



Dear International Exchange Partners,

Greetings from Universiti Brunei Darussalam (UBD)!

We are pleased to announce that nomination for the **Semester 2, 2023-2024** is now open.

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

**Contact Person**

Deputy Director of Global Relations I  
Office of Assistant Vice-Chancellor (Global Affairs)

Office Telephone Number: +673 246 0922 / 0923 Ext. 1277

Fax Number: +673 246 3015 / 3062

Email: [office.gr@ubd.edu.bn](mailto:office.gr@ubd.edu.bn)

Website: <http://www.ubd.edu.bn/ie-sep/>

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## (A) Deadlines

<b>Nomination Deadline</b>	<b>30 September 2023</b>
<b>Nomination (Online Only)</b>	<a href="#">Click Here</a>
<b>Application Deadline (By Email Only)</b>	<b>31 October 2023</b>

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

**Please kindly note that we DO NOT require 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.
5. Must have a passport with at least 6 months of validity from date of departure from Brunei after end of programme at UBD.
6. Must comply with '[Guidelines For Travel Into and Out of Brunei Darussalam](#)'. Please visit this website for latest guidelines:  
[https://www.pmo.gov.bn/EndemicPhaseGuidelines/\[ENG%20-%2015SEPT2022\]%20Guidelines%20for%20travel%20into%20and%20out%20of%20NBD%20-%20Air%20Land%20Sea.pdf](https://www.pmo.gov.bn/EndemicPhaseGuidelines/[ENG%20-%2015SEPT2022]%20Guidelines%20for%20travel%20into%20and%20out%20of%20NBD%20-%20Air%20Land%20Sea.pdf)

## (C) Application Process (3 Phases) \*

### Application Phase 1 (by 31 October 2023) – by email to [office.gr@ubd.edu.bn](mailto:office.gr@ubd.edu.bn)

1. Email the tentative module choices (4 modules) you would like to take in UBD. Modules here: [Click Here](#) for *indication* of Semester 2, 2023-2024 Modules. Kindly ensure to clearly list down the complete module code and title in this form (click here).
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

Once the module choices are accepted, we will email the applicant to complete an online form. Please wait to hear.

### Application Phase 2 (After Accepted by Faculty in UBD, please wait to hear)

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

### Application Phase 3 (After Medical Check is Passed, please wait to hear)

5. Email a copy of medical insurance valid in Brunei for duration of study in UBD. Please check that our medical insurance complies with Brunei Darussalam requirements: <https://www.pmo.gov.bn/travelportal/Home.aspx>
6. Email a copy of flight e-ticket or itinerary with your name clearly stated in the booking. Kindly confirm your travel dates with us **prior** to purchasing your tickets.

7. Email completed [accommodation form](#).

**\*Application process and timeline will vary depending on COVID-19 travel restrictions in place at the time of application.**

## (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 Unit (ISU) will endorse the visa-on-arrival and convert it to a student visa within two weeks. Please make an appointment to see the International Students Unit (ISU) by emailing [office.isu@ubd.edu.bn](mailto:office.isu@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 International Students Unit (ISU) ([office.isu@ubd.edu.bn](mailto:office.isu@ubd.edu.bn)) **no less than two (2) weeks prior** to planned departure date. Kindly note that you are not allowed to travel in and out of Brunei within the two weeks of your visa cancellation, prior to your final departure from Brunei. Please therefore plan your travels carefully.

### Student Registration during Freshers' Week

Please bring the following **printed** documents on hand:

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>30 to 31 December 2023</b>
Freshers' Week:	<b>2 to 6 January 2024 (Tuesday to Saturday)</b>
Term Dates:	<b>8 January to 19 May 2024</b>

## **Airport Transfer**

All exchange and non-graduating students can arrange airport transfer when completing their UBD accommodation reservation form. The student will pay the fee indicated for the airport transfer in the accommodation reservation form to the airport pick-up company.

Alternatively if exchange/ non-graduating students are arriving in a group (more than 2 person), UBD Global Relations Office will arrange airport transfer for students (the airport transfer fee is to be paid directly by the student to the airport pick up company). Whenever possible, UBD student ambassadors will be at the airport to welcome exchange/non-graduating students.

## **(F) Accommodation**

UBD Global Relations Office will assist in booking 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 BND250 per month (utilities included), and deposit of one month's rent (paid in BND cash) is required upon check in.

To apply for accommodation, please return the [accommodation form](#) **at least one month prior to arrival in Brunei.**

## **(G) Fees and Living Costs**

### **Visa Fees**

1. BND20 for the visa on arrival (to be paid at the Brunei International Airport or other international port of entry, at the Visa on Arrival counter or equivalent). For Singaporean and Malaysian citizens, this fee is waived.
2. The following student visa fees are to be paid in UBD to International Students Unit during endorsement of the visa on arrival:
  - a. Single entry visa = BND20 or,
  - b. Multiple entry visa = BND30 (less than 3 months); BND50 (3 to 12 months).\*

\* We highly encourage students to get the multiple entry visa if they plan to travel across Brunei border to Malaysian states of Sarawak and Sabah.

### **Tuition Fees and Expenses**

1. Tuition fees are waived during the exchange period (for partner university students).
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\$1.32 (as of 23 July 2023, subject to change thereafter).

## **(H) Academic Information**

### **Important Dates**

2 January 2024 to 6 January 2024

**8 January 2024 to 19 May 2024**

8 January 2024 to 25 February 2024

26 February 2024 to 3 March 2024

4 March 2024 to 21 April 2024

22 April 2024 to 5 May 2024

6 May 2024 to 19 May 2024

Freshers' Week

**Semester 2, 2023-2024**

Teaching Period (Week 1 to Week 7)

Mid-Semester Break

Teaching Period (Week 8 to Week 14)

Revision Weeks

Examination Weeks

### **Available Modules**

1. Please peruse through the individual academies/faculties at:  
<http://www.ubd.edu.bn/admission/undergraduate/gennext-degree-programme/degree-programmes/>
2. [Click Here](#) for *indication* of Semester 2, 2023-2024 Modules.

#### **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, without prior proven proficiency.

### **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)!

**[End of Factsheet]**