




A · P · U
ASIA PACIFIC UNIVERSITY
OF TECHNOLOGY & INNOVATION

HELLO! WELCOME

LEARN
BEYOND
BOUNDARIES >



Orientation Guidelines

**14 July
2025**



**Diploma, Foundation
& Certificate**

apu.edu.my



Welcome to APU's Orientation!

Welcome to APU - You're about to kick-start a new & important phase in your academic journey as you embark on what we are sure will be a very memorable phase in your development with APU as a highly competent, employable and future-proof student.

You would no doubt have many questions before you even start your studies. Hopefully most of these will be answered here in relation to completion of your admission and enrolment formalities as well as your Orientation and Learning Essentials.

Welcome to APU's Orientation!

We are pleased to share with you that your formal Orientation Programme for Certificate, Foundation and Diploma Programmes will commence on **Monday, 14 July 2025 at 10:00am Malaysian Time (+8 GMT)** at the APU Campus. The Orientation Programme will be conducted in Hybrid Mode - Online & Physical On-Campus.

Before that, here are some preparations that you can make, so that you can get the most out of your first experience as a student of APU. Throughout the Orientation, you will get to learn about both the formal and the fun aspects that are in store for you throughout your campus and academic life. Do dive into the entire experience: there will be plenty of opportunities for you to ask questions and connect with us. But before that, here are some pointers to get you started and well prepared to get the most out of your first experience as a student of APU.

So sit back, relax, enjoy the ride ahead - we're all with you as you enter this exciting phase in your educational journey.

> What is Orientation?

- An Orientation to provide you with the necessary information as you embark onto an exciting phase of your academic journey at APU.
- Get to know our academic & non-academic staff members as well as your Counsellors.
- Meet your course mates.

This new beginning for your life and your time at APU will be a valuable educational experience which will boost both your personal and professional life. We know that after your SPM, IGCSE or equivalent qualifications, embarking on your journey at the University will be very different. As you complete the Orientation programme and eventually complete your studies, you will forever remember your courage in pursuing your dream.



> Your Digital ID @ APU



Getting Started with APKey

To start you off, you'll need to be given access to the resources required for your orientation and learning at APU.

Every student at APU is assigned a unique identifier (your digital account), which is known as your **APKey (*A*sia *P*acific University Key)**. Your APKey is your unique Digital Account @ APU. APKey opens all doors for you - a single key that provides access to everything that you need. With your APKey, you can:

- Access your APspace, your APU Digital companion.
- Access your Office365 including your email, Word, PowerPoint, Microsoft Teams, One Note and calendar.
- Video/Voice call and chat with APU communities including your lecturers with Microsoft Teams.
- Access various teaching, learning, library and support systems.

Before your orientation, an e-mail has been sent to you consisting your APKey.

Your username is your Student ID (TP0XXXXX) and your temporary password is Tp0XXXXX@DDMM where DD is your day of birth and MM is your month of birth. Eg: If your Student ID is TP015386 and your birthdate is 1st December 2000, your temporary password will be Tp015386@0112 (case sensitive).

Your APKey will look like this:

Username: TP0XXXXX
Password: Tp0XXXXX@DDMM

Whenever you see a login screen like the above asking for your APKey, you will need to enter your APKey and Password as indicated above.

Important: When you login for the first time, you will be prompted to change your temporary password before you can proceed.

Virtual Student Card

Once you're registered into the intake, you may download your Virtual Student Card at the **Profile**. Physical copy of your Student Card will be available for collection at the campus.



> How to Get Connected



APSpace - Your Digital Companion

APSpace is the **official mobile app** for Asia Pacific University and serves as a personal digital companion and assistant for every step of the way during the study at APU.

The APSPACE on both desktop & mobile applications provides students with utmost convenience. Below are the links to download the appropriate application for your device platform:



Web <https://apspace.apu.edu.my/>

Say hello to
APSpace 2.0

Visit our website

Your Digital Companion

Features shown on mobile app:

- Holidays
- APCard
- iConsult
- Operation Hours
- Result
- Attendance
- News
- Online Resources
- Fees
- Exam Schedule
- Timetable
- Bus Schedule

DOWNLOAD OUR MOBILE APP

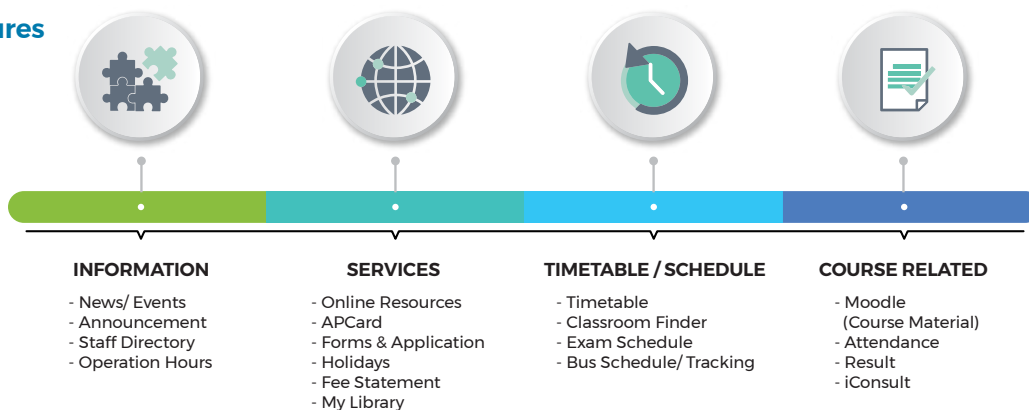
QR code for App Store

Available on the Google Play Store

QR code for Google Play

Available on the App Store

Functions & Features



> How to Get Connected



Office365 - Your Productivity Tools

You may download Microsoft Office - Word, PowerPoint, Excel, Teams and other software for academic usage for FREE.



Quick Guide to Download, Install & Login to Microsoft Office365

As an APU student, you have the privilege of accessing and downloading Office365, to a maximum of 15 devices. Your Office365 including email account is ready to go. Please use the following username and password to sign in to your Office365 account at <https://portal.office.com> and enjoy the features.

Username: TPOXXXXX@mail.apu.edu.my (Your APU email address)
Password: TpOXXXXX@DDMM (Your default password)

Visit <http://www.apu.edu.my/apu-e-orientation> for more details on how to login to Office365 services.

> How to Get Connected



Communication,
Creativity,
Critical Thinking &
Collaboration Platform

Microsoft Teams - Your e-Learning Collaboration Platform

To ensure a smooth experience for your orientation Programme, here are some guides to walk you through our most important learning platforms. APU used Microsoft Teams which is the world's leading collaboration platform.

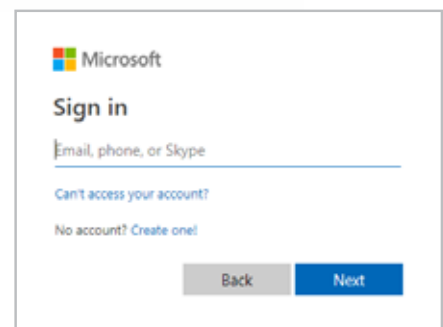
How to Download, Install & Login to Microsoft Teams

- Microsoft Teams can be accessed & downloaded with your Office365 account.
- Microsoft Teams can be used on various platforms & devices.
- To install Microsoft Teams on your desktop, visit: <https://teams.microsoft.com/downloads>.
- If you are accessing Microsoft Teams from your browser, visit: <https://teams.microsoft.com/>.
- Microsoft Teams are available on Apple App Store & Google Play Store for use on smartphones / tablets as well.

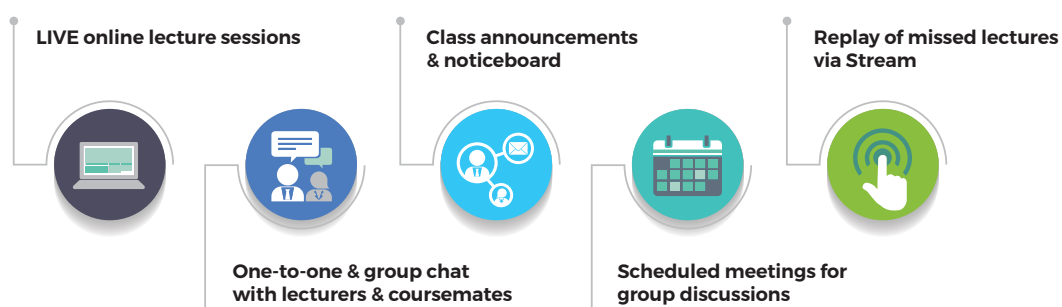


Sign in:

- In Windows, click Start > Microsoft Teams.
- On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon.
- Once the program is launched, sign in with your Office365 email and password.
- Quick Guide Video to Setup & Login to Microsoft Teams: <https://youtu.be/xAVeCp3r7W0> !



Functions & Features



> How to Get Connected



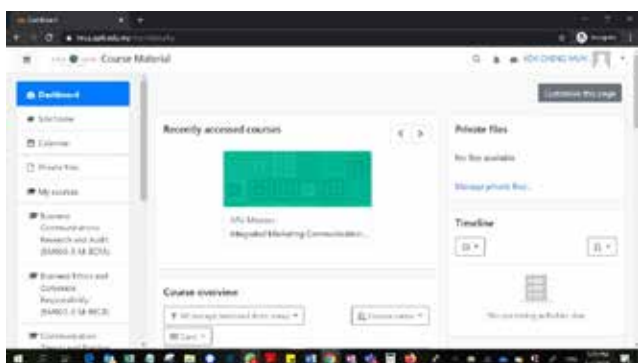
Learning
Management
System

APU's Moodle - The Repositories of Knowledge

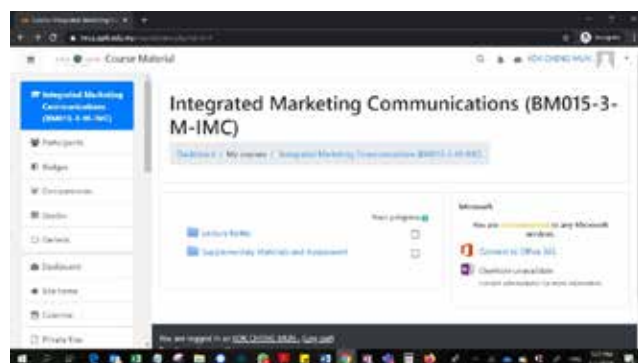
How to Login to Moodle

- 1) Visit <https://lms2.apiit.edu.my/> and Login with your APKey.

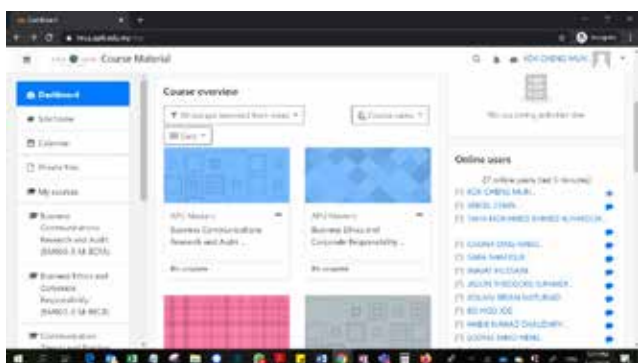
- 2) You may access your course materials according to subjects on your left. Lecturers will upload course materials, lecture notes in respective subject folders.



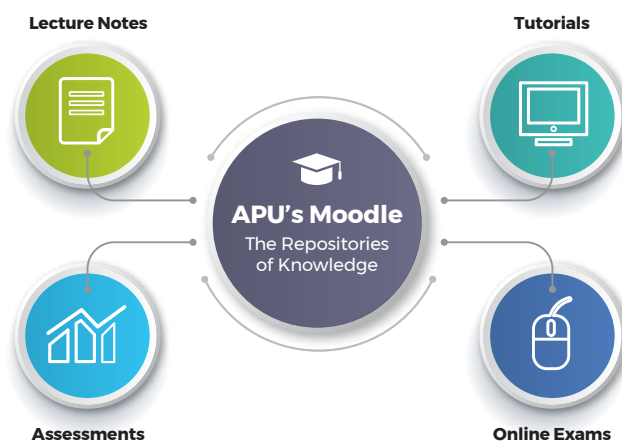
- 3) Click on the respective folders to download the materials.



- 4) Your progress in each subject will be recorded by your lecturers. You may also use the "Chat" feature to chat with your coursemates online.



Functions & Features



If you encounter any technical difficulties, contact our Virtual Help Centre via:
Email: assist@apu.edu.my or Call: +603 - 8992 5050 (Mon - Fri, 8:00am to 9:30pm)

Getting On Board



YOUR VIRTUAL CARD

This is your virtual student card. It contains your personal information and is used for identification purposes.

PERSONAL INFORMATION

Full Name	YEN CHENG HUI
STUDENT ID NO.	10000000000000000000
DATE OF BIRTH	08-11-1999
COUNTRY	Malaysia
EDUCATION LEVEL	University
MAJOR	Business
COLLEGE	College 0000

CONTACT INFORMATION

Mobile 1	012-34567890
Mobile 2	012-34567890
Home Address	123 Street, 456789, City, State, Country

REQUEST / COUNSELLOR (S) INFORMATION

Name	Ms. Chen Hui
Mobile	012-34567890
Home Address	123 Street, 456789, City, State, Country

REQUEST / COUNSELLOR (S) INFORMATION

Name	Ms. Chen Hui
Mobile	012-34567890
Home Address	123 Street, 456789, City, State, Country

COURSE INFORMATION

COURSE	Bachelor of Business Administration (BBA) - Accounting
SEMESTER	Semester 1
ENROLLMENT DATE	01-01-2020
ENROLLMENT STATUS	Active

DOCUMENTATION UPDATE

Click on the document icon to upload your documents. You can upload up to 5 documents.

REQUEST FOR UPDATE

Click on the 'REQUEST FOR UPDATE' button to request for an update.

MEET YOUR COUNSELLOR

Click on the 'MEET YOUR COUNSELLOR' button to meet your counsellor.

> Self-Service - Profile @ APSpace

You can update several details on your profile, such as your personal information, uploading a photo for your Virtual Student Card, connecting with your counsellor, and requesting updates.

Once you're registered into the intake, you can login to the system with your APSpace account and download your Virtual Student Card via the Profile @ APSpace.



> Counsellors - Your First Mentor @ APU



All students of the July 2025 intake are assigned with a counsellor, who is our staff from the Student Services Department. Your counsellor will be the first point of contact before you kickstart your journey at APU and beyond. You may reach out to your respective counsellors via WhatsApp, Microsoft Teams to resolve your queries – they may also initiate (virtual) meet-ups, chat groups to get to know you better and offer assistance! International Students will be assisted by their counsellors on Visa and other matters.

> Fees & Payments

Your course fees must be paid before the commencement of the intake. You will need to make the payment latest by 13 July 2025. All payment receipts made have to be sent to bursary@apu.edu.my and your counsellor for verification.

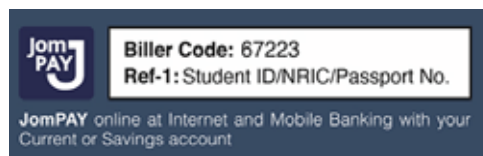
Malayan Banking Berhad (Maybank)

A/C Name : ASIA PACIFIC UNIVERSITY SDN BHD

USD A/C No : 714413000532 (If paying in USD)

RM A/C No : 514413500658 (If paying in RM)

Swift Code : MBBEMYKL



Bank Address

Maybank Pavilion Bukit Jalil
C-1-1, Pusat Perdagangan, Bandar Bukit Jalil 7,
57000 Bukit Jalil, Kuala Lumpur, Malaysia

Online Banking Payment Instructions via Malaysian Banks ONLY (FPX)

Steps to Make Your Payment using APSPACE Login:

1. Log in with your APSPACE credentials at the website
2. Click the "Proceed" button
3. Your overdue and future invoices will be displayed
4. Note that future invoices will become due on the specified dates.

Please complete your online payment through FPX at Online Payment System

Important: It may take approximately 6 hours to unlock any accounts with overdue payments.

Overseas Payments made via Flywire

Payments can be made at apu-my.flywire.com.



Asia Pacific University (APU) has partnered with Flywire, to provide you with an easy and secure method of paying from overseas. Flywire offers multiple payment options and currencies. Students and payers will be able to track their payments from start to finish, save on bank fees and exchange rates and contact Flywire's 24x7 multilingual customer support by live chat, phone, and email. To learn more, go to www.flywire.com/support.

> Accommodation Matters



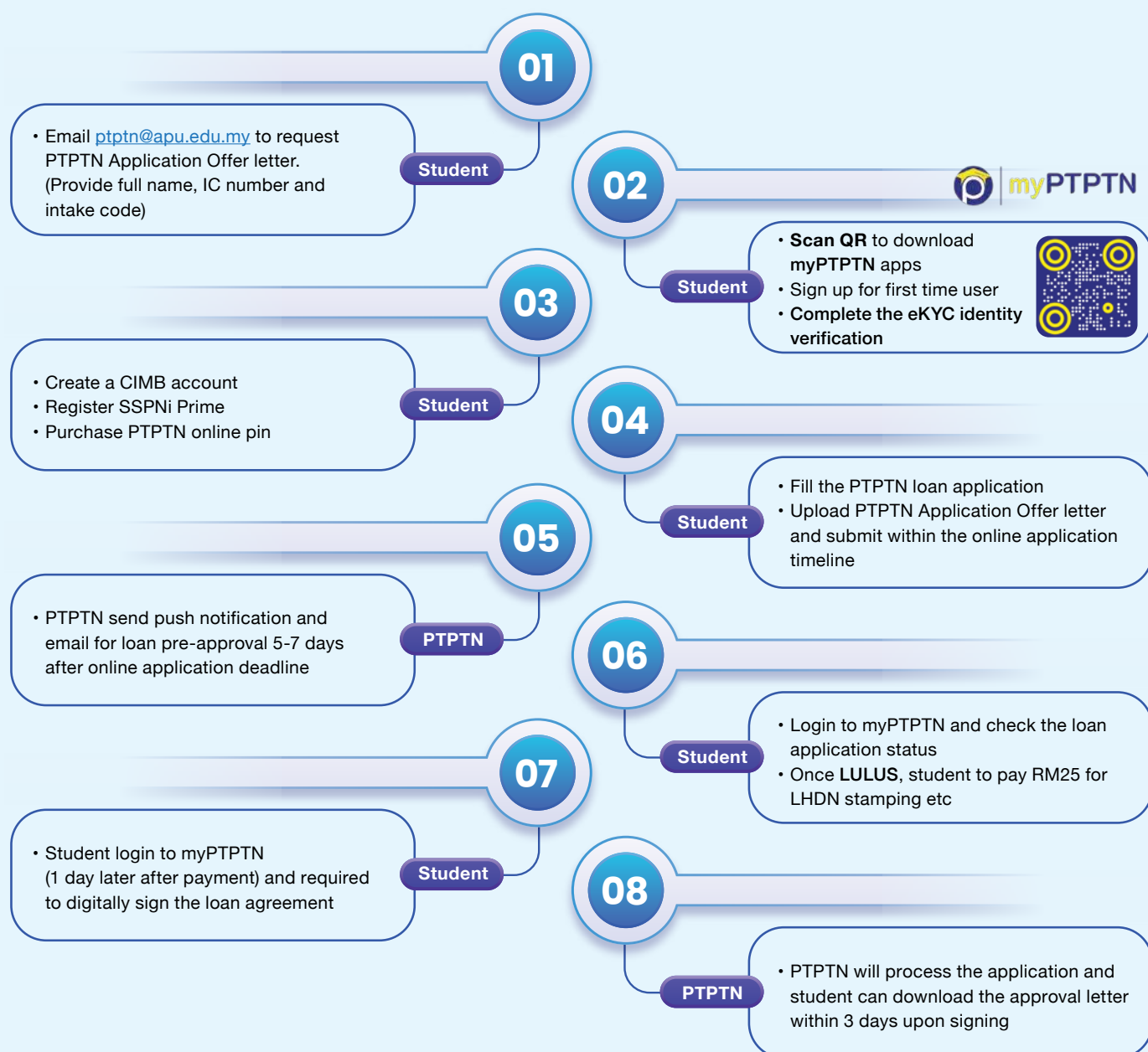
Discover your options of accommodation in various styles, sizes, and budgets catered just for you. Many freshmen find our APU On-Campus Residence offers the perfect vibe for meeting friends while still being on campus. Living away from home is a big step and the start of a new chapter. Our contemporary accommodation options are designed with you in mind, to provide a secure and welcoming home for you to create memories that will last a lifetime.

Get in touch with your counsellor and our accommodation team for them to advise you on the best place suited for you at rsvp@apu.edu.my

> PTPN Loans (For Malaysian Degree Students)

PTPN Online Application Deadlines	Descriptions
1st Oct until 31st Oct 2025 (1st Batch)	For student joining July to November 2025 intake
1st Nov until 30th Nov 2025 (2nd Batch)	

Loan Application Flow



> International Students Arrival in Malaysia



It can be daunting to study in a new country now that international students are permitted to enter Malaysia. This guide provides you with essential information and advice you need about what you should do, pack and check before leaving your home country.



e-VAL (Electronic Visa Approval Letter)



Single Entry Visa (SEV) from Malaysian Mission / Embassy / Consulate (where applicable).



Confirmation of Booking of Accommodation in Malaysia



Our Student Visa & Arrival Control team will be guiding you through the entire process - we will help you and prepare you with all the necessary arrangements for your arrival.

Please get in touch with your Counsellor or e-mail us at arrivals-control@apu.edu.my should you require further assistance.

> Orientation Schedule

Voila! Your Orientation is ready to commence on **Monday, 14th July 2025**.

The Orientation Schedule will be as follows:



Monday, 14 July 2025

10:00 AM to 5:00 PM (Malaysian Time GMT +8)

Tuesday, 15 July 2025

9:30 AM to 12:30 PM (Malaysian Time GMT +8)

A detailed programme will be emailed on **Monday, 7th July 2025. Please note that the Orientation Schedule above is subject to changes.*



IT'S NOT OVER YET!

Your Counsellors would be more than happy to continue assisting you while you end your orientation and commence your studies. Let's continue to stay in touch via Microsoft Teams. Feel free to post your queries, concerns on the Channel – our staff will be online to assist you!

> Get to Know - e-Learning @ APU

Being a Premier Digital Tech University, Asia Pacific University of Technology & Innovation (APU) realized the need for digital education transformation, to enable students to learn without borders. Over the last two years, APU embarked on a digital education transformation journey, where Online Learning (OL) was implemented to complement its conventional on-campus mode of teaching & learning.



Digital Learning Strategy **Moodle Meets Microsoft Teams**

The e-Learning experience at APU is seamless; with only 1 set of credentials (known as APKey @ APU), students are open to access a variety of online resources & virtual systems. A student's OL journey is wholesome - it covers their interaction from lecture materials, tutorials, assessments to backend support, performance monitoring and measurement of effectiveness.

OL allowed students to learn anytime, anywhere at their own pace - this power of freedom has ignited more interest & excitement in learning. On a normal day on campus, students have to book consultation hours to seek face-to-face advice on academic matters. With the convenience brought by technology, students are accessible to their lecturers anytime, anywhere via Microsoft Teams. Since its implementation, we've seen an increase of interactions between lecturers & students - this fact has excited our academicians further, as the opportunities to explore new teaching methods has become more encouraging for self-improvement.



JOIN THE DIGITAL LEARNING
REVOLUTION WITH APU

e-Learning

Online Learning

MATERIALS
All necessary module materials to be made available through Moodle or Microsoft Teams

TUTORIAL
Assign tasks and activities, continuously monitor progress

ATTENDANCE
Attendance is compulsory for all online Lectures/Tutorials

PERFORMANCE
Evaluate student performance and provide feedback online accordingly

CONTACT
Additional consultation hours/ slots be made available

LECTURE
Allow access to lectures through Microsoft Teams - Video Conferencing

ASSESSMENTS
Online Submission & Marking through Moodle or Microsoft Teams

MONITOR
Continuous formative assessments to be conducted to ensure student engagement

SUPPORT
Available for chats/ video calls throughout working hours

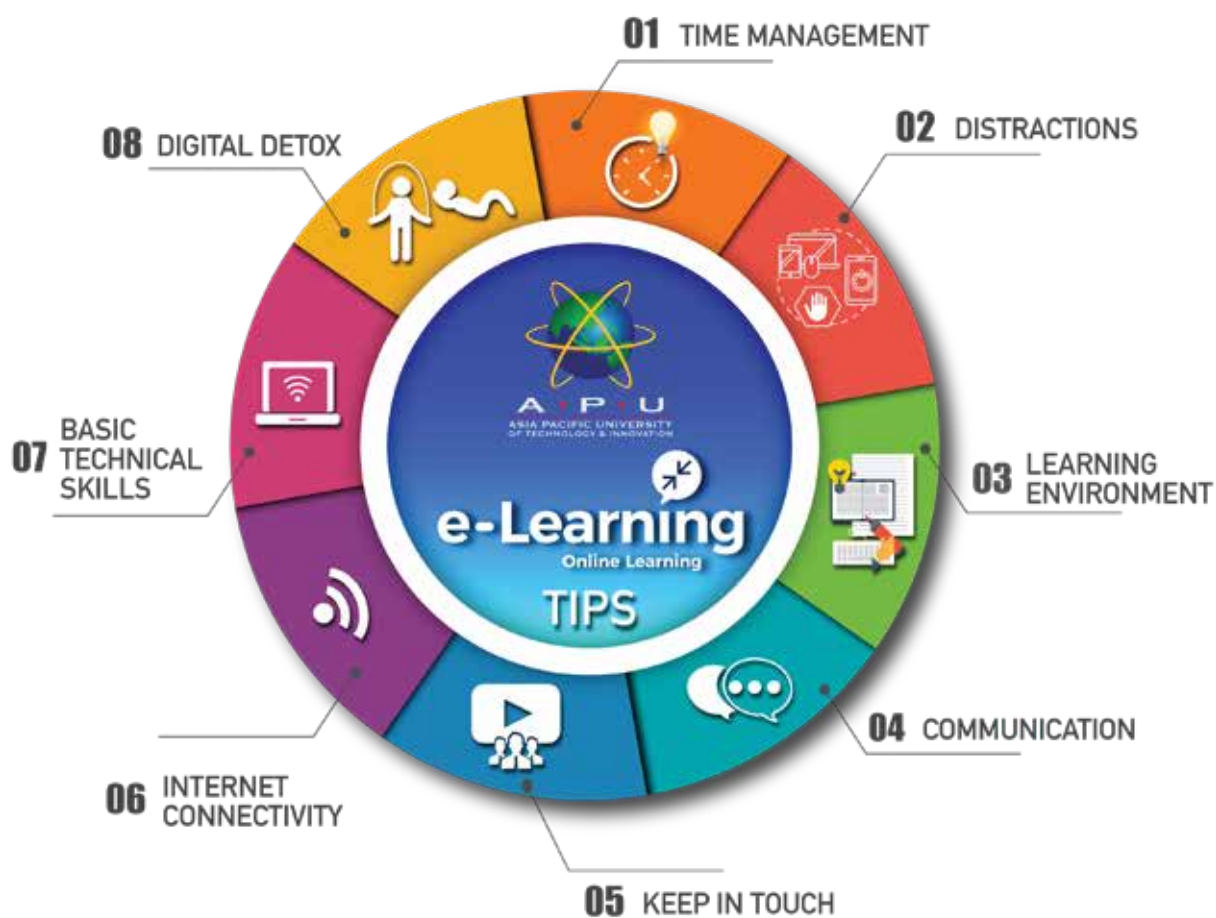
ENQUIRY
Online Helpdesk

Reference:

1. Remote Learning - <https://bit.do/e-learning-apu>
2. Video Training - <https://bit.do/e-learning-apu-video>
3. Support - <https://bit.do/e-learning-apu-support>

> Tips for Digital Learning

Remote online learning is becoming increasingly popular, thanks to its flexibility and convenience. Students are finding it just as effective as classroom learning. Successful remote & online learning does require some preparation and early awareness. Below are some tips and assistance to ensure that your remote learning experience is effective to your own benefit. Here are some APU Tips on e-Learning - Online Learning. You can find more details at <https://www.apu.edu.my/e-learning-digital-online-learning-tips>



For some additional materials to ensure a more effective Online Learning (OL) Experience @ APU, please visit:



- **Tips & Techniques for Effective Online Learning (OL)**
<http://apu.edu.my/digital-online-learning-tips>



- **Frequently Asked Questions on Online Learning (OL)**
<http://apu.edu.my/frequently-asked-questions-faqs-online-digital-learning-odl-apu>



APU Library - Your Partner in e-Learning

APU Library is Open for Virtual Support

As you embark upon your online learning journey, APU Library is available to support you virtually by:

- Directing you to relevant and appropriate tools and resources that will simplify your academic needs and enhance your output
- Enhancing your research skills so that you are able to search for, find, collect, analyse, interpret and evaluate information relevant to the subject you are studying.

Online Library Resources

- APU e-Databases : the APU library's subscribed e-databases that enable you to search for e-books, articles, journals and more
- Open Access E-resources : There are credible and authentic scholarly resources that are freely available online. These journal articles, books and open educational resources (i.e.: databases, e-learning tools, etc.) will assist you with online learning
- Get Referencing help from referencing style guides
- APQuest - a digital learning portal that has online courses, e-books, e-journals, videos on various discipline of interest which complements the programs offered by the university
- APres - This is a digital collection of scholarly resources such as undergraduate final year projects, master's thesis & doctoral dissertations, and publications authored by APU staff and faculty.

Please visit <http://library.apiit.edu.my/> to access the above online services.

Virtual Library Support

Library Service Desk has been launched via our Virtual Help Centre and is available from Monday to Friday, 8:30 a.m. - 6:00 p.m. It is a new ticketing system that allows students to raise a ticket on enquiry of library services, make a virtual appointment with librarians (via Microsoft Teams), etc. Reach out to us from the comfort of your home!

EXPERIENCE APU'S ICONIC CAMPUS



> Important Contacts

Here are the contact details of relevant departments, which you may find useful:

- Academic & Administration Matters: admin@apu.edu.my.
- Counseling and Support: emily.octavia@apu.edu.my.
- Library and Information Resources: library@apu.edu.my.
- Technical Support- Virtual Help Center: +603-8992 5050 (Mon-Fri, 9:00am to 9:30pm) or email assist@apu.edu.my.

Last but not least, do stay updated via our official social media channels:



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