

MEMORANDUM

RUJUKAN : MEMO/RPO/2019/PEL/01
[REFERENCE]

TARIKH : 4 Februari 2019
[DATE] [4th February 2019]

KEPADA : SEMUA PELAJAR PROGRAM IJAZAH SARJANA MUDA
[TO] UNIVERSITI MALAYSIA PERLIS
[ALL UniMAP's UNDERGRADUATE STUDENTS]

PERKARA : MAKLUMAN PERMOHONAN PENGINAPAN LUAR KAMPUS BAGI
[SUBJECT] SEMESTER 2 2018/2019
[NOTICE ON APPLICATION FOR STAYING OFF CAMPUS FOR SEMESTER 2 2018/2019]

Assalamualaikuman & Salam Sejahtera.

1. Makluman permohonan bagi penginapan luar kampus adalah seperti berikut:

[Application period of staying off campus for the undergraduate students are as follows:]

NO	SEMESTER	APPLICATION PERIOD	TERMS AND CONDITIONS
1.	Semester 2 2018/2019	4 th February 2019 – 15 th March 2019	Refer to the appendix

2. Sehubungan itu, mohon semua pelajar yang terlibat untuk mengambil maklum berkaitan tempoh permohonan yang telah ditetapkan. Permohonan yang diserahkan selepas tarikh yang ditetapkan tidak akan dipertimbangkan untuk kelulusan.

[It is hoped that all students can take note of the application period. Application submitted after the given time will not be considered.]

Terima Kasih.

[Thank you.]

Yang Menjalankan Amanah.

**Majlis Pengurusan Kolej Kediaman
(RPO) Universiti Malaysia Perlis**

OFF-CAMPUS APPLICATION FORM

SECTION A - STUDENT INFORMATION

Name	:	
Matric Number	:	
Year of Study	:	
Current Hostel & Room Num	:	
Phone Number	:	
Parent /Guardian Phone Number	:	

SECTION B - REASON

Tick which is relevant in the respective box

LOCAL STUDENT

INTERNATIONAL STUDENTS

No.	Categories	✓	No.	Categories	✓
1.	Married		1.	Married	
2.	From Perlis (Living with Parent or Guardian) *Allowed for Second Year Student and Above		2.	Health problem which requires treatment and care (Living with Parent or Guardian)	
3.	Health problem which requires treatment and care (Living with Parent or Guardian)		3.	3rd & 4th Year Students Extended Student	
4.	Taking care of a sick parent				
5.	Extended Student				

OTHERS REASON, PLEASE STATE BELOW:

SECTION C- STUDENT SINGNATURE

Signature of Student	:	
Date	:	

SECTION D-FOR OFFICE USE ONLY

Hostel's Outstanding Balance	:	
Recommendation by RPO	:	YES <input type="checkbox"/> NO <input type="checkbox"/> Signature & Official Stamp: Date:
	:	APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> Signature & Official Stamp: Date :
Approval by Deputy Vice Chancellor (Student Affairs & Alumni)	:	

AUTHORIZATION TO LIVE OFF CAMPUS

LOCAL STUDENTS

Num	Categories	Documents Required
1.	Married	<ul style="list-style-type: none"> • Application Form • A Copy of Matrix Card • A Copy of Student & Spouse • A Copy of Marriage Certificate • A Copy of Utility Bills
2.	From Perlis (stay with a parent or guardian) -Allowed for Second Year Student and Above	<ul style="list-style-type: none"> • Application Form • A Copy of Matrix Card • A Copy of Student IC • A Copy of Parents IC • A Copy of Utility Bills
3.	Health problem which requires treatment and care	<ul style="list-style-type: none"> • Application Form • A Copy of Matrix Card • A Copy of Student IC • A Copy of Parents IC • A copy of Medical Certificate from Government Hospital & Verification letter form UniMAP Health Centre • A Copy of Utility
3.	Taking care of a sick parent	<ul style="list-style-type: none"> • Application Form • A Copy of Matrix Card • A Copy of Student IC • A Copy of Parents IC • A copy of parent Medical Certificate • A Copy of Utility Bills
4.	<ul style="list-style-type: none"> • Extended Student 	<ul style="list-style-type: none"> • Application Form • A Copy of Matrix Card • A Copy of Student IC • A Copy of Parents IC • A Copy of Utility Bills must be submitted after approval.

International Students

Num	Categories	Documents Required
1.	Married	<ul style="list-style-type: none">• Application Form• A Copy of Matrix Card• A Copy of Student & Spouse Passport• A Copy of Marriage Certificate• A Copy of Utility Bills
2.	Health problem which requires treatment and care	<ul style="list-style-type: none">• Application Form• A Copy of Matrix Card• A Copy of Student Passport• A copy of Medical Certificate from Government Hospital & Verification letter form UniMAP Health Centre.• A Copy of Utility Bills must be submitted after approval.
3.	<ul style="list-style-type: none">• Third- & Fourth-Year Students• Extended Student	<ul style="list-style-type: none">• Application Form• A Copy of Matrix Card• A Copy of Student Passport• A Copy of Utility Bills must be submitted after approval.

In all cases, students wishing to stay off-campus should not commit themselves in any way (through promises, deposits, or by signing tenancy agreement) to off-campus housing until they have been officially notified of the approval of their requests by the *UniMAP DVC* (Student Affairs and Alumni). Having signed a lease for off-campus accommodations does not exempt a student from the University's residential requirement.

Students are not allowed to stay off campus without approval from university.

Students who apply after the stated deadlines will **NOT BE CONSIDERED** for the current semester fee refund.

Application must be made according to deadlines as follow:

6th August 2018 – 15th October 2018

Students can apply through the following departments:

Residential Principal Office (RPO)
Kolej Kediaman Tun Abdul Razak (PFI 2),
Universiti Malaysia Perlis,

APPLICATION FOR STAYING OFF CAMPUS

Start

Submit Your Application Form with Supporting Documents

Submit completed documents to:
RPO Office

Review

Not Approved

Application Return

Approved

Submit Copy of Utility Bills/
Tenancy Agreement/ Hostel Check
Out Slip
***International Student**

Check out Process

End