

NOTES FOR STUDENT PASS / VISA APPLICATION:

According to the rules and regulations of the Malaysian Immigration Department, all international students are required to have a valid Student Pass in order to study in Malaysia. The government agencies responsible are the Malaysian Immigration Department and the overseas Malaysian diplomatic missions (i.e. Malaysian High Commission, Consulates or Embassies) and Education Malaysia Global Services or EMGS is the private body appointed by the Ministry of Higher Education to process international student visa applications.

PROSPECTIVE STUDENTS

1. For students abroad, in order to apply for the student pass, firstly you shall apply Visa Approval Letter with the reference of Student Pass (VAL) to enter Malaysia directly with the Education Malaysia Global Services (EMGS). (<https://educationmalaysia.gov.my/>)
2. The Visa Approval Letter or VAL is a letter issued by the Malaysian Immigration Department when your visa application is successful. Students from some countries will be able to enter Malaysia with a VAL while citizens of other countries may need to apply for a Single Entry Visa (SEV) from the nearest Malaysian Embassy.
3. A Single Entry Visa or SEV is an entry visa for non-residents entering Malaysia with the intention of studying. The SEV is obtained after the VAL has been approved.

a) PROSPECTIVE STUDENTS ABROAD

1. You should not submit your application for a Student Pass any earlier than 6 months before you intend to come to study in Malaysia. This is because the Visa Approval Letter (VAL) which is issued after your student pass application is approved by the Department of Immigration is only valid for 6 months. If you do not enter Malaysia within 6 months, you may need to make a new Student Pass application. Alternatively, you can request for a visa approval extension, which is subject to approval by the Immigration Department of Malaysia.

2. It is recommended for you to apply the VAL 3 months before leaving your home country for UMP admission. Please do not confirm any flight ticket before the approval is obtained to avoid financial loss. UMP will not be held liable for any loss /difficulties for this arrangement.
3. For a student that already has a record in applying Visa Approval Letter (VAL) / possess student pass previously with any Malaysia Educational Institution, please ensure the record is already cancelled by contacting the previous educational institution before applying for new (VAL) at the new institution.
4. You will also be required to go for a medical check-up in your country of residence at any EMGS Panel Clinic near your location for pre arrival medical screening. Within 7 working days of your arrival in Malaysia, you are required to undergo a post arrival medical screening with any clinic/hospital approved by the Ministry of Health, Malaysia. The complete medical report will have to get verification from UMP Medical officer.
5. Once your VAL is approved, you need to plan your travel to Malaysia.
 - i) Students from non-visa required countries will apply for SEV at Malaysia Representative Office and enter Malaysia by producing the VAL upon arrival.
 - ii) Students from visa required countries without a Malaysian Representative Office are permitted to enter without a visa. Student must present the Visa Approval Letter (VAL) upon entry. Visa on Arrival for Students (VOAS) will be issued at the point of entry.

Students from visa required countries which have a Malaysian Representative Office must obtain visa (SEV) prior to their entry into Malaysia. Once your SEV is issued, you will be able to enter Malaysia.

** Students are responsible to refer Malaysian Representative Office at their home country for visa requirements before entering Malaysia.

6. Once the applicants have received the Visa Approval Letter (VAL), student **MUST** apply for the Single Entry Visa (S.E.V) within 6 months from date of the Visa Approval Letter (VAL) at the nearest Malaysian Representative Office of Malaysia (as stated in the approval letter). If the students fail to obtain Single Entry Visa (S.E.V) from Malaysian Representative Office within 6 months from the date of the Visa Approval Letter, student are required to apply new VAL from **UMP**

7. The following documents are required for application of SEV:
 - i. VAL Approval Letter
 - ii. UMP offer letter.
 - iii. Passports (Single Entry Visa will be stamped/ sticker on the student's passport)

8. Please note that the VAL and SEV are **not** the Student Pass. Students are responsible for completing both the pre- and post-arrival visa processes in a timely manner.

9. All fees related to Visa Processing and Medical Examination are excluded from the tuition fees and should be fully borne by the students.

10. All the documents required for visa application shall be couriered to :

International Office
Universiti Malaysia Pahang
Lebuhraya Tun Razak
26300 Gambang
Kuantan Pahang
(ATT : VISA UNIT)
Tel : +609-549 2722/ 2721/ 2728
Fax : +609-549 2729
Email : io_visa@ump.edu.my

b) PROSPECTIVE STUDENTS ALREADY IN MALAYSIA

1. A student who possesses student pass from another educational institution should shorten and cancel current student pass prior to enrolment at Universiti Malaysia Pahang (UMP). 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.
2. You are required to undergo a post arrival medical screening with any clinic/hospital approved by Ministry of Health, Malaysia. The complete medical report will have to get verification from UMP Medical officer. All fee related with medical check-up is excluded from tuition fee and will be borne by the student.

C) UMP EXISTING STUDENTS

1. All applications of renewal of a student pass/social pass must be submitted to International Office at least 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 case : a) Perform Hajj b) Renewal of Residence Visa (UAE, Saudi etc) c) Medical Examination d) Wedding Ceremony e) Others (Emergency Cases)
3. Please approach International Office before purchasing any return ticket. UMP will not be liable for any loss /difficulties for this arrangement
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
7. 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 renewal approval. The student may use the application tracker on EMGS website to keep track of the application status after thirty (30) working days of submission of hardcopy documents to International Office, UMP
8. 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.
9. International Office will process the application for cancellation/shortening the duration of pass & visa for the students who defer, withdraw, and transfer or dropout from the university. However, in order to be granted the release letter from the university, the students need to follow the university clearance process to ensure that the students do not have any debt with the university (faculty, library, finance department, hostel etc)
10. A student, whose pass and visa have expired while overseas, is advised to apply for a visa from the nearest Malaysia Mission Oversea before re-entering Malaysia. Upon arrival they will be required to make a new application for student pass and visa and Journey Performed Fee (JP) will be imposed on a student
11. A student who renews or change passport for any reason is required to transfer the student pass sticker from the old passport to the new passport immediately. In the event of passport loss / misplace, the student is required to make a police report and inform International Office immediately

D) UMP EXISTING STUDENTS WITH DEPENDENT

1. In the event of having a new child born in Malaysia, the student is responsible to apply passport immediately for his new born in order to apply for the social pass. The Journey Performed Fee will be imposed on a student if he/she applies a social pass for a new child born in Malaysia and to be registered in his/her passport.
2. The relationship letter / birth /marriage certificate must be translated to English version and attested/stamped by the Embassy
3. Immigration Department requires insurance coverage to be attached in each dependent pass application. This is to ensure that the dependents of the student are covered with the insurance throughout their duration of stay in Malaysia. We recommend the student to apply the insurance through the same insurance provider (AXA Affin General Insurance). The student shall contact the insurance provider to apply for the insurance. The contact details of the insurance provider will be available at UMP International Office Counter.

**** Kindly refer to the Guideline on Visa and Pass Application for more details**