



STUDENT AFFAIRS DIVISION

CHECK-IN FORM & LETTER OF UNDERTAKING (LOU)
RESIDENTIAL COLLEGE

RESIDENTIAL COLLEGE : _____

PART A : STUDENTS INFORMATION

Table with 6 columns: FULL NAME, MATRIC NO. (OLD), MATRIC NO. (NEW), FACULTY, YEAR / SEMESTER, GENDER, PHONE NO., CHECK-IN DATE, CHECK-IN TIME, ROOM NO.

PART B : LETTER OF UNDERTAKING (LOU)

I, indeed and truthfully undertake the following :

- 1. Abide the "Check-in and Check-out" procedures during my stay at this Residential College.

*Notes :

- (1) Accommodation fee will be charged for one semester and there will be no refund for early check-out or halfway throughout the duration.
(2) The usual duration of stay begins on the date of check-in at the college and the last day of the examination week. Extra accommodation fee is to be charged for the stay after the specific duration.
2. 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.
3. Abide guidelines on the usage of the pantry, laundry room and bathrooms.
4. Abide the ruling of not entering the residential block which meant for the opposite gender and maintain the peace, tranquility, harmony, religious, cultural diversity amongst residents.
5. Maintain the cleanliness of bedroom, residential block and areas within the college compound.
6. Will never change, move or shift as well as damage all fittings in the bedroom, residential block or areas within the college compound.
7. Allow that Residential College Management to access my medical record.
8. Follow all other instructions that are given by the Residential College Management from time to time.
9. Understand that Residential College Management reserves the right to conduct spot checks in the students room at any time and confiscate prohibited items.
10. Understand that my stay in this college is not permanent and only for one semester only. The Residential College Management has the right to withdraw this facility at any time when I have violated the rules.

Hence, I understand that upon my misconduct against the ruling that I can be fined and/ or disciplinary action will be taken against me as stated in the University and College Act 1971. Official notice will be sent to my parents when above mentioned rules are violated.

Verified by :

Name :
Date :

Master of Residential College