

UNIVERSITI SAINS MALAYSIA



USM INTERNATIONAL STUDENT PASS GUIDELINE (FULL-TIME STUDENT)

VISA OFFICE CONSULTATION HOURS:

MONDAY - THURSDAY
8.30 AM – 12.30 PM

FRIDAY
8.30 AM – 11.45 AM

**AFTERNOON CLOSED FOR
PROCESSING AND
SUBMISSION**

For Further Enquiries, Please Contact
+604 6532492/2493 Student

New student Pass/ Renewal

Mr. Muhamad Sidek Karim (msidek@usm.my)

New Student Pass/ Mobility

Mr. Nadzrull Hi-Fi Syam Ahmad jamil
(nadzrull@usm.my)

Family Pass/Dependent pass

Ms. Suriati Mukhtar (msuriati@usm.my)



International
Mobility &
Collaboration Centre

Content of Booklet

This booklet was made in order to give information to international students at Universiti Sains Malaysia. The booklet consists of **HOW TO GET A STUDENT PASS & FAMILY PASS** with details required needed for the visa processing. Hopefully this book will be useful as a guideline for an international students at Universiti Sains Malaysia pertaining to visa matters.

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How to enter Malaysia as a student



To obtain a Malaysian student visa you will first need to apply for a Student Pass via the Education Malaysia Global Services. Once you have an approved provisional Student Pass you will be issued a student visa upon your point of entry into Malaysia. You will receive a full Student Pass once in the country. Applicants need to apply for the eVAL (e-Visa Approval Letter) via the Education Malaysia Global Services (EMGS) online application website: <https://educationmalaysia.gov.my> 3 months before making arrangement to travel to Malaysia or for registration.

The Immigration Department of Malaysia requires students from certain nationalities to apply a Single Entry Visa (SEV) from authorised Malaysian Embassy at the students' home country. In order to do so, students are required to obtain an **electronic Visa Approval Letter (eVAL)** prior their visit to the Malaysia Embassy.

There are also Nationalities who may directly enter Malaysia without Single Entry (SEV) but student are required to obtain the electronic Visa Approval Letter (eVAL) prior arrival to Malaysia. Student are highly advise to present the eVAL & offer letter upon arrival at Immigration Counter (Entry Point/Airport) to get a special pass of entry.



EMGS is a Malaysian Government agency and is regarded as the official gateway to studying in Malaysia. All international student applications have to apply the application for the student visa through EMGs.



Application of single entry visa to Malaysia

Once your application at EMGS is completed and Electronic Visa Approval Letter (eVAL) has been approved by Malaysian Immigration Department, Please **DOWNLOAD** and **PRINT** your eVAL from your application status via EMGS website. Effective 15 October 2017, original VAL will not be required to obtain your Single Entry Visa (SEV) from the Malaysian Embassy.

Students from **non-visa required** countries such as Commonwealth Countries can proceed to enter Malaysia by producing the eVAL upon arrival. Print your **eVAL and offer letter in colour** to present to Immigration counter at Kuala Lumpur International Airport (KLIA) upon arrival.

(United Kingdom / Netherland/ Finland/ USA/ Canada/Brunei/Tanzania/Lithuania/Denmark/ Norway and Australia)

Sample of eVAL for NEW STUDENT



JABATAN IMIGRESEN MALAYSIA
(KEMENTERIAN DALAM NEGERI)
UNIT PAS PELAJAR, EMGS CYBERJAYA
PAHANGSANA VISA, PATAH PERMAT
NO.3636, ARAS 2, BANGUNAN MERCU MGA
JALAN TEKNIKIPAT 7, 53000 CYBERJAYA

Telefon : 603-8912 2255
Faks : 603-8912 2254
Portal Rasmi : www.im.gov.my



JABATAN IMIGRESEN MALAYSIA
(KEMENTERIAN DALAM NEGERI)
UNIT PAS PELAJAR, EMGS CYBERJAYA
BAHAGIAN VISA, PATAH PERMAT
NO.3636, ARAS 2, BANGUNAN MERCU MGA
JALAN TEKNIKIPAT 7, 53000 CYBERJAYA

Telefon : 603-8912 2255
Faks : 603-8912 2254
Portal Rasmi : www.im.gov.my

LIU ZIKUAN
D/O: UNIVERSITI SAINS MALAYSIA (USM)
KAMPUS UTAMA, USM
MINDEK, GELUGOR
11800 PULAU PINANG

Our Ref : BU/STU/143214/2000128361
Date : 23 November 2017



E700012836

UNIVERSITI SAINS MALAYSIA (USM)
KAMPUS UTAMA, USM
MINDEK, GELUGOR
11800 PULAU PINANG

Ref. No. : BU/STU/143214/2000128361
Date : 23 November 2017



E700012836

Dear Sir/Madam,

APPROVAL OF FOREIGN STUDENT STUDYING IN MALAYSIA

We are pleased to inform you that immigration has approved your student pass application as follows:

Name Of Student : LIU ZIKUAN
Passport No. : E287194
Nationality : CHINA
Course : BACHELOR OF SCIENCE (HOUSING, BUILDING AND PLANNING) (HONOURS)
COLLEGE OF ARCHITECTURE MANAGEMENT (SCHOOL OF HOUSING, BUILDING AND PLANNING)
Institution : UNIVERSITI SAINS MALAYSIA (USM) (PTA-P-1/PN5)
Duration Approved : 12 months

Dear Sir/Madam,

VISA APPLICATION FOR:

Name : LIU ZIKUAN
Passport No. : E287194
Nationality : CHINA
Course : BACHELOR OF SCIENCE (HOUSING, BUILDING AND PLANNING) (HONOURS)
COLLEGE OF ARCHITECTURE MANAGEMENT (SCHOOL OF HOUSING, BUILDING AND PLANNING)
Type of Pass : SINGLE ENTRY PASS - NEW
Duration Approved : 12 months
Approved Date : 23/11/2017
Visa Issuance Country : USM

The applicant is required to apply to any Malaysian Embassy / High Commission / Consulate of the country of CHINA to obtain a SINGLE ENTRY VISA for (S) (E) Malaysia. Once the applicant is in Malaysia, your education institution may proceed to the nearest Immigration Department office to initiate the process of issuance and endorsement of the pass. Please take note that issuance of Student Pass with the above mentioned institution will be subject to the relevant laws and regulations in force at the material time.

This letter is valid for six (6) months from the date herein.

- If you are a national/citizen of a country that requires a visa to enter Malaysia, kindly make such application at the nearest Malaysian Embassy / Consulate, before leaving your country.
- For Immigration clearance, you are required to produce this letter upon arrival.
- Payment for processing fee, Student Pass and Visa are:
4.1. Student Pass - RM 80.00 a year or part of year.
4.2. Visa / Re-Entry Visa - According to country/nt exceeding RM 50.00
- This letter is valid for six (6) months from the date of issuance.

Malaysian Embassy / High Commission / Consulate:
Please issue a SINGLE ENTRY VISA for the above applicant, quoting the reference number above.

Sincerely,
Director of Visa, Pass and Permit Division
For Director General of Immigration
MALAYSIA
cc: KLIA

The following conditions shall apply in respect of this letter:
1. This letter does not grant a valid stay to the applicant in Malaysia. The applicant must have a valid pass endorsed in the travel document until the issuance and endorsement of the Student Pass. The applicant may only re-enter Malaysia with the above mentioned education institution upon issuance of the said pass by the Immigration Department of Malaysia.
2. The applicant shall not engage in any education institution other than specifically described above. Should there be any changes in the applicant's status or courses, the education institution is required to apply for a new Student Pass at Immigration Department of Malaysia through Education Malaysia Global Services (EMGS).
3. Upon completion / termination of studies, the education institution shall inform Immigration Department of Malaysia to cancel the Student Pass. Any other passes held by the Student Pass such as Social Visit Pass for dependent / guardian must be produced for cancellation along with the Student Pass.

This is a computer generated letter. His signature is required.

Thank you and have a pleasant journey to Malaysia.

Sincerely,
Director of Visa, Pass and Permit Division
For Director General of Immigration
MALAYSIA

PAGE 1 - DETAILS PAGE

PAGE 2 - EMBASSY INFORMATION
(PIACE TO OBTAIN SEV)

Students from **visa required/non-visa required countries with a Malaysian Embassy or Consular Representative** in your country **MUST obtain the Single Entry Visa (SEV)** prior to their entry into Malaysia. Students need to print the eVAL in colour and bring along the eVAL to the Malaysian Embassy or Consular Representative (addressed in the eVAL) to apply for the SEV. Please ensure the Embassy writes down the Reference Number (BVP/STU/14XXX/E1000XXXXX1/) into your printed eVAL stating your SEV.

Students from **visa/non-visa required countries without a Malaysian Embassy or Consular Representative** are permitted to enter without a Single Entry Visa (SEV) but **MUST present the eVAL upon entry and obtain the Visa on Arrival (VOA) at Kuala Lumpur International Airport (KLIA) OR Penang International Airport (PIA)**. For KLIA, please proceed to counter 17 & 18 at Arrival Hall, Level 3 KLIA to obtain VOA stamp. You are required to pay MYR20.00 for fees to obtain your VOA stamp).

(Yemen, Palestine, Iraq, Somalia, Chad, Libya, and Syria)

USM wishes to advise you that the information on visa requirements given is intended as a guide only. For more accurate and up-to-date information on the visa requirements, you are advised to contact the Malaysian Embassy/High Commission/Consular Representative in your country. If your country does not have a Malaysian Consular Representative please contact the nearest Malaysian Mission for further advice.



Sample of Single Entry Visa (SEV) Stamp



Sample of Single Entry Visa (SEV) Sticker



Sample of Visa on Arrival (VOA) Stamp

Student Visa

How to get a student pass

As a new international student, you need to apply for the student pass before making arrangements to travel to Malaysia for your registration. Please note that you need to apply for the student pass at least **THREE (3) MONTHS BEFORE** the commencement of your studies.

You can only apply AFTER you have received your offer letter from the institution and can contact them for more information about the application



Documents Required

No	Documents	Remarks
1.	Offer Letter	Original or copy of offer letter
2.	Photo	1 passport size photograph with WHITE background (35mm x 45mm). Please refer to the Photo Requirement Guidelines in next page.
3.	Passport	Passport copy: (i) Passport data page (bio-data page) (ii) All pages with visa information (iii) Observation page (showing any extensions, clarifications)
4.	Academic Certificates	A copy of the Academic Certificates. You can check the requirement provided by your home institution.
5.	Academic Transcripts	A copy of the Academic Transcripts. You can check the requirement provided by your home institution.
6.	Health Declaration	You will be required to fill up and submit a copy of the health declaration form to apply for a student visa in Malaysia. If you are making an online application, you are required to upload the scanned copy of the form. Download the Health Declaration Form at https://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_For_Applicant.pdf
7.	Letter of Eligibility (LOE)	Applicable for candidates from Iran only. USM will request from the Embassy of The Islamic Republic of Iran in Kuala Lumpur. Please e-mail the following documents to visa@usm.my and include the e-mail subject: LOE APPLICATION (<Your Name>). (i) Copy of Offer Letter (ii) Copy of All Passport Pages (iii) Copy of Academic
8.	No-Objection Certificate (NOC)	Applicable for candidates from Sudan only. USM will request from the Sudanese Embassy in Kuala Lumpur. Please e-mail the following documents to visa@usm.my and include the e-mail subject: NOC APPLICATION (<Your Name>). (i) Copy of Offer Letter

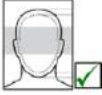





PASSPORT PHOTO GUIDELINES


Please find below the photo guidelines for submitting a passport photo to EMGS. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

You are requested to adhere to the guidelines below to avoid any delay in processing as well as avoiding any untoward issues with law enforcement officials checking the iKad.


1. In colour and identical, not black and white.
2. Taken against a **WHITE** background.
3. Your photos must be **professionally printed** and 45 millimetres (mm) high x 35mm wide. **Please do not use photos that have been cut down from larger pictures.** In the examples below, the *one on the left* shows the *correct proportions*. The image on the right shows incorrect proportions.



4. When scanning and uploading the passport picture online please ensure that there is **no white border** surrounding the photo as this may affect the dimensions of the image. Therefore, please remove the white border before uploading the student's picture. In the examples below, the *one on the left* shows the *correct proportions*. The image on the right shows incorrect proportions.



5. Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**
6. Because clothing is visible in the passport photo, subjects should be careful to wear something modest. A conservative top is best. **Do not wear something with open shoulders (such as a tank top).**
7. Free from shadows.
8. Digital enhancements or changes are not acceptable.
9. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.
10. With the subject facing forward, looking straight at the camera.
11. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
12. Of each person on their own (no objects such as dummies or toys, or other people visible).
13. Taken with nothing covering the face.
14. In sharp focus and clear.
15. Free from "redeye".
16. Taken of the full head, without any covering unless worn for religious or medical reasons.
17. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.
18. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.




Accept




4.5 cm

3.5 cm

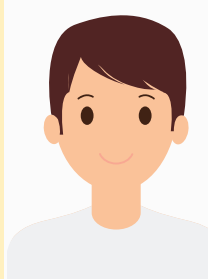
- Taken in front of a plain white background only**
- Clear and sharp**
- Taken with a neutral facial expression, mouth closed**




Reject



Colour background



Wearing something modest



Smiling with teeth showing

How to apply for a student visa

Make an online application through EMGS



HOW TO APPLY FOR STUDENT PASSs THROUGH EMGS WEBSITE

New students who need to apply your student pass directly through the Education Malaysia Global Services (EMGS) website, please log on to the public portal at <http://educationmalaysia.gov.my/student-passapplication.html> and complete the application form. **Any incomplete application cannot be processed.**

1

Creating an Account

If you have not created an account, you can register your account before proceeding with the application.

Login or Create an Account

NEW USER

By creating an account, you will be able to apply for your Student Visa, view and track your application, and more.

[Create an Account](#)

An illustration of a person in a suit holding a document, positioned to the right of the text.

REGISTERED USER

If you have an account with us, please log in.

Email Address *

Password *

→ [Forgot Your Password?](#)

[Login](#)

An illustration of a padlock, positioned to the right of the password field.

2

Complete the Application Form

- 2.1 Students need to complete the application form upon log in.
- 2.2 Complete the relevant fields and upload all required documents into the system. All supporting documents must in PDF format and the file size must not exceed 500KB.
- 2.3 Select “Public Higher Educational Institution” for Institution Type.

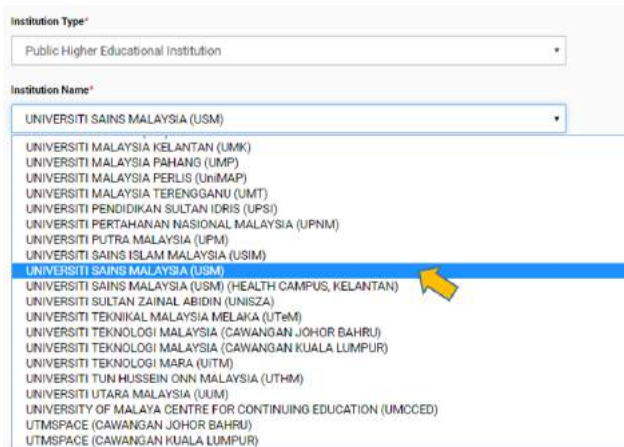


2.4 Select the Institution Name according to the campus in your Offer Letter

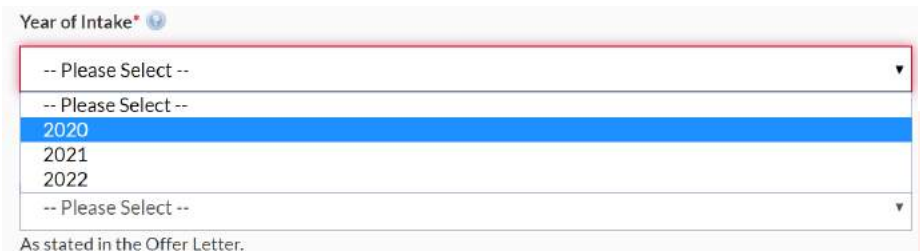
Please select “UNIVERSITI SAINS MALAYSIA (USM)” for **Main Campus, Engineering Campus, IPPT (AMDI) Campus**

Please select “UNIVERSITI SAINS MALAYSIA (USM KL) – INSTITUTE OF POSTGRADUATE STUDIES” for **USM IPS CAMPUS KUALA LUMPUR**

Please select “UNIVERSITI SAINS MALAYSIA (USM) (HEALTH CAMPUS, KELANTAN)” for **Health Campus.**



2.5 Select the **Year of Intake** as stated in your Offer Letter.



2.11 Select your **Gender, Place/Country of Birth** and **Date of Birth**.

Applicant Gender*

Male

Female

Applicant Place / Country of Birth*

– Please Select –

Applicant Date of Birth (dd/mm/yyyy)*

2.12 Select the **nearest embassy** where you can obtain the **Single Entry Visa (SEV)**.

Obtain Single Entry Visa from*

– Please Select –

– Please Select –

United Arab Emirates, Abu Dhabi

United Arab Emirates, Dubai

Argentina, Buenos Aires

Australia, Canberra

Australia, Perth

Australia, Melbourne

Austria, Vienna

Belgium, Brussels

Bangladesh, Dhaka

Bahrain, Manama

Bosnia and Herzegovina, Sarajevo

Kosovo, Pristina

Brazil, Brazilia

Brazil, Chacara

Brunei, Brunei

Canada, Ottawa

Canada, Vancouver

Switzerland, Geneva

Switzerland, Berne

2.13 Select your **Nationality and Travel Document Type**. Normally applicant will hold an International Passport unless otherwise.

Applicant Nationality*

– Please Select –

Travel Document Type*

– Please Select –

– Please Select –

INTERNATIONAL PASSPORT

DIPLOMATIC PASSPORT

OFFICIAL PASSPORT

EXEMPTION ORDER

2.14 Enter your **Passport Number** for Travel Document Number. Select the **Country for Travel Document Place / Country of Issue**. Enter the **Issue and Expiry Date of your passport** for **Travel Document Issued On** and **Travel Document Valid Until**.

Travel Document Number*

Maximum number of characters: 16

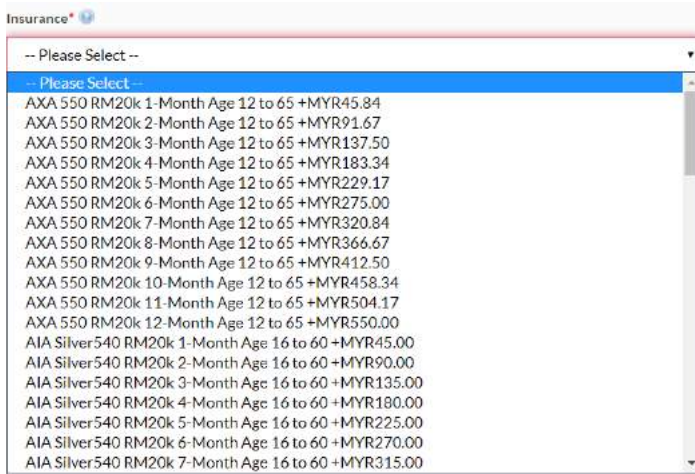
Travel Document Place / Country of Issue*

– Please Select –

Travel Document Issued On (dd/mm/yyyy)*

Travel Document Valid Until (dd/mm/yyyy)*

2.15 Select the **Insurance package** according to your preference. learn more about the health insurance options offered through <https://visa.educationmalaysia.gov.my/guidelines/insurance.html>



Insurance*

-- Please Select --

- Please Select--
- AXA 550 RM20k 1-Month Age 12 to 65 +MYR45.84
- AXA 550 RM20k 2-Month Age 12 to 65 +MYR91.67
- AXA 550 RM20k 3-Month Age 12 to 65 +MYR137.50
- AXA 550 RM20k 4-Month Age 12 to 65 +MYR183.34
- AXA 550 RM20k 5-Month Age 12 to 65 +MYR229.17
- AXA 550 RM20k 6-Month Age 12 to 65 +MYR275.00
- AXA 550 RM20k 7-Month Age 12 to 65 +MYR320.84
- AXA 550 RM20k 8-Month Age 12 to 65 +MYR366.67
- AXA 550 RM20k 9-Month Age 12 to 65 +MYR412.50
- AXA 550 RM20k 10-Month Age 12 to 65 +MYR458.34
- AXA 550 RM20k 11-Month Age 12 to 65 +MYR504.17
- AXA 550 RM20k 12-Month Age 12 to 65 +MYR550.00
- AIA Silver540 RM20k 1-Month Age 16 to 60 +MYR45.00
- AIA Silver540 RM20k 2-Month Age 16 to 60 +MYR90.00
- AIA Silver540 RM20k 3-Month Age 16 to 60 +MYR135.00
- AIA Silver540 RM20k 4-Month Age 16 to 60 +MYR180.00
- AIA Silver540 RM20k 5-Month Age 16 to 60 +MYR225.00
- AIA Silver540 RM20k 6-Month Age 16 to 60 +MYR270.00
- AIA Silver540 RM20k 7-Month Age 16 to 60 +MYR315.00

2.16 Select **"JABATAN IMIGRESEN NEGERI PULAU PINANG"** for Sticker Pass Fees. Please note that the fee is payable directly to the Immigration upon obtaining the sticker pass after the Supporting Letter is issued by EMGS.



Sticker Pass Fees*

-- Please Select --

-- Please Select --

JABATAN IMIGRESEN NEGERI PULAU PINANG (payable directly to Immigration)

-- Please Select --

2.17 Once you have selected **"JABATAN IMIGRESEN NEGERI PULAU PINANG"**, the **Visa Fees** section will be selected automatically to **"Obtain Student Pass Sticker from Immigration"**.



Visa Fees*

Obtain Student Pass Sticker from Immigration

2.18 Select "1-year, courier to institute +RM60.00" for iKad. Please note that all documents must be couriered to USM.



iKad*

-- Please Select --

-- Please Select --

1-year, self-collect at EMGS +RM50.00

1-year, courier to institute +RM60.00

-- Please Select --

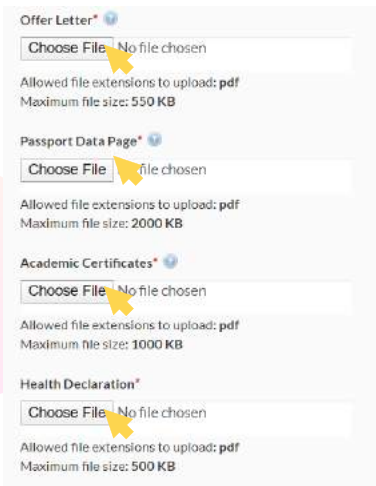
2.19 Select **“Public University Clinic”** for **Medical Screening At**. Please note that you will need to undergo a medical screening at Sejahtera Centre (USM Clinic) to verify your Medical Report upon registration.



2.20 Select **“Courier to Institute +RM10.00”** for Supporting letter Delivery Method. Please note that the document above must be couriered to USM.



2.21 Upload the files by clicking **“Choose File”** for **Offer Letter, Passport Data Page, Academic Certificates** and **Health Declaration**



Scanned to Download Health Declaration

OR

https://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_For_Applicant.pdf

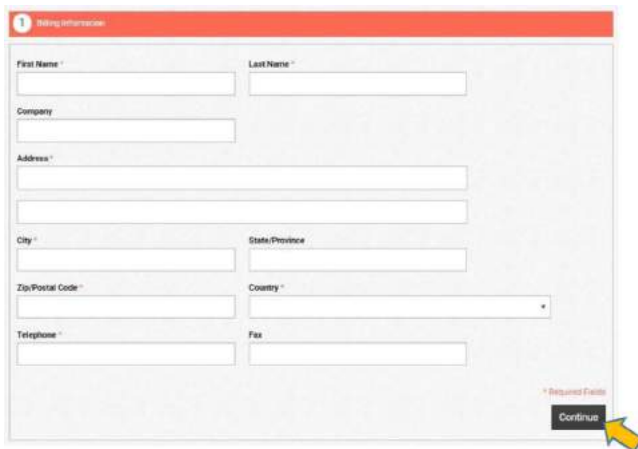
2.22 Once you have completed the required fields, click **“Apply Now”**.



2.23 You will then be required to confirm your application details. Click **“Next”** to proceed after reviewing the details and required payment amount. Please note that there will be a 6% Malaysian Government Tax charged on the application.



2.24 Enter the required details in the **Billing Information** tab and click **“Continue”** to proceed.



1 Billing Information

First Name * Last Name *

Company

Address *

City * State/Province

Zip/Postal Code * Country *

Telephone * Fax

* Required Fields

Continue

2.25 Select the **Payment Method** and click **“Continue”** to proceed. You are advised to pay online directly to EMGS by Credit Card. Please note that choosing the option to pay through USM might cause a delay in your visa application.



2 Payment Information

Credit Card - RM only (powered by IPay88)

Pay through Institution

Telegraphic Transfer (USD Only)

* Required Fields

« Back Continue

Please follow the instructions and make exact payment based on the amount mentioned in the EMGS portal. We highly recommend that you choose the payment option using:

- i. Credit Card direct to EMGS (this method will expedite your eVAL process)
- ii. Telegraphic transfer directly to EMGS (International Bank Transfer or Funds transfer directly to EMGS can be performed from your International or local bank through this bank account details):

Account Name:	EMGS Escrow Account 1
Account Number:	514057662341
Swift Code:	MBBEMYKLXXX
Bank:	MALAYAN BANKING BERHAD (MAYBANK)
Bank Address:	Ground & Mezzanine Floor, Bangunan UTMSPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur

- iii. Pay through institution (Universiti Sains Malaysia - USM)

Notes : Those chosen the payment method other than credit card and application has been paid by Telegraphic transfer or Local Bank Transfer please email to us (Institution) the copy of proof of payment slip/receipt so that USM can send it to EMGS for Immediate process. (EMGS will take approximately 3-5 working days to verify the payment until it receive by EMGS.)

2.26 Check and verify the total figure. Please note that there will be a 3% surcharge added to the total amount requested for your application if you are paying online using your Visa or MasterCard.

Total (excluding Service Tax)	MYR1,640.00
Service Tax payable @ 6%	MYR94.20
Total Amount Payable	MYR1,734.20

2.27 Verify your application details in the **“Application Review”** tab. Read the Terms and Conditions and click **“Submit Application”** after selecting the checkbox to confirm that you consent to the processing of your personal data by EMGS. Please note that you will not be able to proceed without providing your consent.

I consent to the processing of my personal data in accordance with the [Privacy Policy](#) above which I confirm I have read and accepted.

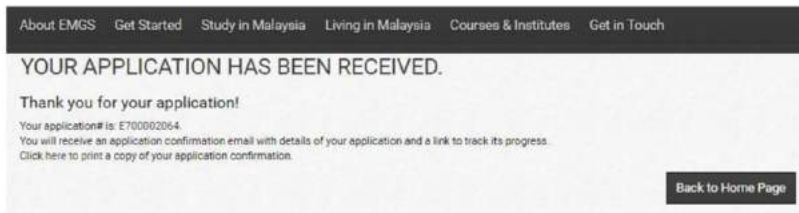
I have read and agree to the [Terms and Conditions](#) to apply for a Student Pass Application.

[Edit Your Application](#)

[Submit Application](#)



2.28 Once payment is complete, your application will be submitted to EMGS for processing and you will receive the notification below with your application number for your reference. An e-mail with the application details and the payment confirmation will also be sent to the e-mail address you used to register.



2.29 Any additional document required for your application EMGS will notify you by email and submit all the required to Visa office USM for us to facilitate the submission to EMGS (addtionaldocs@emgs.com.my)

For any enquiries relating to the STARS System, kindly contact EMGS on the contact details' below:

Telephone No. +603-2782-5888
Fax No. +603-2711-8533
Operating Hours: Daily 9.00 am to 8.00 pm including public holidays
E-mail : enquiry@emgs.com.my

3

CHECK YOUR VISA APPLICATION STATUS

You may check the status of your visa application [after two weeks (time to time) of payment submission] via <https://educationmalaysia.gov.my/emgs/application/searchForm/>.



Alternatively, you may also track your application status from your smartphone by downloading the EMGS Mobile App.



4

APPLY SINGLE ENTRY VISA(SEV) - VISA ON ARRIVAL (VOA) TO MALAYSIA

Once your application for **Electronic Visa Approval Letter (eVAL)** has been approved by Malaysian Immigration Department, **PLEASE download** your **Electronic Visa Approval Letter (eVAL)** from your application status via EMGS website, effective from October 15, 2017 original VAL will not required to obtain your SEV –Single Entry Visa from the Embassy. Then apply SEV and VOA. You can see the instruction on page 2

For your Information, eVAL validity is only for 6 months. **MAKE SURE you make an arrangement to travel to Malaysia for registration within the validity of the eVAL**

At the moment, student application **status at EMGS is 80% complete.** The remaining 20%, **student need to submit all documents required to the Visa Office, USM** after registration to get an endorsement of student pass sticker from Penang Immigration Department.

Application Status

The screenshot displays the EMGS mobile app interface. At the top, there is a banner for the EMGS Mobile App with download instructions for the App Store and Google Play. Below this is a summary section for a student application. On the left, a donut chart shows 80% completion. The summary includes fields for Full Name, Travel Document Number, Application Number, Application Type, and Application Status, all of which are redacted with grey bars. To the right of these fields, the word 'SAMPLE' is written in large, light grey letters. Below the summary, there are two red 'Download' buttons: one for 'eVAL' and one for 'Arrival Guide to Malaysia'. A note at the bottom states that the International Student Arrival Centre (ISAC) is only available at the Kuala Lumpur International Airport (KLIA). A dark grey box at the very bottom contains the text: 'IMPORTANT: Kindly read the explanation below to understand the percentage.'

5 ON ARRIVAL IN MALAYSIA

Once you have arrived in Malaysia, you will need to go to the immigration counter at the port of entry and receive an endorsement stamp (entry stamp). Please ensure that the endorsement stamp given is for 30 days from the date of entry. (Make sure you check the stamp given in your passport is the right stamp NOT a VISIT PASS before leaving the Immigration counter.)

PLEASE MAKE SURE to show/present your **eVAL copy, USM offer letter and passport** to the immigration officer upon arrival. Student enter Malaysia with eVAL approval and given a VISIT PASS is unable to process the student pass sticker endorsement from the Immigration department facilitate by the institution. It is important that you inform the Visa Office, USM if you receive an endorsement stamp less than 30 days or wrong stamp (VISIT PASS). If you fail to inform the USM Visa Unit as soon as you enter the country, you may overstay your visa and be required to pay further fees or be refused leave to remain by the Immigration Department.

Therefore, **within the first week** of your arrival, you need to complete the processes below before getting the endorsement of Student Pass.



1

Undergo a medical check up / screening at USM Wellness Centre/Pusat Sejahtera (USM CLINIC). The examining doctor will certify and issue a certification letter if you a FIT OR NOT FIT TO STUDY (result will be out within 2-3 days after your medical screening)

Report and register yourself to Institute of Postgraduate Studies (for postgraduate student) or **Student Admissions Section, Academic Management Division** (for undergraduate student).



2



3

Submit the following documents to the respective departments to facilitate with your Student Pass Sticker.

- USM VISA OFFICE at IMCC, Penang for student enroll at Main Campus, Engineering Campus & IPPT (AMDI) Campus.
- Visa Office at Academic & International Relations Section, Register Office, KELANTAN for student enroll at Health Campus, Kubang Kerian, KELANTAN

The respective departments will submit the required documents to EMGS for Supporting

- 1. Proof of registration (Student profile provided by IPS/Student Admission Section).**
- 2. Copy of your VAL.**
- 3. Copy of your Passport Details page.**
- 4. Copy of your Entry Stamp.**
- 5. Copy of your SEV/VOA.**
- 6. Certification Letter from Sejahtera Centre.**



6

Getting Student Pass, Ikad and Insurance Card

After you have done the processes, submit your passport to Visa Office, IMCC to get **the endorsement of Student Pass**. It normally takes approximately 7-10 working days. Visa office will call you when your passport is ready for collection.



Sample of the endorsement of Student Pass

IKad & Insurance Card will be issued 2 weeks after student pass endorsement. Student can collect at Visa Unit



Sample of IKad



AIA Insurance Card



HongLeong Insurance Card



AXA Insurance Card



MSIG Insurance Card

Samples of Insurance Card

How to renew a student pass

VISA RENEWAL SUBMISSION **MUST BE SUBMITTED 3 MONTHS BEFORE** THE EXPIRED DATE OF CURRENT VISA

Submission **LESS THAN 1 MONTH**
WILL BE CHARGED A PENALTY OF RM200 & a Special Pass RM110
(valid for 14 days, 21 days, OR 30 Days subject to Immigration Approval)
until we complete the renewal process. **Only 2 Special Pass** maximum
Issued by Penang Immigration of each submission/application



Extension of Student Pass / Visa for Post Graduate Student

No.	Documents Required	Quantity
1.	i. Confirmation Letter From IPS ii. Overall Letter From IPS iii. Offer Letter	1 copy
2.	Photocopy of passport i. Detail page ii. Latest Visa iii. Latest Date of entry	1 set
3.	Insurance Coverage (MUST BE VALID 1 YEAR)	1 copy



PAYMENT METHOD Bank Transfer
EMGS Escrow Account :
514057662341 MAYBANK

*For student age below 60 years old with insurance

PROCESSING FEE → **RM218.40 (with own insurance)**
PROCESSING FEE + **INSURANCE (HLMT)** → **RM618.40** or
PROCESSING FEE + **INSURANCE (AIA)** → **RM758.40**

*For student age above 60 to 65 years old with insurance

PROCESSING FEE + **INSURANCE (AXA)** □ **RM768.40**

Extension of Student Pass / Visa for Undergraduate Student and Intensive English Program (I.E.P.)

No.	Documents Required	Quantity
1.	Photocopy of passport i. Detail page ii. Latest Visa iii. Latest Date of entry	1 set
2.	Previous offer letter from Admission Unit (Degree/ I.E.P) - Confirmation letter (From Data & Record Unit)	1 set
3.	Campus Online – Student data & Latest result (For degree Student only)	1 set
4.	Student Attendance Letter from School/Faculty	1 set
5.	Latest Academic Transcript and Certification (For IEP Only)	1 set
6.	Insurance Coverage (MUST BE VALID 1 YEAR)	1 copy



PAYMENT METHOD
Bank Transfer
EMGS Escrow Account :
514057662341 MAYBANK

PROCESSING FEE → **RM218.40 (with own insurance)**
 PROCESSING FEE + **INSURANCE (HLMT)** □ **RM618.40** or
 PROCESSING FEE + **INSURANCE (AIA)** □ **RM758.40**

For student's CGPA/ PNG below 2.00, student can get student pass extension only for 6 months

PROCESSING FEE → **RM218.40 (with own insurance)**
 PROCESSING FEE + **INSURANCE (HLMT)** → **RM418.40** or
 PROCESSING FEE + **INSURANCE (AIA)** → **RM488.40**

Steps to Renew Student Pass



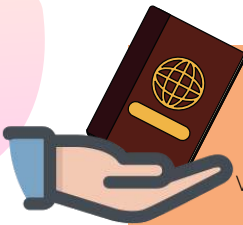
Submit all documents to Visa Unit, IMCC

Visa Office will facilitate the process of submission to EMGS through online application. Please check/track your application all the time. If it reaches 90%, you can submit your passport at Visa Office, USM to process student pass sticker endorsement from Penang Immigration Department



Submit Your Passport

It normally takes approximately 3-4 weeks



Collect Your Passport

Visa office will call you when your passport is ready for collection

IKad & Insurance Card will be issued 2 weeks after student pass endorsement



Collect Your IKad & Insurance

How to get a family/dependent pass

For application of family and dependent pass, USM can only assist with the application after you have **obtain your student pass sticker**

****Only Post Graduate Student (Master degree and PHD) Can Bring the Family and entitle for family visa (Spouse/Childrens/Parent)**

The Checklist of Dependant Pass Application (New/ Renew)

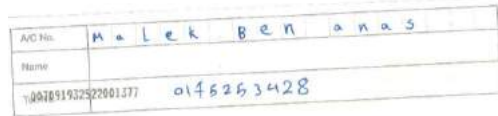
Please sort the documents according to this checklist number

No.	Documents Required	Quantity	Remark (/)
1.	Photo (3.5 cm x 5.0 cm with Blue Background)	1	original
2.	Confirmation Letter from IPS	1	copy
3.	Overall letter from IPS	1	copy
4.	Detail Page and Latest Student Pass/Visa (Student)	1	copy
5.	** All Pages copy of passport – including Empty Pages – (New Application) ** Detail Page and Latest Visa/Pass (Family) – Renew	1	copy
6.	**Marriage Contract (Should be translated in English and verified from Embassy in Malaysia)	1	copy
7.	**Birth Certificate only for children (Should be translated in English and verified from Embassy in Malaysia)	1	copy
8.	Proof of Account Statement REQUIRED from Principal account/Student Minimum RM2,000 and above - latest 3 months transaction/statement* / School letter for children over 7 years old	1	copy
9.	Personal Bond Stamping (with stamp RM10)	1	Original Copy
10.	Declaration Letter of Oath (for dependant age 18 years and below those are not registered as student at any school/institution in Malaysia)	1	Copy
11.	Family Letter from Your Embassy in Malaysia (if required)	1	Copy
12.	Insurance Coverage (must be VALID) for 1 year	1	copy



The New Applicant for Dependant Pass Need to Pay the Processing Fee via Bank Draft

* The Amount of the Bank Draft to process the Dependent Pass depending on the countries fees.



The Example of Bank Draft Front & Back

The Amount of the Bank Draft to process the Dependent Pass per passport

Country	Fees
AZERBAIJAN	RM 630.00
BANGLADESH	RM 630.00
CHINA	RM 650.00
EGYPT	RM 630.00
IRAN	RM 630.00
IRAQ	RM 630.00
INDONESIA	RM 620.00
INDIA	RM 690.00
JORDAN	RM 630.00
LIBYA	RM 630.00
MOROCCO	RM 630.00
NIGERIA	RM 630.00
OMAN	RM 630.00
PALESTINE	RM 630.00
PAKISTAN	RM 630.00
PHILPHINNES	RM 662.00
QATAR	RM 630.00
SAUDI ARABIA	RM 624.40
SOMOLIA	RM 630.00
SUDAN	RM 615.80
SRI LANKA	RM 630.00
USA	RM 602.00
YEMEN	RM 630.00
KOREAN	RM 650.00
CANADA	RM 610.00

Transfer and Cancel Visa



Transfer Visa

When you get the new passport, you have to transfer student visa to the new passport

Documents Required

For student

- Photocopy of Passport
 - Detail page (old & new)
 - Latest Visa

For family

- Photocopy of Passport
 - Detail page (old & new)
 - Latest visa
 - Student's detail page
 - Student's latest visa

Processing fee RM 30

The process approximately takes **2-3 working days**



Cancel Visa

The Documents Required Depend on Cases
(Complete study, withdrawal, change of university/course Level and etc.)

Example of Documents Required

1. Photocopy of Passport (a must)
 - Detail page
 - Latest Visa
2. Others documents (release letter, flight ticket, and etc.)

Processing fee RM 10

The process normally takes **1-2 working days**

Variation and Progression



Variation

Changing courses at same level

e.g. Degree to Degree either same university or different university



Documents Required

1. Offer letter
2. Passport copy all pages
3. Health Declaration
4. Local insurance
5. Passport size photograph with WHITE background (35mm x 45mm).
6. Academic result (latest semester)
7. Academic transcript and certificate (latest level)
8. Payment made depends on the country



Progression

Changing level of the study

e.g. IEP □ Degree, Degree □ Master or Master □ Postgraduate,



Documents Required

1. Offer letter
2. Passport copy all pages
3. Health Declaration
4. Local insurance
5. Passport size photograph with WHITE background (35mm x 45mm).
6. Academic transcript and certificate (latest level)

Renew Ikad and Insurance Card



Ikad and Insurance Card will be valid **ONLY for 1 year**.
Student has to renew Ikad and Insurance Card **every year**,
even though student gets the student pass more than 1 year.
If student does not renew Ikad and Insurance Card,
student pass visa **will be cancelled** automatically



Documents Required

For Undergraduate Student

1. Attendant Letter
2. Academic Transcript
3. Photocopy of Passport
 - Detail page
 - Latest Visa
4. Proof of Payment

For Postgraduate Student

1. Confirmation Letter
2. Overall Letter
3. Photocopy of Passport
 - Detail page
 - Latest Visa
4. Proof of Payment

Processing fee for IKad is **RM 70** excluding Insurance

The process normally takes **2 weeks**

CONSULTATION HOURS Visa Office, IMCC

MONDAY - THURSDAY
8.30 AM – 12.30 PM

FRIDAY
8.30 AM – 11.45 AM

AFTERNOON CLOSED
FOR PROCESSING AND SUBMISSION

**For Further Enquiries, Please Contact
+604 6532492/2493**

New student Pass/ Renewal

Mr. Muhamad Sidek Karim (msidek@usm.my)

New Student Pass/ Mobility

Mr. Nadzrull Hi-Fi Syam Ahmad jamil

(nadzrull@usm.my)

Family Pass

Ms. Suriati Mukhtar (msuriati@usm.my)

