

## IMMIGRATION GUIDELINES

The Ministry of Home Affairs has started the Expatriate Services Division (ESD) in 2014 under the Immigration Department of Malaysia to provide services for government institutions to submit expatriate related immigration matters.

All applications of expatriate will be conduct and process by the various units and department who will then compile the documents before sending it to Visa Unit, International Student Center (ISC). Visa Unit will process and submit the final application to ESD for obtaining the approval for work permits of expatriates.

Among the services offered by Visa Unit, ISC are Employment Pass, Professional Visit Pass and Dependent Pass.

All expatriate Employment Pass applications will be assessed on an individual basis by ESD, based on the merits of each application submitted. Visa Unit is required to submit a supporting letter for each Employment Pass (Category I, II and III) and Professional Visit Pass application.

### EMPLOYMENT PASS

The minimum requirements to apply for expatriate posts are as follows:

- ❖ Degree with at least 3 years' experience in the relevant field
- ❖ Diploma with at least 5 years' experience in the relevant field
- ❖ Technical Certificate or equivalent, with at least 7 years' experience in the relevant field

| EMPLOYMENT PASS   |   |   |
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| CATEGORY I  | CATEGORY II   | CATEGORY III  |
| <p>Eligibility criteria:</p> <p>Applicant must earn a basic salary of minimum RM5,000 per month; AND</p> <p>Applicant must have an employment contract valid for a minimum of 24 months</p>                   | <p>Eligibility criteria:</p> <p>Applicant must earn a basic salary of minimum RM5,000 per month; AND</p> <p>Applicant has an employment contract valid for less than 24 months</p>                            | <p>Eligibility criteria:</p> <p>Applicant earns a basic salary between RM2,500 to RM4,999; AND</p> <p>Applicant's employment contract must not exceed 12 months</p>   |
| <p>Features:</p> <p>Allows the holder to be employed in West Malaysia by the hiring institution</p> <p>Spouse and children under 18 years old of Employment Pass holder are eligible for a Dependent Pass</p> | <p>Features:</p> <p>Allows the holder to be employed in West Malaysia by the hiring institution</p> <p>Spouse and children under 18 years old of Employment Pass holder are eligible for a Dependent Pass</p> | <p>Features:</p> <p>Allows the holder to be employed in West Malaysia under the hiring institution;</p> <p>Not allowed to bring dependents;</p>   |
| <p>Conditions:</p> <p>Renewal of the pass can be considered depending on the requirements</p>   | <p>Conditions:</p> <p>Renewal of the pass can be considered depending on the requirements</p>   | <p>Conditions:</p> <p>Can be renewed for maximum two (2) times, subject to review</p> <p>It is mandatory for Employment Pass (Category III) successful applications to obtain Visa with Reference for entry into the country (only applicable for countries requiring visa)</p> |

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## DEPENDENT PASS

Dependent Pass will only be given for expatriate under the Employment Pass category I and II. As for the Professional Visit Pass holder are not eligible to bring their family to Malaysia.

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| <b>DEPENDENT PASS (DP)</b>  |
| <p>Eligibility criteria:</p> <p>Legal spouse of Employment Pass holder; OR</p> <p>Children below 18 years old of Employment Pass holder</p>   |
| <p>Features:</p> <p>Allows the holder to stay in West Malaysia</p> <p>Employment not allowed and requires conversion to Employment Pass</p> <p>For social and welfare purposes, the holder may request for special permission to undertake activities from the Immigration Department of Malaysia</p> |

## PROFESSIONAL VISIT PASS

A Professional Visit Pass is granted to foreign talents with acceptable professional qualifications or skills. They can enter the country and provide services, research work or undergo practical training with a Malaysian institution on behalf of an overseas institution on a short basis for up to 12 months period..

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| <b>PROFESSIONAL VISIT PASS (PVP)</b>  |
| <p>Eligibility criteria:</p> <p>Expatriate applicant fulfills one of the following categories:</p> <ul style="list-style-type: none"> <li>❖ Category I: Expertise Transfer</li> <li>❖ Category II: Research</li> <li>❖ Category III: Internship (must be relevant to the applicant's education background)</li> </ul> <p>Maximum contract is for 12 months, and is restricted to one contract/project at a time</p> |
| <p>Features:</p> <p>Allows the holder to engage in temporary business/contracted activity in Malaysia under the ESD</p>   |
| <p>PVP holders are not entitled to apply for a Dependent Pass</p>   |

