 Integrity and Anti-corruption	MPU 2422 Community Service Project	11 credit hours
ACCA Qualification	MPU 3193 Philosophy and Current Issues  <b>AND</b>  MPU 3143 Bahasa Melayu Komunikasi 2	MPU 3023 Effective Communication	Integrity and Anti-corruption (3 cr hr)	MPU 3412 Community Service Project	14 credit hours
Bachelor of Early Childhood Education	Philosophy and Current Issues (2 cr hr) <b>AND</b>  Bahasa Melayu Komunikasi 2 (2 cr hr)	Integrity and Anti-corruption (2 cr hr)		Co-curriculum – Event Management (2 cr hr)	8 credit hours

Programme	MPU 1	MPU 2	MPU 3	MPU 4	Total credit
BA in Accounting  BA in Marketing  BSc in Finance & Investment	MPU 31113c Philosophy and Current Issues  <b>AND</b>  MPU 3143c Bahasa Melayu Komunikasi 2	MPU3221c University Life  <b>AND</b>  MPU 3232c Integrity and Anti-corruption		MPU3411 c Extracurricular Learning Experience I  MPU3421c Extracurricular Learning Experience II  MPU3431c Extracurricular Learning Experience III	12 credit hours

**Remarks:**

MPU is not applicable to:

1. ACCA Foundation in Accountancy
2. Pearson Edexcel International (PEI) Advanced- Level (A-level) Arts



## **OTHER MATTERS**

### **1. Policies, Rules and Regulations of MPI**

All international students must comply with the policies, rules, and regulations of Methodist Pilley Institute (MPI). For full details, please refer to the MPI Student Handbook.

### **2. Tuition Fee**

Tuition fees for international students are slightly higher than those for Malaysian students. An additional International Student Fee of RM30 per credit hour will be charged. Details regarding fees, refund policies, and other charges can be found in the MPI Student Handbook.

*Note:* MPI-sponsored international students who fail any subject must pay tuition fees at the international student rate.

### **3. Attendance**

Attendance is compulsory for all international students. MPI is required to submit attendance records to the Ministry of Higher Education, Malaysia, on a regular basis. International students must maintain a minimum attendance of 80% in all enrolled units. Failure to meet this requirement may result in the cancellation or non-renewal of your Student Pass, requiring you to return to your home country.

### **4. Academic Performance**

International students must maintain a minimum CGPA of 2.00 every semester. Failure to do so may lead to the cancellation or non-renewal of your Student Pass, and you may be required to return to your home country.

### **5. Sales and Service Tax (SST) for non-Malaysian Citizens**

Effective 1 July 2025, the Malaysian Government imposes 6% Sales and Service Tax (SST) on non-Malaysian citizens who acquire education services in Malaysia from public universities, private universities, colleges, university colleges, teacher education institutes, learning centres, and language centres.

## International Student Handbook Receipt and Acknowledgement

I acknowledged that I have received a copy of the International Student Handbook (dated 27 May 2025). I understand that it is my responsibility to read and familiarize myself with its contents. I also agree to accept and abide by all the policies, rules, and regulations of Methodist Pilley Institute at all times.

Student name: \_\_\_\_\_

Passport No.: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please sign and submit this page to our International Student Office.