



Dear International Exchange Partners,

Greetings from Universiti Brunei Darussalam (UBD)!

We are pleased to announce that nomination for the **Semester 2, 2017-2018** is now open.

Please find the information on the student exchange application process as follows:

**Contact Person**

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## (A) Deadlines

<b>Nomination Deadline</b>	<b>1 October 2017</b>
<b>Nomination (Online Only)</b>	<a href="#">Click Here</a>
<b>Application Deadline (By Email Only)</b>	<b>1 November 2017</b>

Application form (including supporting documents) can be emailed to the Deputy Director of Global Relations at [sabrina.daud@ubd.edu.bn](mailto:sabrina.daud@ubd.edu.bn) or [office.gr@ubd.edu.bn](mailto:office.gr@ubd.edu.bn)

**Please kindly note that we no longer accept hard copies.**

## (B) Eligibility

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

## (C) Application Process (3 Phases)

### Application Phase 1 (by 1 November 2017)

1. Email the [completed the application form \(please click here\)](#);
  - a. Modules here: As an indication, [click here](#) for last academic year's modules for Semester 2 (2016-2017) (subject to change).
2. Email a clear scanned copy of passport photo page;
3. Email certified true copies of:
  - a. Latest academic transcript
  - b. Latest English proficiency test score

### Application Phase 2 (After Accepted by Faculty in UBD)

4. Email a copy of [completed medical check \(please click here\)](#);

### Application Phase 3 (After Medical Check Passed)

5. Email a copy of medical insurance valid in Brunei for duration of study in UBD.
6. Email a copy of flight itinerary (recommended arrival date: 2 January 2018).

## (D) Pre-Arrival

### Visa

UBD will process a visa-on-arrival for all exchange students.

1. Email a clear scanned copy of passport photo page and copy of medical insurance **at least one month** in advance of arrival.
2. Upon arrival, the International Students Coordinator will endorse the visa-on-arrival and convert it to a student visa within two weeks. Please make an appointment to see Madam Sendi Batu ([sendi.batu@ubd.edu.bn](mailto:sendi.batu@ubd.edu.bn)) immediately after you have arrived in UBD.

3. Once their studies have ended in UBD, all exchange/non-graduating students **must cancel the student visa at least two (2) weeks** prior to leaving the university. Please make an appointment to see Madam Sendi Batu ([sendi.batu@ubd.edu.bn](mailto:sendi.batu@ubd.edu.bn)) **no less than two (2) weeks prior** to planned departure date.

### **Student Registration during Freshers' Week**

Please bring the following documents:

1. A copy of UBD acceptance letter
2. A copy of passport photo page
3. 2 x passport-size photos (with blue background)
4. A copy of medical insurance
5. A copy of medical check

## **(E) Arrival**

### **Arrival and Term Dates**

Recommended Arrival Date:	<b>2 January 2018</b>
Freshers' Week:	<b>3 to 7 January 2018</b>
Term Dates:	<b>8 January to 13 May 2018</b>

### **Airport Transfer**

Global Relations Office will arrange complimentary airport transfer for all exchange/non-graduating students within working hours and working days (Monday to Thursday, Saturday, 7.45am to 4.30pm). Arrival outside working days and hours may incur a BND\$30 charge.

## **(F) Accommodation**

UBD will provide on-campus accommodation for all exchange/non-graduating students, subject to availability, at the Core Residential College.

[The Core Residential College](#) consists of self-contained single-gender apartments. Each apartment is fully air-conditioned with 5 single-gender bedrooms with desk and wardrobe, shared kitchen, shared living space and shared bathroom as well as washing machine. Rental is around USD\$200 per month (utilities included).

To apply for accommodation, please email [reservation.ubdcorp@ubd.edu.bn](mailto:reservation.ubdcorp@ubd.edu.bn) immediately after you receive your acceptance letter from Global Relations Office.

## (G) Fees and Living Costs

### **Tuition Fees and Expenses**

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

### **Estimated Living Cost**

USD\$300 to USD\$600 per month for living expenses (excluding accommodation costs).

USD\$1 = BND\$1.36 (as of 22 August 2017, subject to change thereafter).

## (H) Academic Information

### **Important Dates**

8 January to 25 February 2018: **Teaching Period** (1st Half of Semester)

26 February to 4 March 2018: **Mid-Semester Break**

5 March to 22 April 2018: **Teaching Period** (2nd Half of Semester)

23 April to 29 April 2018: **Revision Week**

30 April to 13 May 2018: **Examination Period**

### **Available Modules**

1. Please peruse through the individual academies/faculties at: <http://www.ubd.edu.bn/admission/undergraduate/gennext-degree-programme/degree-programmes/>
2. As an indication, [click here](#) for last academic year's modules for Semester 2 (2016-2017) (subject to change).

### **Note:**

- All exchange/non-graduating students will not be allowed to enroll for any graduate modules, without approval of the faculty concerned;
- 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 Global Relations Office will courier 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 (UBD)!