



Visa Unit, International Student Centre, University of Malaya, Kuala Lumpur

03 7967 7858 / 7859 / 7857

<https://isc.um.edu.my>

visa_isc@um.edu.my

NEW STUDENT PASS APPLICATION FORM

A. APPLICANT'S DETAILS (Capital Letter)

1. Full Name : _____
2. Matric No : _____
3. Passport Number : _____
4. Nationality : _____
5. Contact Number : _____
6. Email : _____
7. Level of Study:
 - Bachelor
 - Master
 - PhD



B. DOCUMENTS CHECK LIST		PLEASE (√) TO VERIFY	
	STUDENT DOCUMENTS	Applicant	ISC staff
	A RECENT PASSPORT PHOTO with WHITE background (size : 3.5cm x 5cm) *Please refer the photo's specification provided		
	Three (3) copies of "OFFER LETTER" from the University of Malaya (all pages)		
	AN ORIGINAL COPY OF STUDENT CONFIRMATION LETTER FROM THE FACULTY (Letter must state student's current status, signed by the Dean or Deputy Dean) and addressed to: Ketua Unit Pas Pelajar Pejabat Imigresen Malaysia Wilayah Persekutuan Kuala Lumpur Cawangan EMGS, Menara TA One No. 22, Jalan P.Ramlee 50250 Kuala Lumpur		
	THREE (3) COPIES OF PASSPORT (all pages) including blank pages and a clear copy must be made on one side of A4 size paper. (Please bring the original passport for verification). A. Passport must be VALID AT LEAST 18 MONTHS from the expected date of approval. B. Passport must contain DATE OF LATEST ENTRY to Malaysia.		

B. DOCUMENTS CHECK LIST		PLEASE (v) TO VERIFY	
STUDENT DOCUMENTS		Applicant	ISC staff
INSURANCE COVERAGE LETTER (Please refer to ETIQA Takaful Office located at Ground Floor, Blok E, Perdanasiswa Complex, University of Malaya)			
Three (3) copies of MEDICAL REPORT (Copies must be certified and attach with result from the doctor as well as laboratory report) Medical examination must be at the registered clinics with EMGS. Please refer to the EMGS's website for the list of registered clinics.			
Two (2) copies of LATEST ACADEMIC TRANSCRIPT AND CERTIFICATES from previous University (for postgraduate) / High School (for undergraduate) / UMCCED academic results (certificate & transcripts)			
AN ORIGINAL & TWO COPIES OF RELEASE LETTER FROM THE PREVIOUS INSTITUTION IN MALAYSIA (if the applicant has been issued with a student pass under that institution / the previous pass must to be cancelled by the respective institution)			
PAYMENT RECEIPT 1 Administrative charges – RM50.00 (Payable to UNIVERSITI MALAYA, Acc. No. 98905000001240, CIMB Bank). Receipt can be obtained from the ISC's General Counter at Level 1.			
PAYMENT RECEIPT 2 Visa Fees (charges from EMGS/Immigration) - Payable to EMGS Escrow Account 1 (Acc. No. 514057662341, MAYBANK)			

C. IMPORTANT REMINDER	
1	Please bring the original certificates for verification purposes when submitting the application.
2	New applicants will be charged Journey Performed Visa fees even though they obtained the Single Entry Visa from the Malaysian Embassy/Consulate/High Commissioner in their home country.

SIGNATURE	Applicant	ISC staff
	DATE	

Last updated: 19/04/2018