

## APPLY ONLINE FOR STUDENT VISA

1. ACCESS URL: [www.educationmalaysia.gov.my](http://www.educationmalaysia.gov.my)
2. HOMEPAGE -> SCROLL DOWN -> APPLY FOR STUDENT VISA
3. FILL UP THE ONLINE FORM
  - UPLOAD: OFFER LETTER, PASSPORT DATA PAGE, PHOTO
  - INSTITUTION TYPE: PUBLIC HIGHER EDUCATIONAL INSTITUTION
  - INSTITUTION NAME: UNIVERSITI UTARA MALAYSIA KUALA LUMPUR
  - YEARS OF INTAKE, MONTHS OF INTAKE, COURSE NAME (Please refer to offer letter)
  - PHOTO (Please edit following the size in Pixels)
  - APPLICANT NAME AS IN PASSPORT MRZ FORMAT
  - GENDER, COUNTRY OF BIRTH, DATE OF BIRTH (Please refer to the passport)
  - OBTAIN SINGLE ENTRY FROM (Please refer to the nearest Malaysia Embassy in the country)
  - NATIONALITY (Please refer to the passport)
  - TRAVEL DOCUMENT TYPE: INTERNATIONAL PASSPORT
  - TRAVEL DOCUMENT NUMBER, COUNTRY OF ISSUE, TRAVEL DOCUMENT ISSUED & VALID (Please refer to the passport)
  - INSURANCE (Please Refer to the Option below at Website)
  - STICKER PASS FEES: JABATAN IMIGRESEN WILAYAH PERSEKUTAN KUALA LUMPUR
  - I-KAD: INSTITUTE COLLECT
  - MEDICAL SCREENING AT: QUALITAS PANEL CLINIC
4. CLICK -> APPLY NOW
5. PAYMENT BY ONLINE TRANSFER OR BANKER'S CHEQUE TO EMGS
  - PAYABLE NAME : EMGS ESCROW ACCOUNT 1
  - ACCOUNT NO : 5140 5766 2341
  - SWIFT CODE : MBBEMYKLXXX

## OTHER IMPORTANT CONSIDERATIONS

To enter Malaysia, a visitor should possess the following documents:

- **Passport or Travel Document**  
Every person entering Malaysia must possess a valid national Passport or internationally recognized Travel Document valid for travel to Malaysia. The document shall be valid for more than five (5) years from the date of entry to Malaysia.
- **Fulfill visa requirement**  
Foreign nationals who require a Visa to enter Malaysia must apply and obtain a Visa in advance at the Malaysian Representative Office before entering the country. The grant of a Visa is not an absolute guarantee that the holder will be allowed to enter Malaysia. The final decision lies with the Malaysian Immigration Officer at the point of entry.
- **Pass**  
Foreign nationals have to obtain a pass at the point of entry besides a Visa (where required) which allows them to stay temporarily, in Malaysia. A pass is an endorsement in the passport constituting permission to stay for the approved duration.

## IMMIGRATION PROCEDURES

As international students, you are required to follow the rules and regulations imposed by the Malaysian Immigration Department during your study here.

Starting from January 2014 (refers to Malaysian Immigration Rules and Regulation) all international student who want to pursue their study in Malaysia are required to get a Visa With Reference (VWR) to enter Malaysia.

The offer of admission does not come with a Student Pass. Students must obtain a '**Single Entry Visa**' from the nearest Malaysian Embassy/Consulate before entering Malaysia if it is required by their countries.

## I. NEW APPLICATION (VWR)

1. International applicant who is offered a place to study in Malaysia is required to apply for Visa With Reference (VWR) before entering this country. Visa With Reference (VWR) is a visa issued by the Malaysian Representative Office abroad to a non-citizen to enable individual(s) to enter Malaysia after the visa is approved by the Immigration Department Headquarters in Malaysia. The VWR process will normally take 1 to 2 months. Therefore, students are advised to take immediate action upon receiving the offer letter from the University. E-Visa application can be made at <http://educationmalaysia.gov.my/student-pass-application.html>
2. The following documents are required for applying the VWR and applicant is required to upload complete documents through online:  
Complete and upload the following:
  - i. One (1) copy of UUM Letter of offer OR Deferment letter.
  - ii. One (1) copy of data page of the passport to be copied only on one side of the A4 size paper.
  - iii. Four (4) passport size photographs with WHITE background (3.5cm x 4.5cm).
  - iv. One (1) copy of Academic degrees and transcripts. (Including translated copies in English if the original documents are NOT in English).
  - v. Application from **Libya, Iran, Iraq, Somalia, Sudan, Syria and Yemen** must provide a copy of **ALL** passport pages.
  - vi. **No Objection Certificate (NOC)** for students from Sub-Saharan Africa (if applicable)
    - i. Note: Institutions applying on behalf of students from Sudan will be required to get the NOC from the Sudanese Embassy in Kuala Lumpur.
    - ii. Note: Institutions applying on behalf of students from Iran will be required to get the **Letter of Eligibility (LOE)** from the Embassy of the Islamic Republic of Iran, Kuala Lumpur.
  - vii. Payment through banker's cheque/bank draft/bank transfer can be made payable directly to EMGS at the following account:

**EMGS ESCROW ACCOUNT 1. (MAYBANK Acct no: 514057662341)**

**Amount of Payment: amount in the E-Visa application system**

**Swift Code: MBBEMYKLXXX**

**BANK: MALAYAN BANKING BERHAD (MAYBANK)**

**BANK ADDRESS: LOT 1.01 AMPANG PARK JALAN AMPANG**

**50450 KUALA LUMPUR, MALAYSIA**

3. U-Assist will email the VWR approval letter to you once ready. Please obtain the Single Entry Visa with Reference (VWR) at the nearest Malaysian Embassy/Consulate in your home country by producing the VWR approval letter. With the Visa Approval Letter, you are entitled to get a Single Entry Visa in your passport at the Malaysian Embassy/Consulate in your country. Please bring along your Offer Letter, the Visa Approval Letter and your passport when you do your visa endorsement.
4. Applicants who have previously applied in any institution in Malaysia are required to cancel their application from the said institution and with Education Malaysia Global Services (EMGS). The Universiti Utara Malaysia Kampus Kuala Lumpur is unable to apply the VWR and Student Pass for an applicant unless that institution has made the cancellation with the Immigration Department. Applicants are required to get a letter of release from the said institution.

5. For applicants holding a Student Pass from another institution, please ensure that the existing Student Pass validity period is shortened by the said institution and student must have 30 days validity of Special Pass during registration day at UUM.
6. In addition, the Immigration Authority of Malaysia requires all universities in Malaysia to sign a Personal Bond on behalf of the applicant, binding the University for the said sum. To comply with this requirement, the University requires a candidate to lodge with the University the said sum for this purpose. The amount of money paid will subsequently be refunded to the applicant upon completion or withdrawal of his/her study in this University, on the condition that there is no violation of any provision of the Immigration Ordinance 1959 (F.M. 12 of 1969) and Immigration Regulations 1963 (F.L.N 228/63). (Please refer to the Appendix A). Once the applicant has ascertained the rate of bond to be paid, please make the payment to '**Bursar Universiti Utara Malaysia**' for that sum of money in Malaysian Ringgit (MYR) before applying for the Student Pass.

## II. APPLICATION FOR NEW STUDENT PASS

At the airport of Malaysia KLIA, the immigration official will stamp onto student's passport giving a social visit pass of 14 / 30 / 60 / 90 days. Applicants are required to register and pay all the prescribed fees before submitting their passport to U-Assist. Upon completing all registration requirements at UUM, student may submit his/her passport to U-Assist with the following documents for student pass within 7 days enter to Malaysia.

- i. Two (2) copies of "VAL Letter"
- ii. Two (2) copies of Single Entry Visa / Visa on Arrival
- iii. Two (2) copies UUM Offer Letter from the faculty to be signed by Dean/ Deputy Dean/ Head of Department. (certified registered)
- iv. A photocopy of Insurance payment receipt from Insurance Company (EMGS)
- v. Two (2) sets of certified copies of Universiti Utara Malaysia Medical Report
- vi. A photocopy of official receipt for the Personal Bond payment (for Full time students only).
- vii. Medical check-up from University Health Centre, UUM.
- viii. Payment for Banker's cheque to **PENGARAH IMIGRESEN NEGERI KEDAH**.

Upon receiving all required documents, Visa unit will liaise with the EMGS for the supporting letter sticker and liaise with Immigration Department to get the Student Pass for the applicants.

## III. APPLICATION FOR RENEW STUDENT PASS

- i. Two (2) copies of Certification of study with new passport number
- ii. Two (2) copies of UUM offer letter
- iii. Two (2) copies of Certification of class attendance / attendance record / progress report certified by supervisor
- iv. Two (2) copies of insurance (old and new) (EMGS)
- v. Two (2) copies of Student's passport (all pages) (new and old passport with date of entry to Malaysia)
  - Front page of the passport to be copied only on one side of the A4 sized paper

- The subsequent of every 2 pages must be copied on one side of the A4 sized paper
  - **One copies of passport must be coloured only the printed pages**
  - **Letter of support from embassy certifying that the holder of both, old and new passports, is the same person**
- vi. 2 coloured photos (passport size) - 3.5cm x 5cm, with LIGHT BLUE background
- vii. Supporting letter for 'continued of study' if CGPA below than 2.00
- viii. Payment for Banker's cheque to **PENGARAH IMIGRESEN NEGERI KEDAH.**

#### **90% EMGS – SUBMISSION OF PASPORT**

- i. Original passport
- ii. 1 coloured photos (passport size) - 3.5cm x 5cm, with LIGHT BLUE background
- iii. Payment for Banker's cheque: (by country)  
Payable to: **PENGARAH IMIGRESEN NEGERI KEDAH.**

#### **IV. APPLICANTS WITH FAMILY**

1. **Applicants are advised to enter this country alone prior to issuance of Student Pass. Dependent Pass can only be applied after the Student Pass is approved and issued (not applicable to undergraduate students).**
2. According to the Immigration Circular (1995), undergraduate students are not allowed to bring any dependent during his/her stay here.
3. To get the Dependent Pass is the decision and discretion from Immigration and UUM only facilitate student with the application only.

#### **V. JOURNEY PERFORMED (JP) VISA FEE**

New applicants will be charged an additional Journey Performed (JP) visa fees. This requirement will also apply for those who are on a Single Entry Visa (Social/Tourist) obtained from the Malaysian Embassy/ Consulate in their home country.

#### **VI. EXTENSION OF STUDENT PASS**

1. Application for the extension of Student Pass must be made through U-Assist three (3) months before the expiry date of the Student Pass.
2. Students who are late in submitting their application for the extension of Student Pass will be required to pay a penalty of MYR100.00 for the special pass imposed by the Malaysian Immigration Department. If the late submission more than 7 days student will have to pay MYR30.00 per day and it is the rule from Immigration.

3. If you wish to apply for the extension of the Student Pass, please submit the following documents to U-Assist and make it three (3) sets of copies:
  - a) Three (3) copies of Certification of study with current passport no and UUM offer letter
  - b) Three (3) copies of Insurance (old and new)
  - c) Three (3) sets photocopy of **ALL** pages of Passport with a minimum validity of 3 years.
    - Front page of the passport to be copied only on one side of the A4 – sized paper.
    - The subsequent of every 2 pages may be copied on one side of the A4 – sized paper.
  - d) Two (2) passport size photographs with light blue background (3.5cm x 4.5cm).
  - e) Supporting letter to continue study if CGPA below than 2.00.
  - f) Payment for Banker's cheque to **EMGS ESCROW ACCOUNT 1 (Acc No.:514057662341)**  
**After EMGS process percentage reach 90%, student should submit the following document to U-Assist.**
    - a) Certification of class attendance / progress report certified by supervisor
    - b) 1 coloured photos with light blue background (3.5cm x 4.5cm).
    - c) Passport
    - d) Payment for Banker's cheque to **PENGARAH IMIGRESEN NEGERI KEDAH.**

## VII. IMPORTANT MEDICAL INSURANCE ANNOUNCEMENT

Medical insurance is mandatory for international students while studying in Malaysia.

Effective 1st April 2019, ALL international students at Universiti Utara Malaysia are strongly advised to purchase Medical Insurance offered by EMGS with IMMEDIATE EFFECT.

Three (3) approved Medical Insurance providers are listed as below:

1. AIA
2. AXA
3. HONG LEONG MSIG TAKAFUL (HLMT)

## VIII. IMPORTANT NOTES:

1. A student who has overstayed in Malaysia will be brought over to the Immigration Department for questioning by the Immigration Enforcement Officer, accompanied by the U-Assist officer of this University. Any penalty imposed by the Immigration Department for overstaying or any other penalties must be borne by the student.

**Overstaying is an offense in Malaysian Law. Immigration Department will impose a penalty ranging from RM1,000 – RM10,000 depending on the duration of your overstay and/or a jail term up to 5 years. You may be blacklisted and deported back to your home country. You can be prohibited to enter Malaysia for a period of time.**

**Please renew your student pass 90 days (3 month) before expiry.**

2. Students with passport validity period less than the duration of extension sought must first apply for renewal of the validity period of the passport before applying for the extension.

3. Student who obtained poor results based on the last examination held will be brought over to the Immigration Department for questioning by the Immigration Officer. Final decision on the period of extension will be made by the Immigration Officer.
4. Employment in Malaysia: Student with a valid Student Pass can only work as a part-timer not more than 20 working hours per week in only four (4) sectors i.e. restaurants, petrol stations, mini markets and hotels. For further enquiries on this matter, please contact the Immigration Department.
5. Please be cautioned that the immigration rules and regulations are constantly being revised and it is YOUR responsibility to stay abreast of any changes made thereof. Please inform U-Assist of any changes to your email address. We will forward to you the important notifications and keep you abreast with changes on immigration rules, regulations and procedures through the email. Should you have further enquiries on immigration matters, please contact us:

Visa Unit,  
**Universiti Utara Malaysia Campus Kuala Lumpur**  
06010 Sintok, Kedah  
**Telephone number: +604 928 4105 Email: [studentpass@uum.edu.my](mailto:studentpass@uum.edu.my)**