

## IMPORTANT REMINDER FOR INTERNATIONAL STUDENTS

### a) RENEWAL OF STUDENT PASS

1. Kindly alert with your Student / Social/ Professional Pass expiration date. All applications of renewal of a student pass/social pass must be submitted to International Office 3 months before expiry date in order to provide us ample time to take necessary actions. Any application submitted less than 2 months (8 weeks), will be charged a penalty of RM500 by International Office
2. For any application of renewal that requires to be made more than three (3) months before current expiry date, the student shall provide the reason letter and supporting documents to be attached together with the application.  
Examples of the cases : a) Perform Hajj b) Renewal of Residence Visa (UAE, Saudi etc) c) Medical Examination d) Wedding Ceremony e) Others (Emergency Cases)
3. The whole process will take up to 90 working days upon receipt of the complete hardcopy documents at UMP International Office. EMGS and the University may request additional documents from the student in this period, and delays in submitting the requested documents may affect the Visa Approval process.  
The student may use the application tracker on EMGS website to keep track of the application status **only after 30 working days** of submission of the hardcopy documents to International Office, UMP.
4. 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 International Office Officer of UMP
5. Please ensure your passport has validity of **minimum twelve (12) months** for visa application and renewal
6. Kindly make a photocopy of documents required before submission to International Office. All documents that need to be photocopied are under your own cost and responsibility

**\*\*\* REMINDER : Do not issue/purchase any flight ticket before obtaining any student pass approval from Immigration Department. The university will not be liable for any loss /difficulties for this arrangement (Kindly plan and make proper arrangement for your student pass renewal application.**

**b) CANCELLATION OF VISA – DEFER STUDY, TERMINATION, QUIT, WITHDRAW**

Student who wishes to defer the study or have withdrawn and have been terminated is no longer entitled to use the student pass. He/she is required to report to International Office and bring along a confirmed air ticket for Student Pass cancellation within 21 days after receiving a letter from the BPA/IPS. The International Office will issue the reminder letter for those students. The request for Personal Bond refund is depending on your visa cancellation status