**STEP BY STEP GUIDELINES FOR EXCHANGE STUDENT APPLICATION:**

***ONLINE APPLICATION***

1. Go to <https://admission.mmu.edu.my/psc/csprd/EMPLOYEE/HRMS/c/N_ADMISSIONS.N_AD_APPL_ASS_CMP.GBL>
2. Click on **APPLY NOW**
3. Select **I’M APPLYING FOR MYSELF** and enter your passport number, official name and email address
4. Click on **REGISTER** and you will get your *Registration ID*
5. After receiving Registration ID, click **APPLY NOW**
6. Please select **EXCHANGE STUDENT** in the Programme drop down button, then proceed to key in the other details till the end.
7. Once the Online Data has been completed, you will be given the Application ID and you are required to print the Application Report.
8. Together with the print out of Application Report, please send the required documents to International Relations Office (IRO) of MMU:

1. 1 printed copy of the Application Report
2. MMU Inbound Student Exchange form with all attachments as listed in the form (<https://www.mmu.edu.my/wp-content/uploads/2018/03/INBOUND-FORM.pdf>)

Address to send all your documents:

Fitria Lestari Saberi

MMU Exchange Program, International Relations Office,

Level 1, Chancellery Building,

Multimedia University, Persiaran Multimedia,

63100 Cyberjaya, Selangor,

Malaysia.

Tel: +603 8312 5449/5813

Fax: +603 8312 5022 / 5088

Email: [exchange@mmu.edu.my](mailto:exchange@mmu.edu.my) / fitria.lestari@mmu.edu.my

Once we receive all your documents we will process the Offer Letter which will be e-mailed to you, with a copy to your university

***REGISTRATION/ACCEPTANCE***

Once the email is sent to you with the Offer Letter, you are required to print out the appendices, there would be two appendixes:

1. Acceptance – *to be printed and signed and emailed back*
2. Registration form – ­*to be printed out filled and brought along to MMU on Registration Day*
3. You are also required to pay the Student Exchange Fees of USD500 for a 6-month Student Visa **OR** USD 700 for a 12-month Student Visa

**IMPORTANT NOTE:**

* Proof of payment of USD500 or USD700 per applicant for Student Exchange Visa Application. You can make the online payment through: [mmulanding.flywire.com](http://mmulanding.flywire.com/)

**You are advised to strictly follow the instructions, and failure to do so will cause unnecessary delay of your Student Visa Application**!