

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

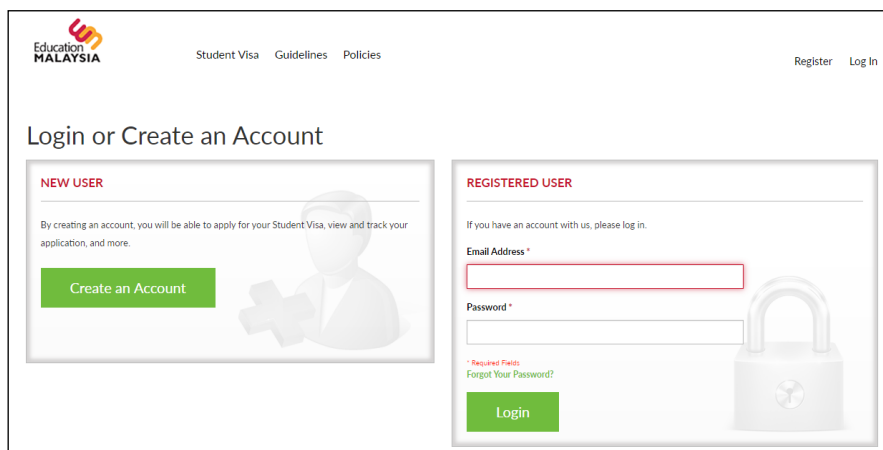
REQUIREMENT TO APPLY FOR STUDENT PASS (MOBILITY PROGRAM)

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 is stated 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.

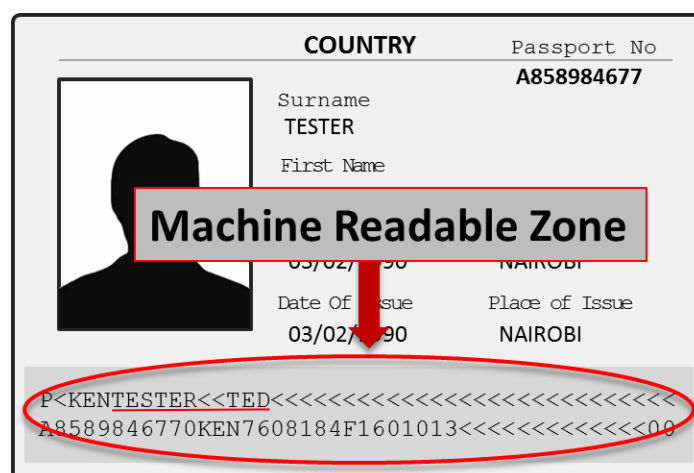
Course Level: This field will automatically filled based upon the course you selected.

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 Single Entry Visa (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 student 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 3 Medical Insurance providers:

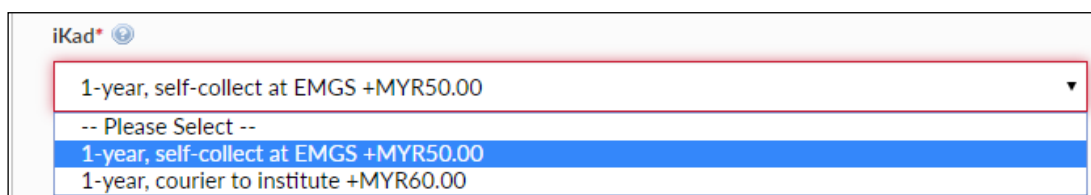
- Etiqa Family Takaful Berhad (EFTB)
- Great Eastern Takaful Berhad (GETB)
- The Pacific Insurance Berhad (TPIB)

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*).



The image shows a screenshot of a web form with a dropdown menu for selecting an iKad option. The dropdown is open, showing three options: '1-year, self-collect at EMGS +MYR50.00' (which is highlighted in blue), '-- Please Select --', and '1-year, courier to institute +MYR60.00'. The dropdown is titled 'iKad*' with a small blue icon next to it.

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).*

TOTAL (EXCLUDING SERVICE TAX)	MYR696.67
SERVICE TAX PAYABLE @ 6%	MYR24.00
TOTAL AMOUNT PAYABLE	MYR720.67
<div>Next</div>	

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.

1 Billing Information

First Name *

Middle Name/Initial

Last Name *

Only A-Z and 0-9 are allowed for First and Last Name

Company

Address *

City *

State/Province

Zip/Postal Code *

Country *

Telephone *

Fax

* Required Fields

Continue

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.

1 Billing Information

2 Payment Information

☒ Credit Card - RM only (powered by iPay88)

☐ Pay through Institution

☐ Telegraphic Transfer (USD Only)

* Required Fields

« Back

Continue

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

Total (excluding Service Tax)	MYR696.67
Service Tax payable @ 6%	MYR24.00
Convenience Fee	MYR22.92
Total Amount Payable	MYR743.59

- ☒ I consent to the processing of my personal data in accordance with the [Privacy Policy](#) above which I confirm I have read and accepted.
- ☒ I have read and agree to the [Terms and Conditions](#) to apply for a Student Pass Application.

[Edit Your Application](#)

Submit Application

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 emgs@ukm.edu.my / change@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.educationmalaysia.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 download 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 e-VAL is between 4-8 weeks. Considering this long process, the 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 Visa Approval Letter (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 Kuala Lumpur International Airport (KLIA or KLIA2), 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://visa.educationmalaysia.gov.my/>.

CONTACT INFORMATION

Pass and Visa Unit

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