

Ref: IMO/FDNB/AM/20251106- N17328269 (HJ)

Date : 11 June 2025
 Name : **ALIMBEKOVA MILAT**
 Passport/ID No : N17328269
 Country : KAZAKHSTAN

Dear Mr/Ms ALIMBEKOVA MILAT,

CONDITIONAL LETTER OF OFFER

Congratulations! You have been provisionally accepted to join City University Malaysia with a full tuition fees scholarship.

Programme : **Foundation in Business (Cyberjaya Campus)**
 Code : FDNB CT-11
 Duration : 1 Year (3 sem)
 Intake : September 2025 (202509)
 Mode : Full Time

<u>FOUNDATION PROGRAMME FEES</u>			
<u>TYPE OF FEE PAYMENT</u>	<u>AMOUNT</u>	<u>SCHOLARSHIP</u>	<u>AMOUNT DUE</u>
<i>Yearly Tuition Fee</i>			
Year 1 Tuition Fee	RM 35,000 (USD 8,750)	100% Tuition Fees Scholarship	Waived
<i>Miscellaneous Fee (Payable in 1st Year):</i>			
Visa & Application Fee (EMGS)			RM 3,150 (USD 790)
International Fee			RM 8,000 (USD 2,000)
Completion Processing Fee			RM 1,000 (USD 250)
TOTAL FEES			RM 12,150 (USD 3,040)
<i>Other Fees:</i>			
Resource Fee			RM 300 / semester
Assessment Fee			RM 25 / subject
Visa & Insurance Renewal Fee (Yearly EMGS charges)			RM 1,000
Intensive English Programme (IEP) – if required			RM 2,000 / level
Accommodation Deposit (Cyberjaya Campus Hostel)			RM 1,800
Note: Resource fee, Assessment fee, Visa Renewal, IEP & Hostel fees are not included in the Total Fees. Failure to pay tuition fee on time will be subject to a late penalty fee of RM1,000.			

Your Letter of Offer is Conditional till you fulfil the following admission criteria:

1. Provide: A High School Certificate equivalent to STPM with min Grade C (GP 2.0) in any 2 subjects & a pass in Mathematics and English at SPM level or its equivalent. OR other equivalent qualification.
2. Certified True Copies for all the academic certificates with notary translation.
3. Final approval from the Head of Department in the selected programme.
4. **This promotional offer letter is valid for City U 2025 intake only. Student is required to accept this offer within 14 days to secure the promotional fees offer. CITY U has the right to withdraw or amend the terms & conditions of the offer.**

Please forward the following documentation to the Admission Office.

1. Filled Up Application Form.
2. Proof of Payment for the Application & Visa Fees paid (RM3,150).
3. Passport size photo (white background) in .jpeg format.
4. Scan Copy of All passport pages (first page with colour printed).
5. Academic Transcript and certificates in native language supported with notary translation to English.
6. Other documents that may be requested by City U for your student visa processing on case-to-case basis.
7. All original documentation must be presented prior to your registration on campus.

Method of Payment:

The preferred method of payment is by cash, cheque or credit card.

1. For wire transfer, the details are given below:

Account Name	:	U.C.I. EDUCATION SDN BHD
Name of Bank	:	Malayan Banking Berhad
Account Number	:	5123 3433 4755
Bank Address	:	18A, Jalan 14/14, 46100 Petaling Jaya, Selangor
SWIFT code	:	MBBEMYKL

2. For transfer via credit/debit card, the details are as follows:

You may make a payment via credit card using Flywire link: <http://city-edu-new.flywire.com/>

E-mail: firuzdzhon@city.edu.my

Cell +60 11-6990 9635

Tel: +60 37 9491616

Congratulations on receiving an offer from CITY UNIVERSITY MALAYSIA. We look forward to welcoming you into our new academic session!

International Marketing Department
City University Malaysia

This offer has Electronic Signature

I acknowledge that I have read and understood terms and condition of this offer letter. I do hereby accept the terms and conditions of this offer letter.

Student Name :

Passport No.:

International Application Step-by-Step Guide 2025

STEP 1	<p>Submit documents for Eligibility Checking to City University Malaysia or City U representative in your country:</p> <ul style="list-style-type: none"> - Passport first Page; - Education transcripts/certificates; - Proof of English Proficiency (if available); - CV & Research proposal (postgraduate students applying for research-based programmes) - Email these documents to City U International Marketing Department or your dedicated representative. - Students might be required to additionally submit portfolio or undergo interview with a faculty (Creative Industries, Architecture & Interior Design, students from non-related field to programme applied).
STEP 2	<p>Receive Conditional Offer Letter</p> <p>If you are eligible to enrol for your chosen course, City U representative will send to you a conditional offer letter and other related documents for enrolment. You are required to review the offer and relevant application steps.</p>
STEP 3	<p>City U Offer Letter Acceptance</p> <p>In Order to accept City University Malaysia`s Offer Letter student is required to submit the following documents:</p> <ul style="list-style-type: none"> ● Filled up application form; ● Health Declaration Form; ● Payment Proof of Visa & Application Fee; ● Copy of passport: <ul style="list-style-type: none"> ○ ALL pages - including blank pages, passport data page should be in colour; ○ Passport validity must be more than 18 months from the expected date of entry to Malaysia. ● Copy of all academic records with certified true copy: <ul style="list-style-type: none"> ○ DO NOT send original copies by mail; ○ Academic records in languages other than English must be accompanied by a full translation into English. ● Photograph, WHITE BACKGROUND (passport size 4.5cm x 3.5cm); ● Copy of English Language Proficiency (IELTS/TOEFL/PTE/MUET or Letter of English Proficiency for students with English Background); ● Affidavit Letter (If there is any discrepancy in name or date of birth on the passport and academic transcript); ● Release Letter & Attendance Report from other institutions if you have studied in Malaysia before; ● Non-Objection Certificate (NOC) – for students from Sudan; ● Letter of Eligibility (LOE) – for students from Iran. <p>Upon receipt of the above documents, the student will be given an Admission Offer Letter:</p> <ul style="list-style-type: none"> ● Students are required to read the admission offer letter and attached Student Handbook ● Student needs to acknowledge receipt of the offer letter by Signing it.

STEP 4	Student Visa Application <ul style="list-style-type: none"> ● City U will apply for a student visa on behalf of the student via Education Malaysia Global Services (EMGS); ● Process to obtain Visa Approval Letter (VAL) is 4 to 6 weeks – T&C applied; ● City U will notify the student via email with the softcopy of their VAL and further steps; ● Students are strongly advised NOT TO ENTER Malaysia before obtaining eVAL. 		
STEP 5	Pre-Arrival Arrangements Upon receipt of your visa approval letter (VAL) you are required to: <ul style="list-style-type: none"> ● Obtain Single Entry Visa (eSEV) - [if required]. Contact the Embassy or Consular of Malaysia in your country to make an application; ● Inform university about arrival date to Malaysia in advance by emailing a Copy of the Flight Ticket & Airport Pick up or Clearance forms to the International Marketing Office minimum 7 days prior to arrival. Kindly be informed that students will be charged penalty for late arrival notification to City U – refer page 3. ● Settle first-year fees before arrival to Malaysia and submit payment slip to International Marketing Department. This is COMPALSORY FOR ALL NEW STUDENTS. ● Arrange your accommodation in Malaysia; <table border="1" data-bbox="264 790 1474 1128"> <tr> <td data-bbox="264 790 914 1128"> ○ ACCOMMODATION FOR PROGRAMME RUN IN CYBERJAYA CAMPUS ■ All international students are advised to stay in the university provided accommodation during their first semesters in Malaysia. You`ll be required to make an accommodation deposit payment before your travel to Malaysia to book your accommodation (approximately RM1,800 according to your chosen room). </td> <td data-bbox="914 790 1474 1128"> ○ ACCOMMODATION FOR PROGRAMME RUN IN PETALING JAYA CAMPUS ■ International students can reach out to their respective counsellors to receive information & contact details on the accommodation options around PJ campus for further arrangements. </td> </tr> </table> <ul style="list-style-type: none"> ● Enter Malaysia at least 10 days prior to your programme registration date – refer page 3 for Major intake months; ● City University Malaysia provides airport clearance services for all international students. ● Make sure to bring original documents for registration days such as offer letter, passport, academic transcripts and certificates; ● You are required to complete Malaysia Digital Arrival Card (MDAC) min 3 days prior to your intended date of travel. It is compulsory for all international students. https://imigresen-online.imi.gov.my/mdac/main 	○ ACCOMMODATION FOR PROGRAMME RUN IN CYBERJAYA CAMPUS ■ All international students are advised to stay in the university provided accommodation during their first semesters in Malaysia. You`ll be required to make an accommodation deposit payment before your travel to Malaysia to book your accommodation (approximately RM1,800 according to your chosen room).	○ ACCOMMODATION FOR PROGRAMME RUN IN PETALING JAYA CAMPUS ■ International students can reach out to their respective counsellors to receive information & contact details on the accommodation options around PJ campus for further arrangements.
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STEP 6	Application for Credit Transfer <ul style="list-style-type: none"> ● If you have a Diploma or Degree in the related field, you are eligible to apply for a credit transfer. You need to bring an original transcript or examination slip for every semester and a copy of the programme syllabus. ● CREDIT TRANSFER IS NOT ALLOWED WITHOUT ORIGINAL DOCUMENTS. Max credit transfer allowed is 30% and subject to rigorous assessment by City U faculty members (estimation of 30 to 60 credits or 1-year equivalent). If your application has been approved, your studies will be shortened from the duration stated in the offer letter. 		
STEP 7	Post Arrival arrangement <ul style="list-style-type: none"> ● <u>Airport:</u> <ul style="list-style-type: none"> ○ Make your way to the EMGS International Student Arrival Centre (ISAC). You can meet City University Malaysia representative before proceeding to the immigration counter. 		

	<ul style="list-style-type: none"> ○ IMMIGRATION Counter. ○ Students are advised to proceed to Immigration counter 59-60. Upon presenting the required documents, immigration will issue you with a Special Pass and you may proceed to collect your luggage from the carousel. ○ Above may take up to 2 hours depending on the passenger flow at the airport. ○ Free airport pick up is provided to all students to City U residences in Cyberjaya and to students who is heading to City U campus. ● <u>Medical Check-Up:</u> Students are required to undergo medical screening at the panel clinic within 7 days of their arrival to Malaysia. A list of panel clinics is available on EMGS website. (https://visa.educationmalaysia.gov.my/guidelines/registered-malaysian-clinic) ● <u>Obtaining Student Visa Sticker:</u> Upon successful completion of medical check-up, you`ll be notified to submit your passport to City University Malaysia Visa Unit for the student sticker.
STEP 8	<p>Registration Day</p> <p>Your course coordinator will contact you via email prior to the registration date and inform you about:</p> <ul style="list-style-type: none"> ● Course registration details; ● Class schedule & Orientation programme; ● Student Portal and LMS (Learning Management System) user guidelines. ● All new students are compulsory to attend Orientation programme in the campus.

Main Academic Calendar Schedule – New Students - 2025

Semester	Intake	Registration Date	Program Level	Orientation Date	Class Start Date
January	202501	4-Jan-25	Foundation / Diploma / Degree (including Engineering Degree & Nursing Programmes) / Master / PhD	6-Jan-25	6-Jan-25
May	202505	10-May-25	Foundation/ Master/ PhD	13-May-25	13-May-25
	202506		Engineering (Bachelor only)		26-May-25
	202505	31-May-25	Diploma / Degree (exclude Nursing and Engineering)	2-Jun-25	2-Jun-25
July	202507	5-Jul-25	Nursing only / PhD	7-Jul-25	7-Jul-25
September	202509	30-Aug-25	Foundation / Master / PhD	2-Sep-25	2-Sep-25
	202509	11-Oct-25	Diploma / Degree	13-Oct-25	13-Oct-25

****International students under Conditional Offer Letter must join Intensive English Programme and pass English Exam (MUET, IELTS, TOEFL, PBT, Cambridge Linguaskill) & obtain a required score as per COL before joining the class for main programme.*

IEP Academic Calendar

Intensive English Programme for students without English proficiency

Intake Semester	Registration Dates	Class Start Date
January	30-Dec-2024 to 3-Jan-2025	6-Jan-2025
April	31-March-2025 to 4-Apr-2025	7-Apr-2025
June	23-June-2025 to 27-June-2025	30-June-2025
September	15-Sept-2025 to 19-Sept-2025	22-Sept-2025

Penalty charges for late notification for Airport Clearance & Airport Pick-Up

No	Reason	Penalty Amount (RM)
1	Last Minute notice (4 days before arrival or same day)	RM1,000 Penalty will be collected from student upon reporting to City U.
3	Arrival on Malaysian Public Holidays National & State (Selangor https://publicholidays.com.my/2025-dates/	
3	Missed the scheduled flight on the same date	
4	Cancellation of flight without notice Or last minute notice to City U	