Rujukan : UKM.PPP.100.1/3/1
Tarikh   : 16 January 2024

ALL UNDERGRADUATE & POSTGRADUATE STUDENTS
BANGI AND KUALA LUMPUR CAMPUSES
UNIVERSITI KEBANGSAAN MALAYSIA
(EXCEPT FOR TUN DR. ISMAIL RESIDENTIAL COLLEGE)

Dear Students,

<u>STUDENT HOUSING CENTRE CIRCULAR NO 1/2024</u>

With reference to the above matters, the semester breaks for Semester 1, Session 2023/2024 will commence on 12 February 2024.

1.0   A) ACCOMMODATION CONFIRMATION FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS AT RESIDENTIAL COLLEGES FOR SEMESTER 2, SESSION 2023/2024

Students who have successfully obtained accommodation for Semester 1, Session 2023/2024 are required to respond the accommodation confirmation for the Semester 2, Session 2023/2024 as per details below:

Date	URL
17 – 23 January 2024	https://appsmu.ukm.my/ekolej

* Students who do not respond to the accommodation application for Semester 2, Session 2023/2024 are deemed uninterested in staying in the college and the room will be open to appeal students and new applications.

* Students are not allowed to leave their belongings in the room during the semester break since the accommodation will be used for university's program. However, students can store their belongings in a storage facility provided by the college administration.

B) ACCOMMODATION APPLICATION FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS AT RESIDENTIAL COLLEGES FOR SEMESTER 2, SESSION 2023/2024

For undergraduate students who were unsuccessful in securing accommodation for Semester 1, Session 2023/2024 and new postgraduate students for Session 2023/2024 accommodation applications can be made on the following date:

Date	URL
25 – 30 January 2024	https://appsmu.ukm.my/ekolej

* All college accommodation applications are subject to vacancy and college's approval.

For those who were unsuccessful to get college accommodations offer, appeal for accommodation can be made as follows:

Date	URL
17 – 21 February 2024	https://appsmu.ukm.my/rayuankolej

* Only students who have submitted college applications are allowed to make an appeal, and the result is subject to the college vacancy.

2.0   CHECK-OUT REGISTRATION FOR SEMESTER 1, SESSION 2023/2024 AND RULES FOR ROOM VACATING AND STORAGE OF BELONGINGS

Students are required to check-out from the residential college for Semester 1, Session 2023/2024 before 11 February 2024.

Detail	Deadline
Check-out from the residential college for Semester 1, Session 2023/2024	11 February 2024

2.1   The following rules of vacating rooms and storage of belongings should be complied with:

2.1.1   The final date to vacate the room and return the keys at the residential college:

Date	Time
11 February 2024	8.30 am – 4.30 pm

2.1.2   A penalty of RM 20.00 will be imposed for the loss of room keys.
2.1.3   Room should be in clean condition and locked upon vacated. Ensure to switch off the lights and fan before leaving the rooms.
2.1.4   A penalty will be imposed to students whose rooms are deemed dirty/unhygienic and did not switch off the lights or fan.
2.1.5   Any loss or damage to room furniture or utilities will be penalized accordingly.
2.1.6   The college administration will provide a space for students to store their belongings during the semester break.
2.1.7   Below is the schedule storing items:

Date	Time
29 January – 9 February 2024	8.30 am – 4.30 pm

2.1.8   All valuable belongings and important documents, such as certificates, identification cards, and residential college cards, are NOT ALLOWED to be kept in the store.
2.1.9   The college administration will not be responsible for the safety of all belongings stored.
2.1.10   Students are strictly not allowed to store their belongings in any other places except the specific space provided by the residential college administration.
2.1.11   Any special request to open the store during semester break will not be entertained. The store will only be opened according to the schedule below:

Date	Time
10 – 22 March 2024	8.30 am – 4.30 pm

2.1.12 Belongings not collected by the given date will be considered unwanted and cleared from the storeroom.

3.0 APPLICATION AND CHECK-IN/CHECK-OUT REGISTRATION FOR OFF-SEMESTER ACCOMMODATION FOR SEMESTER 1, SESSION 2023/2024

Students who wish to reside at the residential college during Semester 1 break are required to submit their applications online, following the details provided below:

Date	URL
24 – 30 January 2024	https://appsmu.ukm.my/ekolej

Registration details for off-semester are as follows:

Details	Date	Time
Check-in	12 – 14 February 2024	8.30 am – 4.30 pm
Check-out	10 March 2024	8.30 am – 4.30 pm

4.0 CHECK-IN REGISTRATION FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS FOR SEMESTER 2, SESSION 2023/2024

For students who have confirmed and received a college offer for Semester 2, Session 2023/2024, the registration details for Semester 2, Session 2023/2024 check-in are as follows:

Date	Time
10 – 12 March 2024	8.30 am – 4.30 pm

Kindly inform the residential college administration office if you are unable to register on the specified date. If you fail to register on the specified date without a valid reason, your place will be offered to appeal students. Approval of college appeals is subject to availability.

Your cooperation is very much appreciated.

Thank you.

Yours Sincerely,

MOHD FIRDAUS YAHAYA
Director
Student Housing Centre

s.k.
- Deputy Vice-Chancellor, Students Affairs and Alumni
- Director of Students Affairs
- Principal of Residential College
- Head of Administration of Residential College