GUIDELINES TO APPLY FOR VAL - STUDENT PASS (MOBILITY PROGRAM)

REQUIREMENT TO APPLY FOR STUDENT PASS (MOBILITY PROGRAM)

Section 10 of the Immigration Regulations 1963 requires all international students (including the mobility students) who wish to study at any higher education institutions in Malaysia to obtain Student Pass before entering Malaysia. Students are required to submit application for Student Pass at the Education Malaysia Global Service (EMGS)* online system at https://visa.educationmalaysia.gov.my/customer/account/login/?___SID=S (Students must be residing outside of Malaysia at the time of their application).

STEP BY STEP GUIDELINES

1. Creating an account
   To start the Student Pass application, go to Login or Create an Account screen at https://visa.educationmalaysia.gov.my/customer/account/login/?___SID=S

Note: *EMGS is a company wholly owned by the Ministry of Higher Education and has been set up to act as One-Stop-Centre for International Student Services to facilitate the application for Student Pass.
STEP 1 OF STUDENT VISA APPLICATION

Fill in details about the course and institution as below:

**Institution Type:** Select **Public Higher Education Institution**

**Institution Name:** Select **UNIVERSITI KEBANGSAAN MALAYSIA (UKM)**

**Year of Intake:** Select **Year** you will join the UKM’s Mobility Program

**Month of Intake:** Select **Month** you will join the UKM’s Mobility Program

**Program Type:** Select **Mobility Program**

**Course Name:** Select the **Course Name** that appear in your Letter of Offer (*Please email to exchange@ukm.edu.my if you are unable to find the course name)*.

**Applicant’s Nationality:** Scroll and select your nationality.

**Travel Document Number:** Type your **Passport Number** (*Please make sure your passport has a validity period of more than 18 months and please ensure you are using the same passport when travelling to Malaysia. It is important to inform us if you are changing a new passport)*.

STEP 2

Once completed STEP 1, proceed to STEP 2 to continue the application process.

**Institution Type:** This field will automatically filled.

**Institution Name:** This field will automatically filled.

**Year of Intake:** This field will automatically filled.

**Month of Intake:** This field will automatically filled.

**Course Name:** This field will automatically filled.

**Course Duration:** Refers to the UKM’s Letter of Offer for the course duration.

**Course Level:** This field will automatically filled based upon the course you selected.

**Partner University:** Select the University/ Institution in which you are currently enrolled (Home University name) in from the list provided. (*Please contact us if your Home University name not in the list)*.

**Applicant Photo (35mm x 45mm):** Only photo with **JPG** format is accepted. Go to the following link for the passport-size photo guidelines: https://visa.educationmalaysia.gov.my/guidelines/online-photo-checker.html
Applicant Name as in Passport MRZ Format: Type your name as it appear in the Machine Readable Zone (MRZ) of your passport. The machine-readable zone, MRZ, in the passport is located at the bottom of the photo page.

As example at the MRZ is P<KENTESTER<<TED<<<< then your name needs to be written as TESTER TED.

Applicant Gender: Specify your Gender as per your passport.

Applicant Place / Country of Birth: Select the Country where you were born as stated in the passport.

Applicant Date of Birth: Type in format DD/MM/YYYY (For example, if your date of birth is 3rd January 1995, you should type 03/01/1995 rather than 3/1/1995).

Applicant Nationality: This field will automatically filled.

Applicant Region/State/Province: Scroll and select your Region/State/Province

Applicant City: Scroll and select your City

Passport Country of Origin: This field will automatically filled.

Obtain Single Entry Visa from: Select Malaysian Mission in your country (International students with approved Visa Approval Letter (VAL) have to obtain the Single Entry Visa (SEV) from Malaysian Mission before entering Malaysia. However, not all countries’ citizens require a visa to travel to Malaysia).

If you are citizen of a country that requires a SEV to travel to Malaysia, please select the nearest Malaysian Embassy to you from where you can obtain the SEV once received the Visa Approval Letter (VAL). Please click HERE for the list of countries that requires visa to enter Malaysia.
**Note:** If you require a visa to travel to Malaysia but you are not in your home country, you can select the nearest Malaysian Mission from where you can obtain the SEV once received the Visa Approval Letter (VAL).

If you are a citizen of a country that does not require a visa to travel to Malaysia, you may select your own country in this field. Please click [HERE](#) for the list of countries.

**Travel Document Type:** A travel document refers to your Passport (*Select type of passport you are using. Most students will be using an International Passport*).

**Please tick** (✓) on the box if your passport is not a Diplomatic Passport.

**Travel Document Number:** This field will automatically filled.

**Travel Document Place / Country of Issue:** Select name of **country** where your passport was issue (*This should match the field in your passport*).

**Travel Document Issue On:** Select the date *(DD/MM/YYYY)* when your passport was issue (*Should be match the date in the passport*).

**Travel Document Valid Until:** Select the date *(DD/MM/YYYY)* when your passport will expired (*Should be match the date in the passport*).

**Insurance:** All International Students *must be covered by Malaysian Health Insurance* throughout the duration of their study.

*EMGS offers 2 Medical Insurance providers:*
- AIA
- **HONG LEONG MSIG TAKAFUL (HLMT)**

*All of the insurance packages provided meet the minimum coverage requirements set out by the Ministry of Education (MOE).*

**Sticker Pass Fee:** This field will automatically filled.

**Visa Fee:** This field will automatically filled.

**iKad:** Select **1-year, self-collection at EMGS +RM50.00** (*iKad is an identification card for foreign students and can be used as such in Peninsular Malaysia. However, iKad is not a replacement of your passport; Please visit EMGS website to learn more*).
Medical Screening At: Select Public University Clinics (New international students are required to perform a medical screening in Malaysia within 7 days from the date of arrival in Malaysia).

eVAL: This field will automatically filled.

Delivery Method: Select Collection at EMGS (Once the VAL is approved, UKM will generate the e-VAL from the EMGS system or UKM representatives will collect the VAL from the EMGS if needed. We will email it to the student directly).

Offer Letter: Upload all pages of the Letter of Offer. (Student Pass application can only be submitted one student receives letter of offer from UKM).

Passport Data Page: Upload a scanned copy of passport page with the passport holder details including pages that show extension of passport validity, clarification of name and/or previous passport number, if there is any. Other pages of your passport are not required. (Please ensure there are at least six (6) empty blank pages remaining in our passport).

Students originating from the countries listed below must provide a copy of ALL passport pages during the submission of student pass application: (Libya, Iran, Iraq, Somalia, Sudan, Syria and Yemen)

The image below shows an example of the Passport Data Page.

Confirmation Letter: Upload a scanned copy of your Confirmation Letter (This can be a support letter or nomination letter from student’s home university).

Health Declaration: Upload completed Health Declaration form (HERE). Please tick (✓) on the YES box if student is free from the mentioned diseases/conditions.

Click APPLY NOW to proceed to the STEP 3.
STEP 3 CONFIRM YOUR APPLICATION DETAILS

Check details of your application on this section. Student may edit or delete the application details before the payment.

Total amount of payment to be made will be displayed and students are required to make a full either via credit card or telegraphic transfer to EMGS account. *(Please note that there will be a 6% Malaysian Government Service Tax charged on the application)*.

![Payment Details](image)

Click **NEXT** to proceed after confirming accuracy of your details.

STEP 4 CHECKOUT

**Billing Information:** If you have not yet registered a billing address in your account, you will be required to create one before proceeding to the next step.
Payment Information: Select **Credit Card – RM only (powered iPay88)** type of payment ONLY in this step and click **Continue**.

⚠️ **DO NOT** choose **Payment through Institution** as this will cause your application to be cancelled.

Application Review: Check the application details and verify the total figure.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (excluding Service Tax)</td>
<td>MYR496.67</td>
</tr>
<tr>
<td>Service Tax payable @ 6%</td>
<td>MYR24.00</td>
</tr>
<tr>
<td>Convenience Fee</td>
<td>MYR22.92</td>
</tr>
<tr>
<td><strong>Total Amount Payable</strong></td>
<td><strong>MYR743.59</strong></td>
</tr>
</tbody>
</table>

Read the Term and Conditions and click **Submit Application** after selecting the checkboxes to confirm your consent to processing your personal data by EMGS. *(Application will not be processed without this consent).*

You will receive the notification with your **Application Number** for your reference. An email with the application details will be sent to the email address you used to register. Please email the **Application Number** to exchange@ukm.edu.my with copy to emgs@ukm.edu.my.

Pay online directly to EMGS: You will be redirected to iPay88 (Mobile88.com) secure payment page once you have confirmed the application details. Payment is calculated in Malaysian Ringgit (RM). Click **Proceed** once you have entered all the correct details.

An email with the application details and the payment confirmation will also be sent to the email address you used to register.
WHAT’S NEXT?

Once EMGS received a complete Student Pass application from you, UKM will be notified and is required to verify your student status. You can use the application tracker on EMGS’s website (https://visa.educationm_alaysia.gov.my/emgs/application/searchForm/) or through the EMGS Mobile App (http://myapp.emgs.com.my/) to keep track of your application status.

Once approved, EMGS will issue the e-VAL (Visa Approval Letter) that can be downloaded from your EMGS account. UKM Global will email copy of e-VAL to student or courier if needed. The next step is to collect your SINGLE ENTRY VISA by providing e-VAL at the nearest Malaysian Mission before entering Malaysia and to plan your travel to Malaysia.

What is Visa Approval Letter (VAL)

VAL is a letter issued by the Malaysian Immigration Department in Kuala Lumpur, Malaysia to the Malaysian Mission overseas and the student to inform about the approval of the Student Pass application. Student must bring both copies of the approval letter to the nearest Malaysian Mission in home country which has been identified during the application process to collect the SINGLE ENTRY VISA. An average processing time for the Student Pass application and issuance of VAL is between 3-6 weeks. Student is advised to take immediately submit his/her application when receive letter of offer from UKM.

Visa On Arrival

1. Students coming from countries that do not have Malaysian Mission but receives Visa on Arrival (VOA), he/she must enter Malaysia using Visa On Arrival (VOA). Student can proceed to enter Malaysia by producing the VAL upon arrival*. To check list of countries, please click on http://www.imi.gov.my/images/pdf/KOMANWEL.pdf.

2. Students coming from countries which do not have a Malaysian Mission and do not receive a Visa on Arrival (VOA) to Malaysia and are permitted to enter without a visa. However, they must present the VAL upon entry*. To check list of countries, please click: https://www.imi.gov.my/images/pdf/NEGARA%20TIADA%20MALAWAKIL-OK-new.pdf

Upon arrival at the KLIA (Kuala Lumpur International Airport), student has to make payment of RM20.00 to get the stamp for the VOA on the passport. Please bear in mind that without the VOA stamp, student will not get his/her Student Pass endorsed later on.

We wish inform that the information on visa requirements given here and on the EMGS website is intended as a guide only. For more accurate and up-to-date information on the visa requirements, please go to: https://www.imi.gov.my/index.php/ms/pas.html?id=278 or https://visa.educationmalaysia.gov.my/
CONTACT INFORMATION

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Visa Services Department
The National University of Malaysia
Level 7 PUSANIKA UKM Bangi
43600 Selangor Malaysia

Email: emgs@ukm.edu.my
Telephone Number: +603-8921 4079