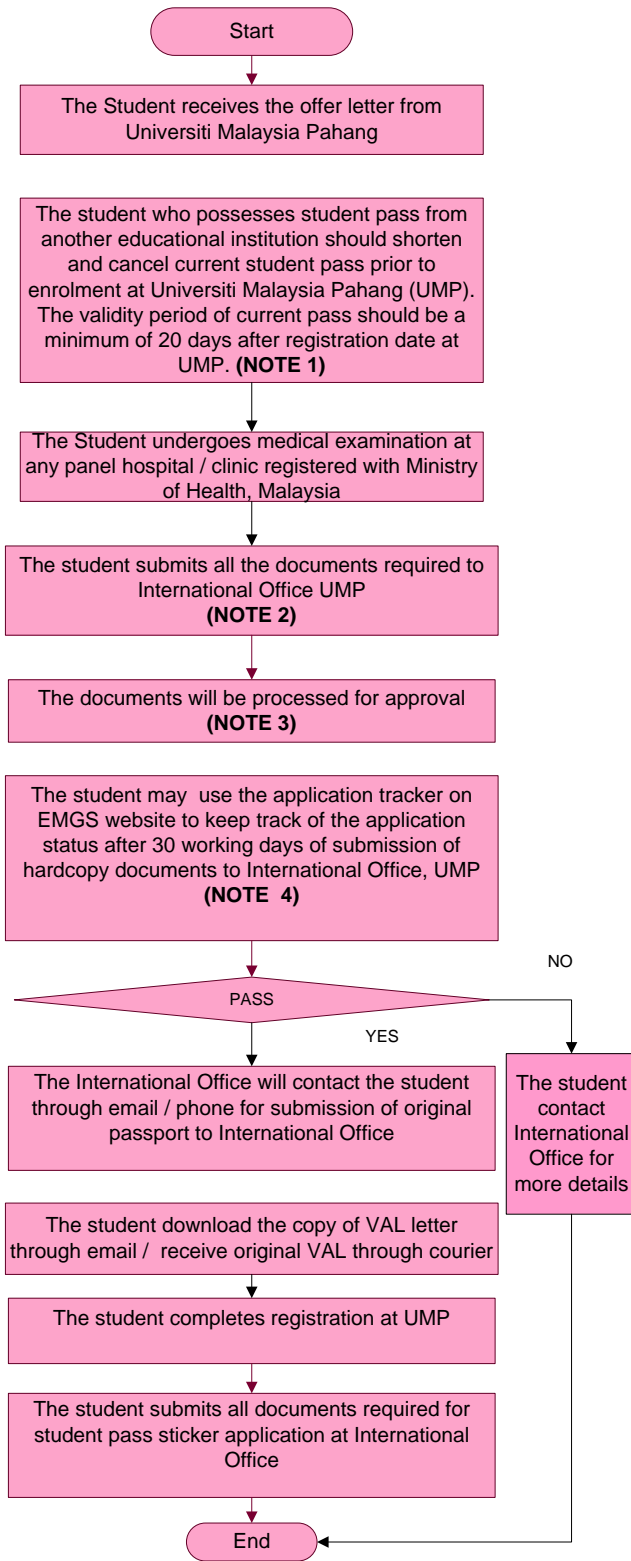


FLOW PROCESS OF APPLICATION

1. [APPLICATION FOR NEW STUDENT PASS – STUDENT ABROAD \(APPLYING FOR VISA APPROVAL LETTER\)](#)
2. [APPLICATION FOR NEW STUDENT PASS – STUDENT ALREADY IN MALAYSIA \(PROGRESSION & VARIATION\)](#)
3. [APPLICATION FOR RENEWAL OF STUDENT PASS](#)
4. APPLICATION FOR PROFESSIONAL PASS
5. APPLICATION FOR SPECIAL PASS

**(APPLICATION FOR STUDENT PASS)
-FOR STUDENTS ALREADY IN MALAYSIA-**

PROCESS	NOTES
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NOTE 1:
In most cases, special pass is compulsory to be made with previous educational institution in order to give ample time for new student pass application at new institution. The registration will be recommended only for those student who has not more than one (1) special pass record.

NOTE 2:

- Student Declaration & Checklist Form
- A copy of UMP offer letter
- A copy of ALL pages of passport (with validity of more than 12months from the date intended to enter Malaysia)
- 2 passport size photographs with white background (3.5cm x 5cm)
**Please read EMGS specifications
- A copy of complete academic certificates/transcripts (including English proficiency test, if applicable) in English. For academic certificates/transcripts in other languages, a certified true copy of the English translation must be submitted together with the original version
- A copy of Medical Examination Report
- Original copy of release letter from previous educational institution ** *Applicable only for Progression Inter / Variation Inter*
- Proof of payment of visa fees
 - Payment to EMGS Account
 - Payment to UMP Account

All documents must be sent to :

**International Office (Visa Unit)
Universiti Malaysia Pahang
Lebuhraya Tun Razak
26300 Gambang
Kuantan Pahang
Phone : +609-549 2722 / 2721 / 2728
Email : io_visas@ump.edu.my**

NOTE 3:
The approval process will take up to 90 working days upon receipt of the complete hardcopy documents. EMGS and the University may request additional documents from you in this period, and delays in submitting the requested documents may affect your VAL issuance.

NOTE 4 :
If the student hasn't obtained a Visa Approval Letter (VAL) in time to start the registration, please contact International Office, UMP to get a Special Pass, which is temporary pass until your student pass is approved and endorsed. In order to get a Special Pass, you need to :

- To be in Malaysia
- Submit passport
- Pay RM100 processing fee per application

It takes about 2 weeks to process the Special Pass application, thus we advise the student to contact International Office, UMP within 14 days before the current pass expiry date to apply for the Special Pass

(APPLICATION FOR STUDENT PASS RENEWAL)

PROCESS	NOTES
<pre> graph TD Start([Start]) --> Step1[The Student must be alert on his / her student pass expiry date. (NOTE 1)] Step1 --> Step2[The Student makes a payment of visa fee (NOTE 2)] Step2 --> Step3[The Student submits all the documents required to International Office UMP (NOTE 3)] Step3 --> Step4[The documents will be processed for approval (NOTE 4)] Step4 --> Step5[The student may use the application tracker on EMGS website to keep track of the application status after 30 working days of submission of hardcopy documents to International Office, UMP] Step5 --> Decision{PASS} Decision -- YES --> Step6[The International Office will contact the student through email / phone for submission of original passport to International Office] Decision -- NO --> Step7[The student contact International Office for more details] Step6 --> Step8[The Student submits original passport to International Office for student pass sticker approval] Step8 --> Step9[The Student will be given a Student Pass sticker on his/her passport] Step7 --> Step9 Step9 --> End([End]) </pre>	<p>NOTE 1 : Application for renewal must be made within three (3) months before current pass expiry date. For application submission less than 2 months from the pass expiry date will be charged a sum of fine of RM500 per application</p> <p>NOTE 2 : 1) VISA FEE TO EMGS ACCOUNT (EMGS PROCESSING FEE + INSURANCE): Payment by Cheque/ Bank Draft / Bank Transfer Payable to: EMGS Escrow Account 1 Account Information: Account Number: 514057662341 Swift Code: MBBEMYKLXXX Bank: MALAYAN BANKING BERHAD (MAYBANK) Bank Address: Lot 1.01 Ampang Park Jalan Ampang 50450 Kuala Lumpur, Malaysia</p> <p>2) VISA FEE TO UMP ACCOUNT (UMP & IMMIGRATION DEPARTMENT VISA FEE) : Payment by Maybank ATM Machine / M2U / Debit Card / Credit Card at UMP Student Finance Unit Counter A) Maybank ATM Machine Insert your Maybank ATM Card at any MAYBANK ATM Machine, Select menu : PAYBILLS, Select Registered Payee Corp , Enter Amount, Select Current / Savings Account, Select your bill : UNIVERSITI MALAYSIA PAHANG, Message Prompt ' CONTINUED ' : YES, Keep your receipt for future reference</p> <p>B) M2U Maybank Login MAYBANK2U, Select BILL PAYMENT, Select MAKE A ONE OFF PAYMENT, Select PAYEE BY CATEGORY > EDUCATION & EDUCATION LOANS, Select COMPANY > UNIVERSITI MALAYSIA PAHANG, Enter :- i) Payment Amount, ii) IC Number / Passport, iii) Phone Number, Print the statement, Keep your statement for future reference</p> <p>NOTE 3: a) Student Declaration & Checklist Form b) A copy of Online Application Receipt c) A copy of UMP offer letter d) A copy of ALL pages of passport in a form of certified true copy **(with validity of more than 12 months) e) 2 passport size photographs with blue background (3.5cm x 5cm) **Please read EMGS specifications f) A copy of Sponsorship Letter / Tuition Fee Payment Receipt g) Proof of payment of visa fees i) Payment to EMGS Account ii) Payment to UMP Account</p> <p>Undergraduate Students : A) A copy of verification letter with attendance report (80% attendance) B) A copy of latest academic result (CGPA 2.0 and above)</p> <p>Postgraduate Students : A) A copy of verification letter B) A copy of academic result for coursework student / progress report for research student</p> <p>NOTE 4 : The documents will be processed at International Office UMP and submitted to the EMGS to obtain the supporting letter. The whole process will take up to 90 working days upon receipt of the complete hardcopy documents. EMGS and the University may request additional documents from you in this period, and delays in submitting the requested documents may affect your VAL issuance.</p>