



Dear International Exchange Partners,

Greetings from Universiti Brunei Darussalam (UBD)!

We are pleased to announce that nomination for the Academic Year 2017-2018 is now open. Please find the information on the student exchange application process as follows:

Contact Person(s):

Dr. Sabrina Daud
Deputy Director of Global Relations
Office of Assistant Vice-Chancellor (Global Affairs)

Office telephone number: +673 246 0922/0923 Ext. 2112

Fax number: +673 246 3015/3062

Email: sabrina.daud@ubd.edu.bn or office.gr@ubd.edu.bn

APPLICATION

Application deadline for Semester 1 (August to December): **June 1st**

Nomination deadline for Semester 1 (August to December): May 1st

Application deadline for Semester 2 (January to May): **November 1st**

Nomination deadline for Semester 2 (January to May): October 1st

Scanned copies of application forms (including supporting documents) can be emailed to the Deputy Director of Global Relations. **We do not require hard copies to be mailed.**

Eligibility:

1. Completed at least one year of full-time study at one of UBD's partner universities;
2. Nominated by the International Office of home university;
3. Achieved a minimum of GPA 2.5 (out of 4.0) or 3.0 (out of 5);
4. English proficiency of IELTS 6.0 or TOEFL 550 or equivalent.

Procedure:

1. Complete the application form;
2. Provide a clear copy of passport;
3. Provide certified true copies of academic certificates, transcripts, English proficiency qualifications including academic references;
4. Provide a copy of valid health insurance and **medical check-up or fitness certificate**.

Visa Requirement and Procedure:

Two (2) documents required: **a) Student Visa, and b) Student Pass**

1. UBD's International Students Centre (ISC) will assist all exchange/non-graduating students to apply for their student visa and student pass. All successful applicants only need to submit scanned clear copies of their passport to UBD **at least 2 months** before their arrival. Successful visa applicants will initially be issued an entry visa-on-arrival. Thereafter, ISC will proceed to convert this visa-on-arrival to a student visa and student pass. Please make an appointment to see Madam Sendi Batu (sendi.batu@ubd.edu.bn) immediately after you have arrived in UBD.

Note:

1. Once their studies have ended in UBD, all exchange/non-graduating students **must cancel both** the student visa and student pass prior to leaving the university (Student Central can assist on these matters). The cancellation process **can take up to two (2) weeks** therefore students must plan their departure date accordingly.

ARRIVAL

Exchange/non-graduating students are expected to arrive a few days before the Freshers' Week (orientation):

Semester 1 – 24 July 2017 to 30 July 2017

Semester 2 – 3 January 2018 to 7 January 2018

Airport transfer:

Office of Assistant Vice-Chancellor (Global Affairs) will arrange complimentary airport transfer for exchange/non-graduating students (do send us your flight itineraries **at least 2 weeks** in advance).

Insurance:

All exchange/non-graduating students are **strictly required** to have a valid international medical insurance (and must have submitted certified medical check-up documents before arrival in Brunei) for their entire study period in Universiti Brunei Darussalam.

Tuition Fees and other fees:

1. Tuition fees are waived during the exchange period.
 2. Other expenses (including accommodation) will be borne by the student.
-

Estimated Living Cost:

USD\$450 to USD\$550 per month for living expenses (excluding accommodation costs).

USD\$1 = BND\$1.41 (as of 2 March 2017, subject to changes).

ACADEMIC SCHEDULE

Important Dates:

Semester 1

31 July 2017 to 3 December 2017

Semester 2

8 January 2018 to 13 May 2018

Available Modules:

Please peruse through the individual academies/faculties/schools at:

<http://www.ubd.edu.bn/admission/undergraduate/gennext-degree-programme/degree-programmes/>

Note:

- All exchange/non-graduating students will not be allowed to enroll for any graduate modules;
- Non-Malay speaking exchange/non-graduating students are not encouraged to enroll in any Malay language or Malay-taught modules.

Average Course Load per semester:

Minimum: 16 modular credits (4 modules)

Maximum: 20 modular credits (5 modules)

Transcripts:

Exchange/non-graduating students are encouraged to collect their transcripts prior to leaving UBD (if transcripts are already available). However, if students leave prior to the availability of their transcripts, then the Office of Assistant Vice-Chancellor (Global Affairs) will mail the documents to the International Office of the student's home university (scanned copies will also be emailed).

Thank you and we look forward to welcoming you to Universiti Brunei Darussalam!