

UM GLOBE APPLICATION GUIDELINE

Prepared by:

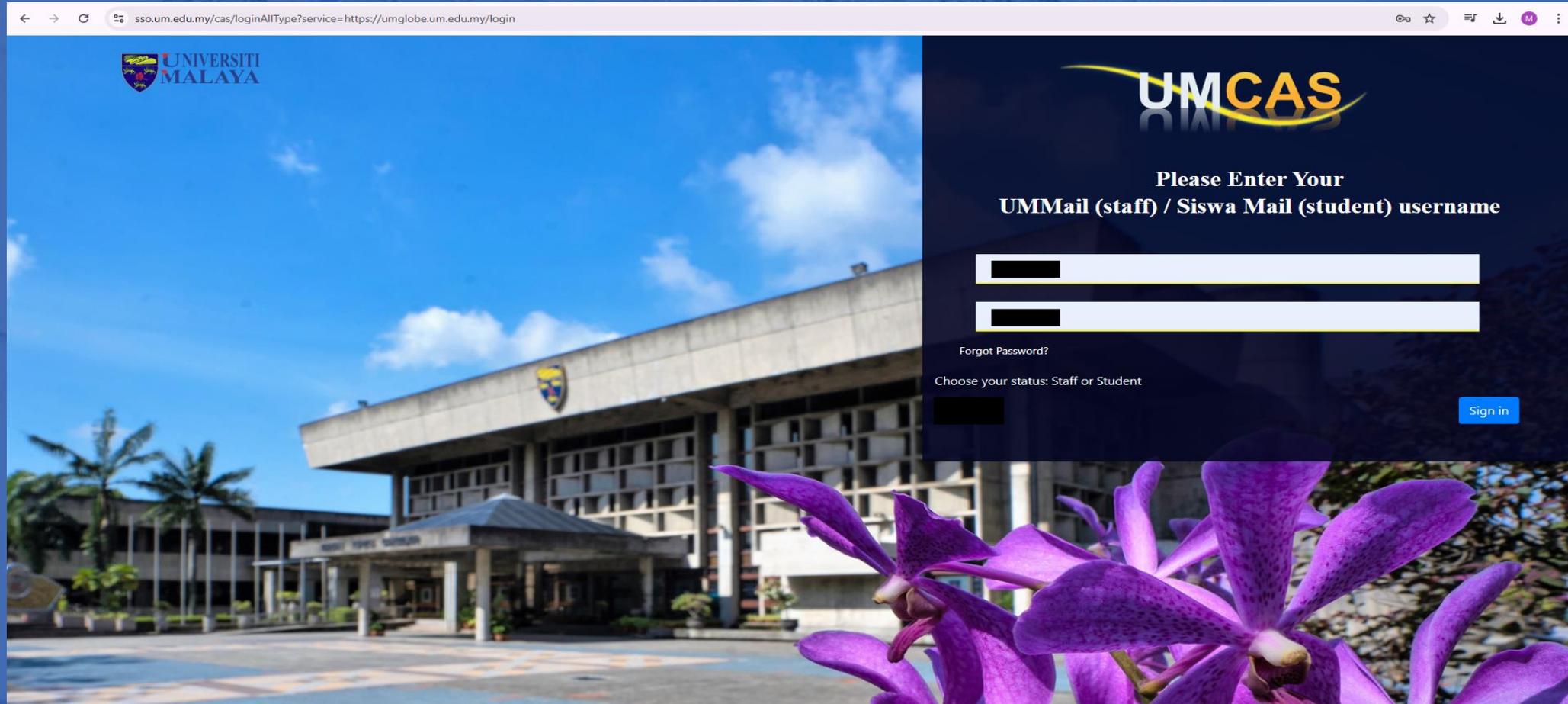
INTERNATIONAL STUDENTS & MOBILITY CENTRE (ISC) UNIVERSITI MALAYA (UM)

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



UNIVERSITI
MALAYA

STEP 1 – Log-in to UM Globe



The screenshot shows a web browser window with the URL `sso.um.edu.my/cas/loginAllType?service=https://umglobe.um.edu.my/login`. The page features a background image of a modern university building and purple orchids. On the left, the Universiti Malaya logo is displayed. On the right, the UMCAS login interface is shown, including the UMCAS logo, the instruction "Please Enter Your UMMail (staff) / Siswa Mail (student) username", two input fields for username and password, a "Forgot Password?" link, a "Choose your status: Staff or Student" dropdown menu, and a "Sign in" button.

UNIVERSITI
MALAYA

UMCAS

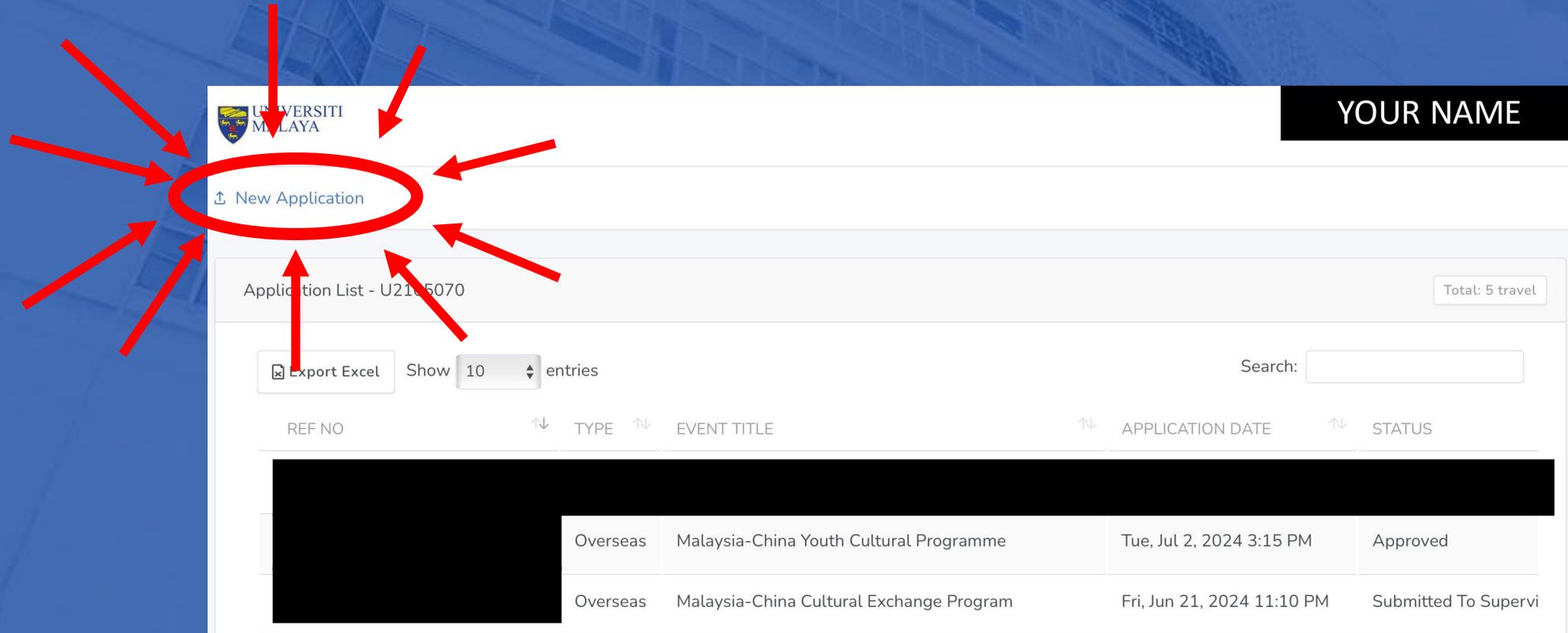
Please Enter Your
UMMail (staff) / Siswa Mail (student) username

[Forgot Password?](#)

Choose your status: Staff or Student

[Sign in](#)

STEP 2 – Go to “New Application”



The screenshot shows a web interface for the University of Malaysia. At the top right, there is a black box containing the text "YOUR NAME". Below this, the University of Malaysia logo is visible on the left. In the center, a button labeled "New Application" is circled in red, with several red arrows pointing towards it from various directions. Below the button, the text "Application List - U2105070" is displayed, along with a "Total: 5 travel" indicator. Further down, there are controls for "Export Excel", "Show 10 entries", and a search bar. At the bottom, a table lists application entries with columns for REF NO, TYPE, EVENT TITLE, APPLICATION DATE, and STATUS. The first row shows an "Overseas" application for the "Malaysia-China Youth Cultural Programme" with a status of "Approved". The second row shows another "Overseas" application for the "Malaysia-China Cultural Exchange Program" with a status of "Submitted To Supervi".

UNIVERSITI
MALAYA

YOUR NAME

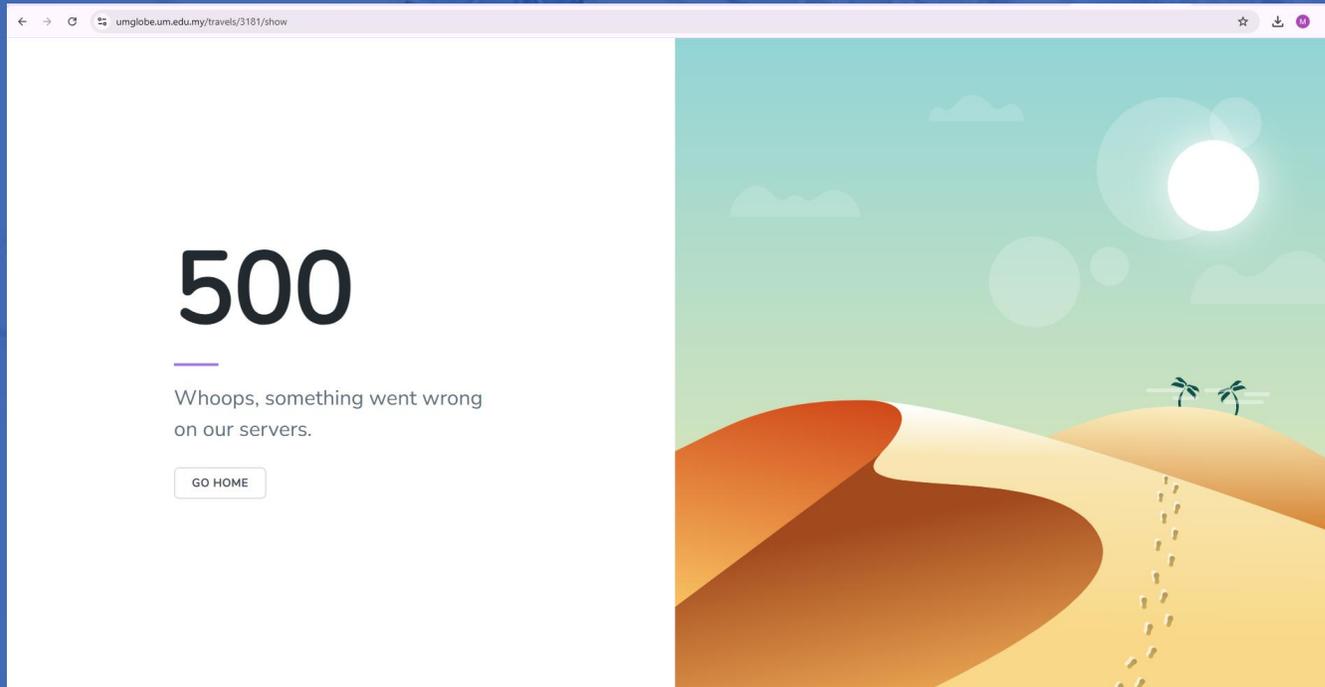
[New Application](#)

Application List - U2105070 Total: 5 travel

Show entries Search:

REF NO	TYPE	EVENT TITLE	APPLICATION DATE	STATUS
[REDACTED]	Overseas	Malaysia-China Youth Cultural Programme	Tue, Jul 2, 2024 3:15 PM	Approved
[REDACTED]	Overseas	Malaysia-China Cultural Exchange Program	Fri, Jun 21, 2024 11:10 PM	Submitted To Supervi

STEP 2 – If “Error”



What to do:

1. Check your status in MAYA if it is “ACTIVE”
2. If “ACTIVE”, go [here](#)
3. Click “New”
4. Category: ICT Services
5. Product: UM Globe
6. Receiver: Pejabat Ketua Pegawai Digital (CDO) / Pusat Penyelesaian dan Pembangunan Digital / ISIS
7. Click “Complaint”
8. Add in the “Detail” box
9. Contact No.
10. Location:
11. Attachment: Include a screenshot of your page
12. Click “Submit”

STEP 3 – APPLICATION TYPE (Individual Application)

New Application Save & Submit Discard

[View My Profile](#)

Please fill in the form below accordingly. Field with asterisk (*) sign is compulsory.

Application Type

Please choose Application Type*

- ✓ Please select
- Faculty
- Residential College

Please select number of participants*

Travel Information

Please choose **Application Type*** → Faculty

Please select **number of participants*** → 1 person (For individual application)

STEP 3 – APPLICATION TYPE (Group Application)

Application Type

Please choose Application Type*

Faculty

Please select number of participants*

More than 1 person

Other Participants

Add Participants

#	MATRIC NO.*	ACTIONS
1	Student MATRIC ID	Delete

- Please choose **Application Type*** → Faculty
- **Please select number of participants*** → More than 1 person
- Key-in their Student Matric ID and click **Add Participants** if applicable

STEP 4 – SUPERVISOR

Supervisors

Please choose your Immediate Supervisor*

DR. A. SASEKUMAR (sasekumar@um.edu.my) ▼

Supervisors are **according to faculty**. Kindly refer [here](#) for the list of mobility coordinators.

STEP 5 – Travel Information

Travel Information

Travel Type*

✓ Please select

Local

Overseas

e.g: 4th International Conference on New Direction In Multidisciplinary Research & Practice 2018

Venue*

e.g: University of Cambridge

State/Province

e.g: Cambridge

Country*

Please select a country

Event Type*

Competition

Event Mode*

Choose Travel Type: **Overseas**

Title of Activity/Event: Name of Program (i.e.: Sophia Summer Session)

Venue: Name of University (i.e.: Sophia University)

State/Province: Depending on the location of the host university (i.e.: Tokyo)

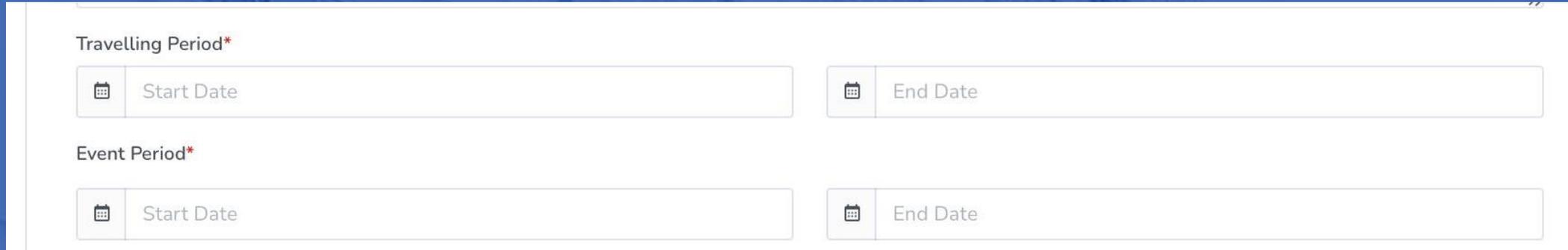
Country: Country of host university (i.e.: Japan)

Choose Event Type: Competition / Conference / Conventions / Exhibitions / Fairs / Networking Events / Seminars / Symposium / Workshop / Internship / **Long Term Exchange Program** / **Short Term Exchange Program** / Elective Posting / Non Graduating Research / Clinical Attachment

Event Mode: **Physical Event** / Virtual Event

*If the program is hybrid, only apply for the Physical Event

STEP 6 – Date Selection



The screenshot shows a form with two main sections: "Travelling Period*" and "Event Period*". Each section contains two date selection fields, "Start Date" and "End Date", each with a calendar icon. The "Travelling Period" fields are positioned above the "Event Period" fields.

Travelling Period:

Start Date (i.e.: 01/03/2025) – End Date (i.e.: 15/03/2025)

Event Period

Start Date: (i.e.: 03/03/2025) – End Date (i.e.: 14/03/2025)



The screenshot shows the "Event Attachments*" section. It features a blue button labeled "CHOOSE YOUR ATTACHMENTS" and a text instruction: "Please attach supporting document in PDF format only ,max size : 2MB/each file (Letter of invitation, etc).". A red arrow points from the highlighted instruction in the text below to this section.

***Start Date for Travelling Period must be 1 or 2 days before Start Date of Event Period.**

***End Date of Travelling Period must be 1 or 2 days after End Date of Event Period.**

***Application of UM Globe must be made 21 days or more before the Travelling Period.**

***Upload your Offer Letter at Event Attachments.**

STEP 7 – Date Selection (Within 21 Days)

Travelling Period*

17/01/2025 31/01/2025

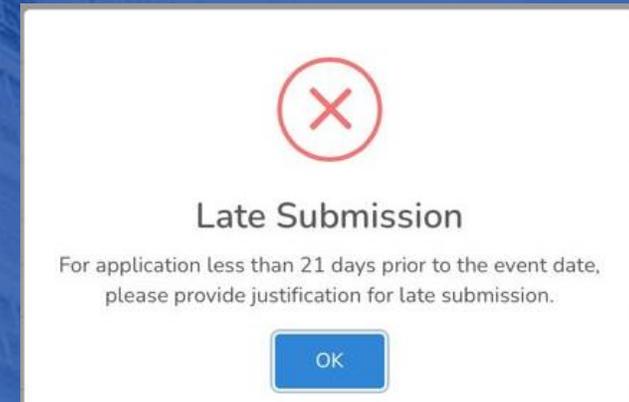
Event Period*

18/01/2025 30/01/2025

Justification For Late Submission*

Event Attachments*

CHOOSE YOUR ATTACHMENTS Please attach supporting document in PDF format only ,max size : 2MB/each file (Letter of invitation, etc).



If application of UM Globe is made within 21 Days, you must provide the justification

Cases of late application includes:

1. Late application of submission due to **Offer Letter was produced late by the host university.**
2. Students deliberately applying late.

STEP 8 – Financial Aid

Financial Aid

[Add Financial Aid\(s\)](#)

#	SOURCES OF FINANCIAL ASSISTANCE FOR THE VISIT*	DETAILS*	ACTIONS
1	<input type="text" value="Faculty"/>	<input type="text" value="Account Number"/>	Delete

SOURCES OF FINANCIAL ASSISTANCE FOR THE VISIT: University / Faculty / Research Grant / Sponsorship / Not Applicable / Others

*If students are participating in **programs promoted by ISC**, choose **University**.

*If students are going to **programs under their own faculty**, choose **Faculty**.

DETAILS: Depending on financial aid (i.e.: Faculty code / Short-Term Outbound Financial Assistance if you choose University (Programs under ISC))

STEP 9 - Declaration

Declaration

I hereby declare that all information herein provided is correct and understand that the University reserves the right to decline the application if the information is found to be false. With this approval, I acknowledge that I MUST purchase my own travel insurance (either for domestic or overseas travel) before I travel.

Letter of Undertaking and Indemnity due to uncertainties of the Covid-19 Pandemic*
[Download Application_Form_Permission_to_Travel_Oversea.](#)

Choose Files | no files selected

Save & Submit | Discard



UNIVERSITI
MALAYA

PERMISSION TO TRAVEL (OVERSEAS) FORM
To be completed by student and submitted to the
Office of the Deputy Vice-Chancellor (Academic & International)
NOT LESS THAN 21 DAYS before the travel date.
Letter of Undertaking and Indemnity due to uncertainties of the Covid-19 Pandemic

I, _____ (Name of the Applicant)
(Matric No.) hereby agree that I will take full responsibilities to comply with directives issued by the National Security Council (NSC) and Ministry of Health (MOH) Malaysia from time to time, as well as the related travel guidelines to affected countries before travelling. I will strictly follow the Standard Operating Procedure (SOP) set by the Malaysian Government upon returning to Malaysia I will be FULLY RESPONSIBLE to take any risk and to cover any expenses that may arise at my own cost, where applicable at both the host and home country. I release Universiti Malaya and its employee from any and all claims or liability arising out of this participation.

Signature _____ Date _____

CONSENT FROM PARENTS/GUARDIAN
[for Undergraduate students only]

I, _____ (Parents/Guardian)
(NRIC No/Passport No.) parents/guardian of _____
(Name of the Applicant) agree on her/his participation in the program.

I understand that participation by _____ (Name of the Applicant) involves a certain degree of risk. I have carefully considered the risk involved and give consent for him/her to participate in the program. I understand that participation in the program is entirely voluntary and requires participants to abide by applicable directives, rules and standards of conduct set by the Malaysian Government. I release Universiti Malaya and its employee from any and all claims or liability arising out of this participation.

Signature _____ Date _____

- *Click the checkbox
- *Download the **Application_Form_Permission_to_Travel_Oversea**
- *Upload the **Letter of Undertaking and Indemnity due to uncertainties of the Covid-19 Pandemic**
- *Click **Save & Submit**

STEP 10 – Reviewing your application

 UNIVERSITI
MALAYA

YOUR NAME

[New Application](#)

Application List - U2105070 Total: 5 travel

[Export Excel](#) Show entries Search:

REF NO	TYPE	EVENT TITLE	APPLICATION DATE	STATUS
[REDACTED]	Overseas	Malaysia-China Youth Cultural Programme	Tue, Jul 2, 2024 3:15 PM	Approved
[REDACTED]	Overseas	Malaysia-China Cultural Exchange Program	Fri, Jun 21, 2024 11:10 PM	Submitted To Supervi

This is your application page, where it shows your status: Pending Approval, Recommended by Supervisor, Submitted to Supervisor, Pending DD Approval or Approved

Kindly refer to your mobility coordinator if your application has yet to be approved.

Step 11 – Application Page (Applicant Details)



Submitted To Supervisor <small>Fri, Sep 6, 2024 10:20 PM</small>	Recommended by Supervisor <small>Wed, Sep 18, 2024 11:47 AM</small>	Recommended by Deputy Dean <small>Tue, Sep 24, 2024 1:15 PM</small>	Application Approved <small>Tue, Sep 24, 2024 2:46 PM</small>
---	--	--	--

Permission To Travel (Overseas) Form Application Approved on Fri, Sep 6, 2024 10:20 PM [Back](#)

[Applicant Details](#) | [Event/Travel Information](#) | [Financial Aid](#) | [Participants List](#) | [Attachments](#) | [Declarations](#)

Travel Ref. No.	
Applicant Name	
Matric Number	
Nationality	
IC Number/Passport Number	
Gender	
Study Level	
Department	
Faculty/Academy/Institute/Centre	
Mobile Number	
Residential College	

Study Level	
Department	
Faculty/Academy/Institute/Centre	
Mobile Number	
Residential College	
Email Address	
Alternative Email Address	

Comments

Approved by ASSOCIATE DEPUTY VICE-CHANCELLOR (ACADEMIC AND INTERNATIONAL)
Tue, Sep 24, 2024 2:46 PM

Approved

Recommended by PROFESOR DR. HARIS BIN ABD WAHAB
Tue, Sep 24, 2024 1:15 PM

Recommended

Recommended by PROFESOR MADYA DR. FIRUZA BEGHAM BINTI MUSTAFA
Wed, Sep 18, 2024 11:47 AM

Recommended

Step 11 – Application Page (Event/Travel Information)

Permission To Travel (Overseas) Form Application Approved on Fri, Sep 6, 2024 10:20 PM [Back](#)

[Applicant Details](#) [Event/Travel Information](#) [Financial Aid](#) [Participants List](#) [Attachments](#) [Declarations](#)

Activity/Event Type	Competition		
Activity/Event Mode	Physical Event		
Title of Activity/Event	Short-Term Mobility Programme		
Justification For Attending The Visit	Participating in the Short-Term Mobility Programme to Thammasat University Rangsit Thaprachan		
Venue	Thammasat University		
State	Rangsit/Bangkok		
Country	Thailand		
Event Period	Start Date	End Date	No. of day(s)
	09/09/2024	13/09/2024	5
Travelling Period	Start Date	End Date	No. of day(s)
	08/09/2024	14/09/2024	7
Justification For Late Submission	Offer letter was just received today.		

Step 11 – Application Page (Financial Aid)

Permission To Travel (Overseas) Form Application Approved on Fri, Sep 6, 2024 10:20 PM [Back](#)

[Applicant Details](#) [Event/Travel Information](#) [Financial Aid](#) [Participants List](#) [Attachments](#) [Declarations](#)

Sources of financial assistance:

#	Financial Aid	REMARKS
1	Faculty	Refer to faculty for financial code

i.e.: Getting financial aid through faculty

Step 11 – Application Page (Participants List)



Permission To Travel (Overseas) Form Application Approved on Fri, Sep 6, 2024 10:20 PM [Back](#)

[Applicant Details](#) [Event/Travel Information](#) [Financial Aid](#) [Participants List](#) [Attachments](#) [Declarations](#)

Participants Details

#	MATRIC NO.	NAME	DEPARTMENT	FACULTY	EMAIL
1	[REDACTED]				
2					
3					
4					
5					
6					
7					
8					
9					

Step 11 – Application Page (Attachments and Declaration)

Permission To Travel (Overseas) Form Application Approved on Fri, Sep 6, 2024 10:20 PM [Back](#)

[Applicant Details](#) [Event/Travel Information](#) [Financial Aid](#) [Participants List](#) [Attachments](#) [Declarations](#)

Attachments



Offer Letter

Declarations



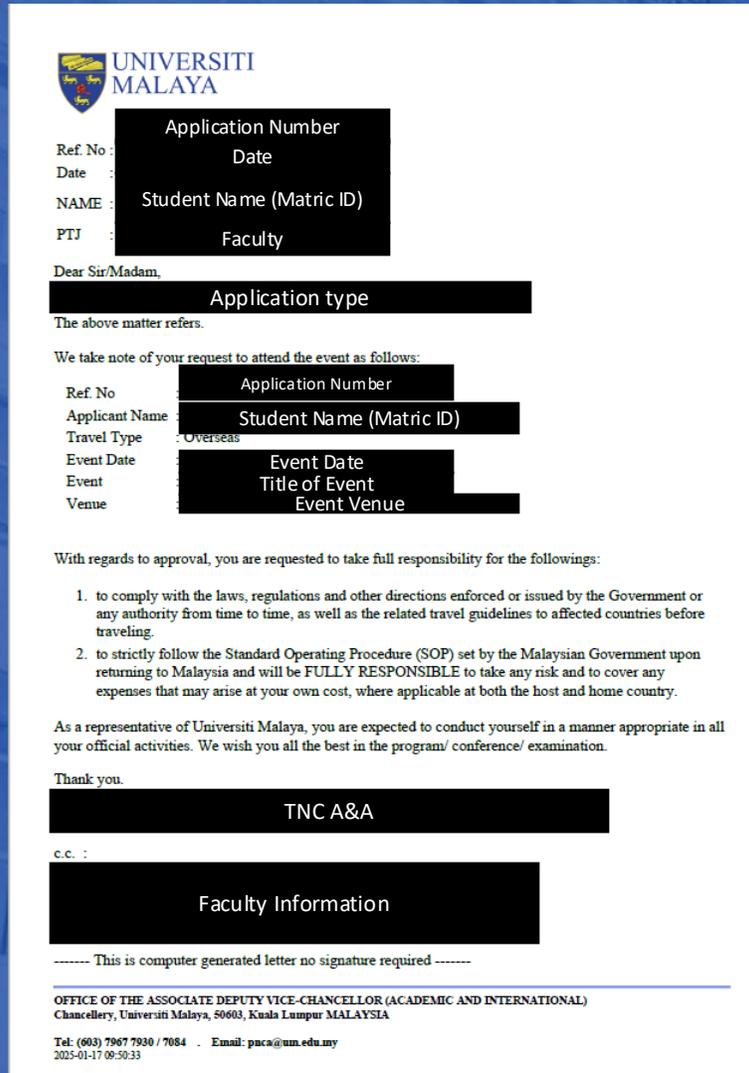
Application_Form_Permission_to_Travel_Oversea

Step 11 – Approval Letter

You must
submit this

Approval Letter

for the financial
assistance
application



 UNIVERSITI
MALAYA

Application Number
Ref. No : [Redacted]
Date : [Redacted]
NAME : Student Name (Matric ID)
PTJ : Faculty

Dear Sir/Madam,
Application type [Redacted]
The above matter refers.

We take note of your request to attend the event as follows:

Ref. No : Application Number
Applicant Name : Student Name (Matric ID)
Travel Type : Overseas
Event Date : [Redacted]
Event : Title of Event
Venue : Event Venue

With regards to approval, you are requested to take full responsibility for the followings:

1. to comply with the laws, regulations and other directions enforced or issued by the Government or any authority from time to time, as well as the related travel guidelines to affected countries before traveling.
2. to strictly follow the Standard Operating Procedure (SOP) set by the Malaysian Government upon returning to Malaysia and will be FULLY RESPONSIBLE to take any risk and to cover any expenses that may arise at your own cost, where applicable at both the host and home country.

As a representative of Universiti Malaya, you are expected to conduct yourself in a manner appropriate in all your official activities. We wish you all the best in the program/ conference/ examination.

Thank you.
TNC A&A [Redacted]

c.c. :
Faculty Information [Redacted]

----- This is computer generated letter no signature required -----

OFFICE OF THE ASSOCIATE DEPUTY VICE-CHANCELLOR (ACADEMIC AND INTERNATIONAL)
Chancellery, Universiti Malaya, 50603, Kuala Lumpur MALAYSIA
Tel: (603) 7967 7930 / 7054 . Email: paca@um.edu.my
2025-01-17 09:50:33

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



03-7967 7712



UNIVERSITI
MALAYA