

# SHORT-TERM OUTBOUND APPLICATION PROCESS

*Home of the Bright, Land of the Brave*  
*Di sini Bermulanya Pintar, Tanah Tumpahnya Berani*



UNIVERSITI  
MALAYA

# STEP 1 - FINDING A PROGRAM

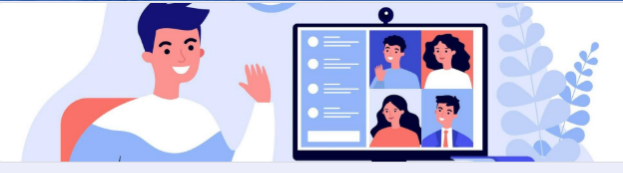
- Option 1: Find programs on the ISC [here](#), Telegram and your SISWAMAIL.

\*ISC Telegram: International Students and Mobility Centre (ISC), Universiti Malaya

- Option 2: Find short-term programs at your chosen university and share the details with ISC.

# STEP 2 - APPLYING

- DIRECT APPLICATION - Fill in the form provided by the host university accordingly.
- NOMINATION - Fill the Google form provided by the ISC, and we will reach out to you once your spot is confirmed by the host university.



APPLICATION FOR OUTBOUND  
MOBILITY PROGRAMME (SHORT TERM  
PROGRAM) 2024/2025

Dear Students,

Kindly fill up the form for us to process your application.

You may find more information regarding outbound short-term programmes [here](#). The application deadline differs according to the program you are applying for.

We will contact you if you are nominated for any of the programmes. If you do not receive any emails from us after the registration deadline, you may consider application unsuccessful.

Thank you.

International Students and Mobility Centre (ISC),  
Universiti Malaysia

Disclaimer, your data will only strictly be used for the purpose of Short-term Outbound Mobility Programmes and will not be shared for other party use.

mfirfanz98@um.edu.my [Switch account](#)

\* Indicates required question



# STEP 3 – OFFER LETTER

- If you have been accepted to the program, you **MUST** upload your proof in the Offer Letter Google Form here.

## 2025 Short-term Outbound Programs - Offer Letter Status Update

Dear students,

This form serves as a platform for you to update the International Students and Mobility Centre (ISC) on your acceptance of offer letter/admission letter from the host university. It is mandatory for you to complete this form as soon as you receive your offer letter from the host university.

If you have any questions, kindly send an email to Mr. Irfan at [mfirfanz98@um.edu.my](mailto:mfirfanz98@um.edu.my).

Disclaimer, the information collected is **STRICTLY** used for the purpose of data collecting by the ISC and not for any other parties.

Thank you.

[mfirfanz98@um.edu.my](mailto:mfirfanz98@um.edu.my) [Switch account](#)

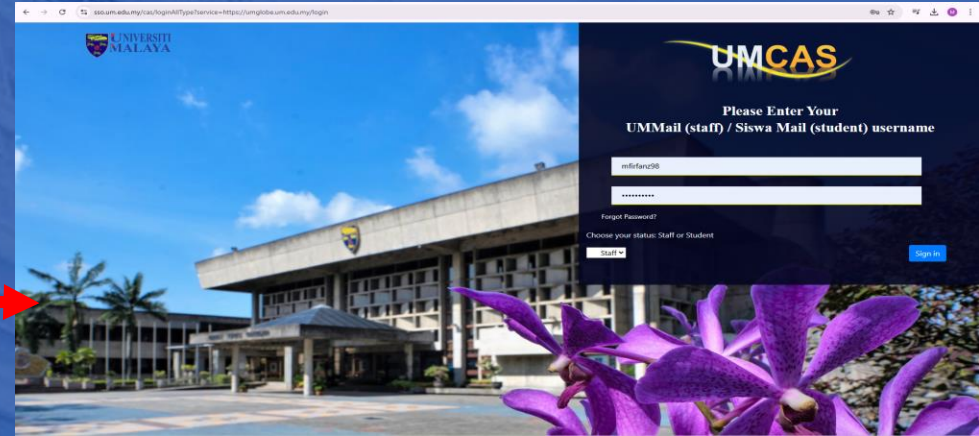


The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

# STEP 4 – UM GLOBE

- You MUST request permission from UM to go abroad by filling in Permission to Travel on UMGlobe [here](#) at least 21 days before going for any physical programs.



\*Make sure the dates are only the program start date to program end date

\*Ensure that your Permission to Travel has been approved before going for your program. (Refer [here](#) for the list of mobility coordinators)

LAMPIRAN 1

PELANTIKAN SEBAGAI PENYELARAS MOBILITI (MOBILITY COORDINATOR) BAGI TEMPOH MULAI 2 JANUARI 2025 HINGGA 31 DISEMBER 2026

Bil	PTJ	Nama	Jawatan	Emel@um.edu.my
1	Akademi Pengajian Islam (API)	Dr. Suffian Haqiem bin Nor Azelan	Pensyarah Kanan	suffianhaqiem@um.edu.my
2	Akademi Pengajian Melayu (APM)	Dr. Nurul Haniza Samsudin	Pensyarah Kanan	haniza_85@um.edu.my
3	Fakulti Alam Bina	Prof. Madya Dr. Mohd Hafizal bin Mohd Isa	Profesor Madya	hafizal.isa@um.edu.my
4	Fakulti Bahasa dan Linguistik	Dr. Noor Aqsa Nabila binti Mat Isa	Pensyarah Kanan	aqsanabila@um.edu.my
		Dr. Amir Rashad bin Mustaffa	Pensyarah Kanan	armus@um.edu.my
5	Fakulti Farmasi	Dr. Asfarina Amir Hassan	Pensyarah Kanan	asfarina_amir@um.edu.my



# STEP 5 – FINANCIAL ASSISTANCE

- If you would like to apply for Financial Assistance from ISC, you need to fill in the Financial Assistance Application Form here and upload the required documents.

\*The Financial Assistance can only be claimed once a year.

\*Read through the form to find out what is needed



## 2025 Financial Assistance Application for Short-term Outbound Physical Programs

### READ THIS BEFORE PROCEEDING WITH YOUR APPLICATION

Dear students,

To apply for the short-term outbound program financial assistance, it is as follows,

1. **Maximum amount** capped at **RM1500** with **no duplicate claims**. Meaning, if you have already received benefits or scholarship/s from the host university or your faculty for specific categories like **flight, insurance, daily allowance/meals, or accommodation**, you are **not eligible** for additional assistance from this program for those categories.

\*The breakdown of financial assistance is available in the next section.

\*Receipts purchased by agents must be verified by your faculty office.

2. Only **active undergraduate students** are eligible for financial assistance. Please check your student status on **MAYA** to ensure that it is "**ACTIVE**". If it is anything other than "**ACTIVE**," you are not eligible to apply.

3. It is **mandatory** to apply for **Permission to Travel** on UMGlobe (<https://umglobe.um.edu.my>) **21 days before** attending any physical program. Ensure your application is approved prior to your program, as the **UMGlobe approval letter** is required to request financial assistance.

\*Refer [here](#) for the list of outbound mobility coordinators and refer [here](#) for the UM Globe application guideline.

4. The financial assistance can be claimed only **once a year**.

5. Submit your financial assistance application **within one month** from your **program's end date**.

# THANK YOU

International Student and Mobility Center  
50603 Kuala Lumpur, MALAYSIA  
<https://studyabroad.um.edu.my/>

*Home of the Bright, Land of the Brave*  
*Di sini Bermulanya Pintar, Tanah Tumpahnya Berani*



<https://studyabroad.um.edu.my/>



[studyabroad@um.edu.my](mailto:studyabroad@um.edu.my)



03-7967 7712