

Students are welcome to see our counsellors for academic, administrative, and personal issues. This enables students to receive invaluable information, guidance, and support. Please address all inquiries to the appropriate personnel via phone, email, or correspondence. All emergencies can be directed to the following members of staff.

International Office Manager	Address:	FTMS College Block 3420, Persiaran Semarak Api, Cyber 4, 63000 Cyberjaya, Selangor, Malaysia.
	Phone:	(03) 8310 9355
	Fax:	(03) 8310 9211
	Email:	ftms@ftms.edu.my

Opening of bank accounts

You are advised to open a bank account as soon as possible after getting your student pass sticker. Opening a bank account is always easy. The following information should help you. Some banks will not allow you to open a current account. You should be allowed to open a savings account where you can deposit money. To open a bank account you will need:

- Your passport with a valid student pass sticker
- FTMS College Confirmation letter
- Accommodation address
- Sponsor's letter (if you have an official sponsor - not family members)

Means of transferring money (personal)

- Remittances Companies (e.g.. Western union, Int. Money Express & etc)
- Telegraphic transfer

Assessing campus guidelines / dress code

FTMS-College, Malaysia is a professional establishment and students of the centre are generally perceived as professional trainees. As such, their attire must be compatible with the public image of FTMS College, Malaysia. Students are expected to dress sensibly and discreetly

Regulation pertaining to display of the student card

It is compulsory for students to bring and display the student's card at all times while on college and for the use of facilities.

International Student's activities

These are combined activities with local students

- Sports carnival
- Inter college competitions
- In college cultures shows
- Visit to places of interest

Attendance & Class Schedules

Being present at all lectures, tutorials and practical sessions are mandatory. Attendance is monitored regularly. Students whose attendance falls below 80% will not be eligible for the taking of examinations (Academic program). In case students are found to be irregular in their attendance, without notice, they should provide evidence in writing for reason of absenteeism at the earliest opportunity by completing the Non-Attendance Form. Student who fails to do so, letter will be sent to the Embassy and will have an effect on the renewal of the Visa and in extreme case the visa will be terminated. If there is any circumstance beyond the control of the student that has affected the academic performance of the student (medical, bereavement, etc), this should be informed in writing (Non-Attendance Form), as per the campus regulations.

Accommodation /Living

Off Campus accommodation:

- Cooperation with private house / apartment providers
- Interested students are required to pay USD 470 as deposit (Refundable) and rental of USD 470 (non refundable) for a guaranteed minimum stay of 3 months
- Thus USD 940 in to be paid in advance in order to confirm your accommodation.
- Subject to availability

Rented accommodation in Malaysia generally ranges in price from RM 400 for a basic room to RM 2,000 for a fully furnished air-conditioned apartment. These depend on the location and standard of facilities provided.

The average living expenses for a student for one year is around RM 12,000, which includes food and accommodation in our hostels (roughly RM 1,000 per month). Depending on your lifestyle and habits you may need to add (or minus) RM 100 – RM 200 per month as the case may be.

A rough breakdown follows:

- Accommodation : RM 400 – RM 800 per month
- Food (3 basic meals) : RM 450 – RM 600 per month
- Books & stationery : RM 200 – RM 500 per course or semester
- Entertainment allowances : RM 100 – RM 200 per month

