

PROCEDURE TO APPLY FOR STUDENT VISA

SECTION B: Through E-Visa Application, University Malaya - For Applicants Applying From Malaysia

Section 10 of the Immigration Regulations 1963 requires all international students who wish to study at any higher education institutions in Malaysia to obtain Student Visa. Candidates who are in Malaysia at the time they received the offer of admission and are holding valid visa and pass (ie. employment pass or dependent pass) must apply for a new Student Visa via [UM e-Visa Application](#) system at: http://isis-apps.um.edu.my/visa_online/student/index.php/auth/login to apply for the Student Visa. (please see instructions below)

Candidates who are currently holding a valid employment or dependent pass can be allowed to register if the remaining validity period of the current pass is at least 4 weeks. If it is less than 4 weeks, the candidates need to take extra steps to apply for **Special Pass** from the former institution. Please consult the person in charge at the former institution for further advice.

1. The candidates will be advised to register for their study program during the Orientation & Registration session.
2. The candidates need to make arrangements for cancellation of the previous Student Visa (or other pass) at their former institution with the condition that their Student Visa (or other pass) validity is more than 4 weeks.

If the remaining validity of the candidates' Student Visa is less than 1 month, candidates must request for a Special Pass¹ (1st Special Pass) with a status of "**PENDING DECISION FOR STUDENT PASS**" from the former institution. Failure to make the specific request may result in the former institution submitting a 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**

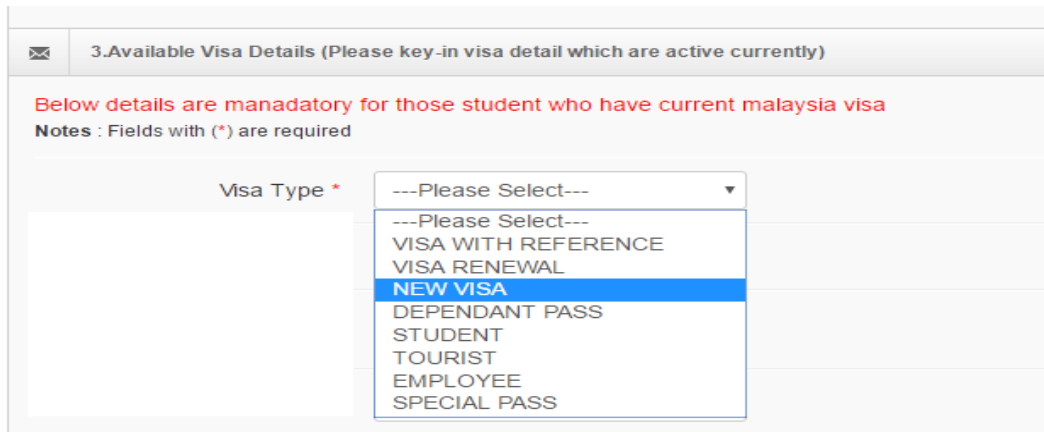
3. Candidates must wait for the approval of their request for Student Visa cancellation and return of passport from their former institution. This process may take between 2 - 3 weeks. Once received their passport with cancellation of previous pass, proceeds to the ISC Visa Unit to submit application for new Student Visa under the University of Malaya.
4. ISC Visa Unit will assist the candidates to apply for Student Visa via [e-Visa Application](#) as a UM student. If the 1st Special Pass obtained from the candidates' former institution is expiring, the ISC Visa Unit will assist the candidates to apply for 2nd Special Pass to ensure the candidates' stay in Malaysia is legal during this period.
5. Candidates proceed with attending classes in UM until they receive approval of the new Student Visa. Once received, the candidates must submit all necessary documents together with their passport to ISC Visa Unit to complete the process.

¹ *The validity period of each Special Pass is 1 month and only 3 approvals of Special Pass can be given to the candidates. Candidates may be asked to make arrangement to leave Malaysia once the 3rd Special Pass expires and will only re-enter Malaysia after obtaining approval of new Student Visa.*

HOW TO APPLY STUDENT VISA USING UM e-Visa Application SYSTEM

1. Get access to UM e-Visa Application system at http://isis-apps.um.edu.my/visa_online/student/index.php/auth/login;
2. Log in using siswamail account (will be created during the Orientation & Registration Session)
3. Update personal details in the **UM e-Visa Application** system

For Section 3 (available visa details), please select 'NEW VISA' as depicted below



3.Available Visa Details (Please key-in visa detail which are active currently)

Below details are mandatory for those student who have current malaysia visa
Notes : Fields with (*) are required

Visa Type * ---Please Select---

- Please Select---
- VISA WITH REFERENCE
- VISA RENEWAL
- NEW VISA**
- DEPENDANT PASS
- STUDENT
- TOURIST
- EMPLOYEE
- SPECIAL PASS

4. Make payment for the processing and visa fees to the Bursar, University of Malaya account using the Payment Memo (can be obtained <http://isc.um.edu.my/visa/student>) based on the payment procedure stated at the website. Upload the following documents into the system
 - A standard passport size photo with a *WHITE* background (max. width is 217px and maxi. height is 310px, of jpg extension is accepted)
 - Offer of Admission
 - All used and blank pages of passport pages
 - Medical report form
 - Insurance cover note and
 - Processing and visa payment receipt
5. Click “**submit**” (application will be processed within 6 – 8 weeks from submission of complete document)
6. Allow the processing of the Student Visa to take place between 6 – 8 weeks from submission of complete application date.

Kindly take note that candidates who are in Malaysia with **Social Visit Pass (SVP or Tourist Visa)** are **NOT ALLOWED** to apply for Student Visa neither via **EMGS Student Visa Application** nor the **UM e-Visa Application** or convert the existing SVP to Student Pass. Failure to adhere to the above procedures may result in candidates be requested to leave the country.