



**STUDENT AFFAIRS DEPARTMENT**

**ACCOMMODATION CHECK-IN FORM & LETTER OF UNDERTAKING**

PART A: PERSONAL INFORMATION			
NAME:		GENDER:	
IDENTITY CARD / PASSPORT NO. :		CONTACT NO. :	

PART B: EMERGENCY CONTACT			
NAME:		CONTACT NO. :	

PART C: IF YOU ARE UNIVERSITI MALAYA STUDENTS, KINDLY FILL IN THE DETAILS AS FOLLOWS:			
NEW MATRIC NO. :		OLD MATRIC NO. : (IF ANY)	
PROGRAM:		YEAR OF STUDY: (please ✓ in the relevant box)	
		YEAR 1	YEAR 2
FACULTY:		YEAR 3	YEAR 4
		OTHERS: _____	

PART D: ACCOMMODATION INFORMATION			
ACCOMMODATION FACILITY: (please ✓ in the relevant box)		ROOM NUMBER:	
	RESIDENTIAL COLLEGE: _____		
	INTERNATIONAL HOUSE	CHECK-IN DATE:	
	JAPAN APARTMENT	CHECK-IN TIME:	

PART E: LETTER OF UNDERTAKING	
<p>I, indeed, and truthfully undertake the following:</p> <ol style="list-style-type: none"> <li>Abide the "Check-in and Check-out" procedures during my stay at this Residential College.               <ol style="list-style-type: none"> <li>Accommodation fee will be charged for one semester and there will be no refund for early check-out or halfway throughout the duration.</li> <li>Duration of stay begins from the first day of semester until the last day of the examination week.</li> <li>Extra accommodation fee will be charged for the stay beyond the duration mentioned above.</li> </ol> </li> <li>Abide all rules, regulations and instructions including the ban on alcohol, porcine, no-smoking/ vaping policy, traffic, and security matters together with the dress-code for Universiti Malaya as stated in Residential College handbook.</li> <li>Abide guidelines on the usage of the pantry, laundry room and bathrooms.</li> <li>Abide the ruling of not entering the residential block which meant for the opposite gender and maintain the peace, tranquillity, harmony, religious, cultural diversity amongst residents.</li> <li>Maintain the cleanliness of bedroom, residential block, and areas within the college compound.</li> <li>Will never change, move, or shift as well as damage all fittings in the bedroom, residential block, or areas within the college compound.</li> <li>Allow the Residential College Management to access my medical record.</li> <li>Follow all other instructions that are given by the Residential College Management from time to time.</li> <li>Understand that Residential College Management reserves the right to conduct spot checks in the student's room at any time and confiscate prohibited items.</li> <li>Understand that my stay in this college is not permanent and only for one semester. The Residential College Management has the right to withdraw this facility at any time when I have violated the rules.</li> </ol> <p>Hence, I understand that upon my misconduct against the ruling, I can be fined and/ or disciplinary action will be taken against me as stated in the University and College Act 1971.</p>	

Verified by:

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Name:  
Date:

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Principal / Manager of Residential College  
or Students Affairs Department Officer