

# UNIVERSITI MALAYSIA PAHANG

## POLICY GUIDELINE ON VISA & PASS FOR INTERNATIONAL STUDENTS

### 1.0 OBJECTIVE

Policy Guideline on Visa & Pass for Universiti Malaysia Pahang International Students is designed to provide information and reference on the procedure and requirements in relation to Visa and Pass for international students.

### 2.0 BACKGROUND

2.1 All international students are required to have a student pass for purpose of their study in Universiti Malaysia Pahang. The international students are required to comply with Immigration Malaysia rules and regulations.

2.2 The Immigration Department of Malaysia issues and regulates the passes, but Universiti Malaysia Pahang manages the student pass application

2.3 Effective January 1, 2014, all new international students must obtain a Visa Approval Letter (VAL) / Visa with Reference before enter Malaysia. Conversion from Social Pass / Tourist Visa to Student Pass is not allowed anymore

### 3.0 VISA & PASS

#### 3.1 Definition of Visa

An official endorsement appended/stamped to a passport, permitting entry into and travel within a particular country or region

#### 3.2 Definition of Pass

An official endorsement appended/stamped to a passport permitting the person to stay in a particular country within a particular approved period.

## **4.0 CATEGORY OF PASS / VISA**

### **4.1 Student Pass**

A Student Pass is an approval granted by the Immigration Department of Malaysia to a non-citizen to reside in Malaysia for more than one (1) month, for educational purposes only.

### **4.2 Dependant Pass / Social Pass**

A Social Pass is an approval granted by the Immigration Department of Malaysia for family members of the students (i.e husband, wife, children, father, mother) to stay in Malaysia during their study period in Malaysia.

### **4.3 Professional Pass**

A Professional Pass is issued to all international students who attended short term course not exceeding 6 months period e.g Research Attachment Program, Student Mobility Program, Student Exchange Program etc. The pass will be given based on the duration of their stay in Malaysia with the fee of RM 30 per month.

### **4.4 Special Pass**

A Special Pass is a temporary pass issued by the Immigration Department due to a pending decision on student or social pass application and is only valid for a maximum of not more than 30 days.

### **4.5 Single Entry Visa**

International students who require visas before entering Malaysia have to get a Single Entry Visa from the Malaysian embassy, consulate or high commission in their home country or the nearest representative of the Malaysian government before coming to Malaysia. Failure to do so, the individual will have to go back to his/her country. In order to obtain the Single Entry Visa, the student must first have to apply Visa Approval Letter through International Office UMP after receives the offer letter

#### **4.6 Visa Approval Letter**

#### **4.7 Multiple Entry Visa**

International students, who have student passes, will be given a Multiple Entry Visa. With this visa, students will be allowed to go in and out of Malaysia for the duration of their Student Passes are valid. The charges vary from country to country accordingly and do not exceed RM100.00

### **5.0 CATEGORY OF STUDENT PASS APPLICATION**

#### **5.1 New Application**

##### **5.1.1 New Student Abroad**

###### **a) Calling Visa / Visa Approval Letter (VAL)**

Student who is still at his/her home country receives offer letter to study at UMP. The student is required to apply for Visa Approval Letter (VAL) from Immigration Department of Malaysia before entering Malaysia managed by International Office, UMP

##### **5.1.2 New Student Already in Malaysia**

###### **a) Progression**

Student who has completed his/her degree **from different institution** and subsequently wants to further study to the next level at UMP

###### **b) Variation Inter**

Student **from different institution** who wishes to enrol with UMP within same level of study

##### **5.1.3 Existing UMP Student**

###### **a) Progression**

UMP existing Student who has completed his/her English Program / Degree and subsequently wants to further study to the next level of Degree at UMP

## **5.2 Renewal Application**

### **5.2.1 Existing UMP Student**

#### **a) Conversion**

UMP existing student who is granted by Senate to convert his current Degree to the next level of Degree due to his excellence in study

#### **b) Variation Intra**

**UMP existing student** who change of program during their study in the same university

## **6.0 IMMIGRATION ISSUES**

### **6.1 NEW APPLICATION OF STUDENT PASS**

#### **6.1.1 New Student Abroad – Visa Approval Letter**

- The University strongly discourages the use of Social Visas / Tourist Visas to enter Malaysia before receiving the Visa Approval letter
- Effective January 1, 2014, all new international students must obtain a Visa Approval Letter (VAL) / Visa with Reference before enter Malaysia. Conversion from Social Pass / Tourist Visa to Student Pass is not allowed anymore
- The Visa Approval Letter issued by the Malaysia Immigration Department to allow the student to enter Malaysia for study purposes. The Approval Letter (VAL) is valid for 6 months from the date of issuance
- It is recommended for the student to apply the VAL 3 months before leaving their home country for UMP admission
- Students from the non-visa required countries and some of the visa required countries highlighted by the Immigration Department which do not have Malaysia Representative Office

can enter Malaysia by producing the Visa Approval Letter upon entry

- The student from visa required country must obtain single entry visa at the Malaysia Representative Office nearby their hometown prior to their entry to Malaysia
- Students are required to enter Malaysia within 3 months after the issuance of Single Entry Visa. Upon arrival the student will be given a social visit pass for 30 days

#### **6.1.2 New Student in Malaysia – Transfer Institution**

- 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
- Student holds a valid student pass under one college / university is not allowed to study in any other institution.
- Student transferring from other academic institutions in Malaysia or have previously studied in Malaysia must submit the following additional documentation during registration at UMP:
  - Original Clearance / release letter from the previous institution
  - Attendance report from the previous institution
  - Academic results from the previous institution
  - Visa cancellation letter with an acknowledgement from EMGS/ Immigration Department

6.1.3 Application for new student pass must be submitted to International Office **within seven (7) days of the registration date at UMP**. For any application submitted more than seven (7) days will be charge penalty as following :

<b>NO</b>	<b>CATEGORY</b>	<b>PENALTY (RM)</b>
<b>1</b>	<b>STUDENT PASS :</b>  Submission more than seven (7) days from registration date	i) Current visa expiry date less than 15 days : RM500  ii) Current visa expiry date more than 15 days: RM300
<b>2</b>	<b>DEPENDENT PASS :</b>  Submission more than seven (7) days from student pass approval (principal)	

## **6.2 RENEWAL OF STUDENT / SOCIAL PASS**

6.2.1 Application for renewal of student/social pass must be submitted to International Office **three (3) months before current pass expiry date**. For any application submitted less than 2 months (8 weeks) will be charge penalty fee as following :

<b>NO</b>	<b>CATEGORY</b>	<b>PENALTY (RM)</b>
<b>1</b>	<b>RENEWAL OF PASS :</b>  Submission less than 2 months (8 weeks) before current pass expiry date	i) 1 <sup>st</sup> offense with reasonable justification : RM300 ** Approval granted at International Office Director's discretion  ii) 2 <sup>nd</sup> and onwards offense : RM500

6.2.2 The approval for renewal is also subject to :

- i) Student attendance to be at least 80% (Undergraduate Student)
- ii) CGPA 2.0 and above for Undergraduate Student and Grade MM for Postgraduate Research Student
- iii) The Immigration Department is provided with a valid reason for 3 consecutive days absence from class
- iv) The Immigration Department has the right to reject and cancel the application based on poor attendance and poor academic result

### **6.3 CANCELLATION OF STUDENT PASS**

6.3.1 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.

6.3.2 Failure to comply with this procedure will necessitate the University notifying the Immigrations Department to cancel his/her student pass.

### **6.4 EXPIRY OF STUDENT PASS WHILE ABROAD**

6.4.1 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

### **6.5 CHANGE OF COURSE**

6.5.1 Student is required to submit a new Student Pass application and new processing fee for the following circumstances :

6.5.1.1 progressing to another level of studies (PIE to Undergraduate Program / Postgraduate Program)

6.5.1.2 Change of Course (within same institution)

6.5.1.3 Change to another institution

6.5.2 The processing fees and any additional charges will be borne by the students

## **6.6 STUDENT HOLDS DEPENDENT PASS / OTHER**

6.6.1 Each person is only allowed to hold one pass at a time and if he/she is intend to study in Universiti Malaysia Pahang , he/she must obtain a student pass.

6.6.2 The dependent pass holder is compulsory to have student pass in order to study at Universiti Malaysia Pahang as a full time registered student.

6.6.3 The student (dependent pass holder) will have to cancel his/her dependent pass before applying for a student pass

6.6.4 Diplomatic pass holders are exempted from carrying student pass. Instead, they need to obtain an “exempted” stamp or letter of exemption from the Immigration Department and Ministry of Home Affairs. They are required to obtain them at their own initiative and not through the university

## **6.7 PART TIME WORK**

6.7.1 Student with a valid Student Pass can only work as a part-timer

6.7.2 Application for part time employment must be submitted through International Office subject to the conditions below:

6.7.2.1 A student is permitted to do part-time work for 20 hours per week during semester breaks or any holiday exceeding 7 days.

\*\* When Item 6.4.2.1 has been complied with, the following conditions shall apply:



6.7.2.2 A student is permitted to work part-time in Restaurants, Petrol Kiosks, Mini Markets and Hotels only (excluding singer, masseur, musician, GRO and other activities deemed immoral) as long as the student pass remains valid.

6.7.2.3 Students are not permitted to work as cashier.

6.7.2.4 Permission to work part-time is extendable by the Immigration Department depending on the student's attendance and academic reports

6.7.3 The university will not be liable for any future losses or damages arising from the course of this misconduct of action.

## **6.8 STUDENTS WITH FAMILY**

6.8.1 Married Students are advised to enter Malaysia alone prior to the issuance of Student Pass. Dependent Pass can only be applied after the Student Pass is approved and issued

6.8.2 Student who wishes to invite his/her dependent to Malaysia is advised to invite his /her dependent by the calling visa applied at International Office. Failing to do so, the university will not be responsible for their stay in Malaysia

6.8.3 Dependents are advised to apply for visa before entering Malaysia. On approval of the student pass, the student could apply for VDR/VAL in order to obtain the visa (Dependent Pass) for his family members to enter Malaysia. Family members who enter Malaysia without VDR / VAL will have to pay the sum of RM500 for Journey Performed Fee

6.8.4 The dependents that is allowed to bring to Malaysia is only the immediate family members ; Wife or Husband, Child, Mother and Father of the student

6.8.5 Only Postgraduate Students is allowed to bring dependent

6.8.6 For Undergraduate Students, only students from 16 countries are permitted to bring their dependent

<b>Saudi Arabia</b>	<b>Qatar</b>	<b>Turki</b>
<b>United Arab Emirates</b>	<b>Azerbaijan</b>	<b>Palestin</b>
<b>Kuwait</b>	<b>Bahrain</b>	<b>Yemen</b>
<b>Iran</b>	<b>Syria</b>	<b>Oman</b>
<b>Jordan</b>	<b>Iraq</b>	<b>Lebanon</b>
	<b>Libya</b>	

6.8.7 Students who are registered under Preparatory Intensive English (PIE), Exchange Program, short Courses and Research Attachment will not be issued with dependent pass

6.8.8 In the event of having new child born in Malaysia, Journey Performed Fee will be imposed on a student if he/she applies a social pass for a new child born in Malaysia and registered in his/her passport

## **6.9 TRANSFER ENDORSEMENT**

6.9.1 A student who renew or change passport for any reason is required to transfer the student pass sticker from the old passport to the new passport immediately

6.9.2 The student pass will not be valid in the old passport anymore

## **6.10 OVERSTAYING**

6.10.1 A student who stays exceeding the expiry date of student pass

6.10.2 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.

6.10.3 Section 15(4) of the Immigration Act 1959/63, the penalty for an offence on overstaying :

- A fine not exceeding RM10,0000 or imprisonment not exceeding 5 years or both
- A compound of RM 3,000

## **6.11 PERSONAL BOND**

6.11.1 The Immigration Department of Malaysia requires the university to sign a Personal Bond on behalf of the applicant, binding the University for the said sum that lodge by the students.

6.11.2 The personal bond will be refunded upon cancellation of the student pass provided there are no other claims against the applicants upon completion of studies at UMP

6.11.3 Student must submit application for cancellation 21 days (working days) before travelling date.

6.11.4 Please approach International Office before purchasing air ticket. UMP will not be liable for any difficulties or any loss for the arrangement that been made by the student

6.11.5 The university will NOT make any payment to a third party claim on behalf of the student

6.11.6 Student may claim the Personal Bond within 3 months after completion of studies at UMP

## 6.12 MEDICAL SCREENING

### 6.12.1 Pre Arrival Medical Screening

- All students applying for a student pass **must** undergo a medical screening while still at their home country. They are required to submit all pre-arrival medical examination report and the related visa documents for the application of Visa Approval Letter to the **International Office, UMP**

### 6.12.2 Post Arrival Medical Screening

- Student is required to undergo a post arrival medical screening with any clinic/hospital approved by the Ministry of Health, Malaysia within 7 working days of entering Malaysia
- The complete medical report will have to get verification from UMP Medical officer. All fees related with medical check-up are excluded from tuition fees and will be borne by the student
- This is a **mandatory** process and failing to complete this check may result in the cancellation of your visa.
- UMP reserves the right to request a repeat test should there be any doubt in the findings of the initial medical report.
- Immigration authorities reserve the right to revoke any student/dependent pass or visa if there is evidence of false information in a report and/or supporting documents.
- If a student fails the medical examination no refund will be given.
- Students are allowed to appeal and redo the test should they fail, but additional cost will be incurred and be borne by the student.

## 7.0 IMPORTANT NOTES

- 7.1 International Office will process the application for cancellation/shortens the duration of pass & visa for the students who defer, withdraw, and transfer or dropout from the university. However, in order for 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)
- 7.2 Students who are absent from classes for three (3) consecutive days will be reported to the Malaysian Immigration Department. International Students whose attendance are below the required percentage will be reported for non-attendance in accordance with Malaysian Government requirements and the Student Pass will not be renewed
- 7.3 Student has to take responsibility for monitoring the expiry dates of his/her passport and student pass. All penalties imposed by the Malaysia Immigration Department in the event of late extension or expiry of the Student Pass are to be borne by the student
- 7.4 Student pass approvals usually take between 14 to 60 working days. UMP may not be able to obtain a Student Pass for you on time if your application to UMP is received less than 8 weeks from the current expiry date or for Visa Approval Letter less than 3 months from the programme intake dates
- 7.5 It is mandatory that Student Pass be applied and renewed through UMP International Office. Not doing so will be a violation of the Malaysian Immigration Department's regulation. While the university assist in Student Pass application, UMP cannot be held liable for any change in policies by the Malaysian Immigration Department in regards to the issuance of Student Pass