



12. **Applicant Gender** : Specify your gender
13. **Applicant Place / Country of Birth**: Select the country where you were born. This should be the same as the country listed in your passport
14. **Applicant Date of Birth (DD/MM/YYYY)** : This should be the same as stated in your passport
15. **Obtain Single Entry Visa Form** :  
(Foreign students with approved Visa Approval Letters (VAL) have to obtain a Single Entry Visa from Malaysia Representative Offices overseas before entering Malaysia. However, not all countries citizens require a visa to travel to Malaysia)

\* If you are a citizen of a country that requires a Single Entry Visa (SEV), please select the nearest Malaysian Embassy from where you can obtain the Single Entry Visa once the Visa Approval Letter (VAL) has been issued

\*If you are a citizen of a country that does not require a Visa to travel to Malaysia, you may select your own country in this field

Remember : If you are require a visa to travel to Malaysia but you are not in your home country, you can select the Nearest Malaysian Embassy from where you can obtain the Single Entry Visa once your Visa Approval Letter (VAL) has been issued

\*\* Please select this field first before selecting the Nationality of the Student

16. **Applicant Nationality** : Scroll to select your nationality
17. **Travel Document Type** : Select your passport / travel document (Most students will be using an International Passport)
18. **Travel Document Number** : Type your passport number (this number should match the passport number appearing on your offer letter)
19. **Travel Document Place of Issue** : Select the country where your passport was issued
20. **Travel Document Date of Issue (DD/MM/YYYY)** : Select the date when your passport was issued
21. **Travel Document Expiry Date (DD/MM/YYYY)** : Select the date when your passport will expire
22. **Insurance** : You may choose your preferred package, however as for UMP, we prefer to choose AXA 450
23. **Sticker Pass Fee** : Select : Jabatan Imigresen Pahang (payable direct too Immigration Department)
24. **Visa Fee** : Default
25. **iKad** : The iKad is an identification card for foreign students . Please select : courier to Institution
26. **Medical Screening At** : Select : Public University Clinics
27. **Extended Student Pass** : Default
28. **VAL Delivery Method** : Select : Courier to Institution : +RM10.00
29. **Click Apply Now** to proceed
30. **You have to verify some steps to continue the process**
31. **Click Submit** and your application will be submitted to EMGS for processing

**WHAT'S NEXT :**

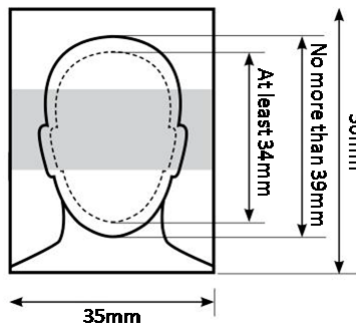
1. You will receive the notification that your application has been received with your application number for your reference. An email with the application details will also be sent to the email address you used to register
2. You need to submit all the required documents to UMP International Office to continue the process. The UMP International Office will only process and submit the documents to EMGS within 30 working days after receiving the hardcopy documents from your side.
3. You can use the application tracker on EMGS website to keep track of the application status

## Passport photo guidelines for Student Pass applications – August 10, 2015

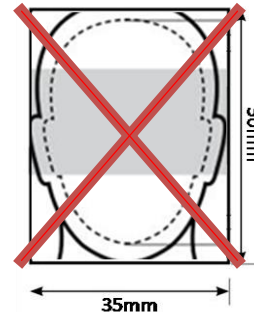
Please find below the photo guidelines for submitting a passport photo to EMGS. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

Institutions will be 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 blue background
3. Your photos must be **professionally printed** and 50 millimetres (mm) high x 35 mm wide. **Please do not use photos that have been cut down from larger pictures.** The image of the student - from the crown of the head to the chin - must be between 34mm and 39mm high. In the examples below, the *one on the left shows the correct proportions*. The image on the right shows incorrect proportions.

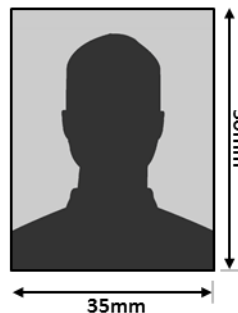


CORRECT



INCORRECT

4. **Note to Institutions:** When scanning and uploading the passport picture in STARS 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.



CORRECT



INCORRECT

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
19. Have the person's full name on the back of each photograph (when submitted manually)