

1. Passport

All participants are required to have a valid passport (one [1] year of validity from the date of entry to Malaysia). All expenses to obtain the passport should be borne by the participants.

Successful participants are required to submit a coloured photocopy of the first page of their valid passport and a coloured passport size photo to the organiser by e-mail for immigration processing not later than **seven (7) weeks** before the course commences.

2. Visa (Visa-With-Reference)

It is **MANDATORY** for all the MTCP participants to follow the Visa With Reference (VWR) application procedure. This will minimise complication at the Immigration counter of Kuala Lumpur International Airport (KLIA) and throughout the training programme.

Upon receiving the passport colour copy, passport sized colour photo and acceptance Letter from the selected participants; the organiser will apply for VWR at the Department of Immigration in Malaysia and obtain **specific VWR Approval Letter** for the participants. A copy of this VWR Approval Letter will be sent directly to the participant and related Malaysian Mission. All the participants must follow the procedure as stated below.

If the selected participants do not agree to obtain the VWR or adhere to the necessary procedure, the organiser reserves the right to revoke their participation.

Specific Approval Letter

The participants who received the **specific VWR Approval Letter** are required to obtain a VWR stamp at the specified Malaysian Mission before entering Malaysia.

Participants who do not have Malaysian Mission in their country are requested to obtain the VWR stamp at the nearest Malaysian Mission in person, along with the VWR Approval Letter, coloured passport size photo and Offer Letter from the organizer. Upon arrival at the said mission, participants have to produce the Approval Letter and fill in the necessary application

form. Subsequently, they will be issued the necessary visa to travel to Malaysia.

However, the following cost involved in obtaining the VWR at a Malaysian Embassy in a third country would not be borne by Malaysia:

i. Third country visa; ii. Visa fee for Malaysian Visa (VWR); iii. Transportation expenses to obtain visa; and iv. Any other personal expenses

Please take note that the flight itinerary and accommodation are not negotiable

3. Vaccination for Yellow Fever

Participants from the following countries including diplomatic and official passport holders are required to take **a mandatory vaccination for yellow fever at least 10 days prior to their departure to Malaysia;**

- GHANA
- CAMEROON
- ETHIOPIA
- UGANDA
- KENYA
- NIGERIA
- SENEGAL
- CONGO
- TANZANIA

Participants from the above mentioned countries **must bring along** the valid proof of such vaccination (such as the above mentioned countries) to be produced at immigration upon entering Malaysia. If participants fail to produce such proof, he/she will be quarantined and will be deported home instantly at his/her own expenses.

Further information:

<http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country.html>

- Manners

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of

the land and institutions.

- **Dress Code**

During lectures, male participants are required to dress in long-sleeved shirts with ties, long pants and lounge suits and female participants should be appropriately dressed in office attire. For formal occasions – lounge suit or national costume are required.