

SECTION B: Through Visa Unit, International Student Centre, University of Malaya – For Applicants Applying From Malaysia

Candidates who are residing in Malaysia at the time they received the offer of admission and are holding a valid visa and pass (ie. Student pass or other kind of passes) have to be aware on the restricted procedures set by the Education Malaysia Global Service (EMGS) and Malaysia Immigration Department before they can be allowed to register at Institute of Postgraduate Studies (IGS) and International Student Center (ISC), University of Malaya.

Candidates who are currently enrolled at other Malaysian institutions and are holding a valid student pass or other kind of passes have to shorten/cancel their current valid pass **BEFORE** the date of registration at IPS.

1. Candidates are **NOT ALLOWED** to register for any program in UM if the candidates are affiliated with any **ONE** of the following matters as listed below:

1	Having a valid Student Pass from other institutions including UMCCeD
2	Having a Refugee passport
3	Having a Social Visit Pass
4	A general fail in examination from previous program either from UM or other institutions
5	Having a Special Pass 'Making Arrangement to Leave Country'
6	Not having a valid passport
7	Having a Damaged passport (e.g: cannot be recognized)
8	Having an English certificate from other institutions and currently in the country
9	Enter Malaysia with expired VAL (VAL validity is only for 6 months)
10	Not having 'Visa On Arrival' (VOA) stamp in passport when entering KLIA from countries where a Malaysian Embassy is not available
11	Application made through an agent or friends
12	Candidates who are in previous faculty/institution for more than ONE semester and who want to pursue the same degree in other institutions: a. Bachelor to Bachelor b. Master to Master c. PhD to PhD
13	Candidates who want to pursue regressive program: a. Master to Bachelor b. PhD to Master
14	UMCCeD English program students: 1. Not having completed UMCCeD English program. 2. Having UMCCeD student pass but presenting English certificate from other institutions 3. Completed studies in UMCCeD with certificate but having MORE than 3 months valid visa

	under UMCCeD after completion of studies
--	--

- i. Candidates can retain the following current visa but it is compulsory to get the permission from Immigration Department.

1	Diplomatic Pass
2	Spouse Program Pass
3	Permanent Resident (PR)
4	Resident Pass
5	Malaysia as my Second Home program
6	Employment Pass

- ii. Candidates holding a valid **Dependent Pass** may register for the candidature with the condition that the cancellation/shorten of pass have to made upon completion of all requirements after registration. Failing to do so, student pass application will be rejected and students have to leave the country and will be blacklisted by the Malaysian Immigration.

2. Candidates need to make arrangements for cancellation of the previous Student Pass (or other passes) at their former institution with the condition that their Student Pass validity is more than four weeks.

- i. If the remaining validity of the candidates Student Visa is less than one (1) month, candidates must request for a **Special Pass** with a status of **“Pending Decision for Student Pass”**.

- ii. Failure to make the specific request may result in the former institution submitting **Special Pass** with status of **‘Making Arrangement to Leave Country’**. Should this happen, the candidates will need to follow steps in SECTION A: CANDIDATES APPLYING FROM OUTSIDE MALAYSIA

3. Candidates must wait for the approval of their request for shortening or cancellation of their current student pass and the return of passport from their former institution. Normally this process may take between 2-3 weeks by former institution.

Upon receiving of their passport with shorten/cancellation or with Special Pass “Pending Decision For Student Pass”, candidates may proceed for the registration and submit the application to Visa Unit, ISC after completing the process with all documents for new Student Visa under University of Malaya.

Please refer to the following document check list when submitting your application to the Visa Unit, ISC:

DOCUMENTS NEEDED TO BE COMPLETED WHEN SUBMITTING APPLICATION FOR NEW STUDENT PASS		
No	Documents Needed	Description
1	Passport Photo	a. Recent photo b. White background c. size: 3.5cm x 5cm
2	Offer of Admission from UM	a. Three (3) copies b. All pages
3	Confirmation Letter from Academy/Faculty/Centre	a. Letter that states student current status b. Signature by Dean and Deputy Dean c. Send the original letter to Visa Unit d. Letter 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
4	Passport <i>(Damaged passport, Refugee passport & UNCHR card holder will not be allowed to register and to apply for Student Pass.)</i>	a. Three (3) copies b. All pages to be copied
5	Validity of Passport	Passport must be valid at least 18 months from the expected date of approval
6	Date of Latest Entry to Malaysia	Passport must contain Date of Latest Entry to Malaysia
7	Insurance Coverage Letter	Please refer to ETIQA Takaful Office located at Ground Floor, Blok E, Perdanasiswa Complex, University of Malaya
8	Medical Report	a. Three (3) copies

		b. Medical examination must be at the registered clinics with EMGS. Please refer to the EMGS's website for the list of registered clinics.
9	Latest Academic Transcript and Certificates	a. Two (2) copies b. For Master and PhD candidates, these have to be obtained from previous University c. For undergraduate candidates, these have to be obtained from previous High School
10	Release Letter from the Previous Institution in Malaysia	a. An original and two (2) copies b. If the applicant has been issued with a student pass under that institution/the previous pass must to be cancelled by the respective institution
11	Copy of Payment Receipt of MALAYAN BANKING BERHAD (MAYBANK)	1. Payment by Bank Transfer/ MAYBANK Counter 2. Payable to: EMGS Esrow Account 1 3. Account Number: 514057662341 4. Swift Code: MBBEMYKLXXX

4. Candidates can proceed to attend classes in UM once they have received approval from EMGS/Immigration. Students can download the EMGS application by entering the passport number to keep track of their student pass application using mobile phone or computer.

EMGS mobile app is a new service that will bring visa application services to your phone. You can track the application status for yourself and your friends, view your medical screening details, your I-Kad details and contact EMGS directly – straight from your phone! You may open the link: <https://educationmalaysia.gov.my/mobile-app.html>

18.1.2018