

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

Candidates who are in Malaysia at the time they received the offer of admission and are holding valid visa and pass (ie. Student pass/ dependent pass or other kind passes) have to submit their passport and application before they can register to Institute of Postgraduate Studies (IGS) by Visa Unit, International Student Centre, University of Malaya. Candidate who are currently enrolled at other Malaysia institutions and hold valid student pass, dependent pass or other kind of passes have to be consulted by Visa Unit, ISC staff of what is the step they should take.

1. Candidate is **NOT ALLOWED** to hold previous passes after registration in IGS and attend classes in UM. Candidates advised to shorten their current pass **AFTER** the day of registration at IGS.
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 4 weeks.
 - i. If the remaining validity of the candidates Student Visa is less than one (1) month, candidates must request for a Special Pass (1st Special Pass) with a status of “**Pending Decision For Student Pass**”. Special Pass only can be given to 3rd Special Pass by the Malaysia Immigration after the student pass application has been submitted to EMGS.
 - 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 shorten or cancellation of their current student/dependent pass and the return of passport from their former institution. Normally this process may take between 2-3 weeks by former institution.

Once received their passport with shorten/cancellation or with Special Pass “Pending Decision For Student Pass”, candidate may proceed to submit application for new Student Visa under the University of Malaya at Visa Unit.

These are the document check list when submitting your application to Visa Unit, ISC.

DOCUMENTS NEEDED TO BE COMPLETED WHEN SUBMITTING APPLICATION FOR NEW STUDENT PASS		
No	Document	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
No	Document	Description
3.	Confirmation Letter from Academy/Faculty/Centre	a. Letter stated student current status b. Signature by Dean and Deputy Dean

		<p>c. Sent the original letter to Visa Unit</p> <p>d. Letter addressed to :</p> <p>Ketua Unit Pas Pelajar dan Pas Penggajian Bahagian Visa, Pas & Permit Jabatan Imigresen Wilayah Persekutuan Kuala Lumpur Aras 1, Kompleks Kementerian Dalam Negeri No. 69, Jalan Sri Hartamas 1, Off Jalan Duta 50550 Kuala Lumpur</p>
4.	Passport	<p>a. Three (3) copies</p> <p>b. All pages to be copied</p>
5.	Validity of Passport	Passport must be valid at least 18 month 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	<p>a. Three (3) copies</p> <p>b. Medical examination must be at the registered clinics with EMGS. Please refer to the EMGS's website for the list of registered clinics.</p>
9.	Latest Academic Transcript and Certificates	<p>a. Two (2) copies</p> <p>b. For Master and PhD candidates will get from previous University</p> <p>c. For undergraduate candidates will get from previous High School</p>
10.	Release Letter from the Previous Institution in Malaysia	<p>a. An original and two (2) copies</p> <p>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</p>
11.	Copy of Payment Receipt	Please refer to ISC's website for the payment information or contact Visa Unit, ISC directly

4. Candidate can proceed to attend classes in UM until they receive approval from EMGS/Immigration. Students can download to 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 into your phone. You can track the application status for yourself and your friends, view your medical screening details, your iKad details and contact EMGS directly – straight from your phone! You may open the link: <https://educationmalaysia.gov.my/mobile-app.html>

Note: Subject to change