

**IMMIGRATION INFORMATION - APPLICATION FOR NEW STUDENT VISA**

- All international students must obtain a valid **“Visa Approval Letter”** (VAL) prior to entering Malaysia for education purposes. Applicants may choose to apply their VAL using the methods below as early as 3 months before, or least 2 months before date of registration (**please select one option**):
  - Through the institution (PKP)** – Kindly prepare all documents below, complete the checklist, and submit to [hesapkp@ukm.edu.my](mailto:hesapkp@ukm.edu.my). More information can be found in page 2, paragraph 2.
  - Online application** at <https://visa.educationmalaysia.gov.my/> - This online student pass/visa application is **only applicable for students who are outside of Malaysia** at the time of their application. Not applicable for Clinical Attachment applications. For your online application process validity approval, complete the checklist below, and return to us along with additional documents to [hesapkp@ukm.edu.my](mailto:hesapkp@ukm.edu.my). More information can be found in page 2, paragraph 3.

| Name (as shown in passport) :   |  |  |  |
|---|--|--|--|
| Email :   |  |  |  |
| Registration /<br>Matric No :   |  | Phone No. :  |  |
| Nationality :   |  | Passport No. :   |  |
| City :  |  | Region/State/Province :  |  |
| Course :  |  | Intake :   |  |
| Process   |  | Remarks  |  |
| 1.  | <b>Passport copy</b> (format: combined in 1 single *.pdf file):<br>a. All pages, in colour<br>b. Passport must be valid at least <b>18 months after date of entry</b> (> 24 months for Indonesians) with at least 5 blank pages ,<br>c. Ensure original passport is in VERY GOOD condition (no stains, lose thread, detached pages etc) as Immigration will reject damaged passports.  | <input type="checkbox"/>   | Passport expiry:<br>.....  |
| 2.  | <b>Academic certificates and transcripts</b> (format: combined in 1 single *.pdf file)<br>(For documents that is not in English or Bahasa Malaysia, documents must be <u>accompanied</u> by full translation into English)   | <input type="checkbox"/>   |  |
| 3.  | <b>Passport photo</b> (*.jpeg format)<br>45mm x 35mm with white background. Please follow EMGS' passport photo guidelines at <a href="https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html">https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html</a>   | <input type="checkbox"/>   |  |
| 4.  | <b>Pre-arrival health declaration form</b> (format: *.pdf) *included in last page of this form   | <input type="checkbox"/>   |  |
| 5.  | <b>Offer letter</b> and deferment approval (if applicable) (format: *.pdf)   | <input type="checkbox"/>   |  |
| 6.  | <b>Proof of payment to PKP</b> (format: *.pdf)<br>a. EMGS Visa and student pass processing fee ( <b>according to EMGS invoice</b> )<br>b. PKP visa processing fee <b>RM700</b> if applying or payment method through institution; or <b>RM650</b> if making online application with direct payment to EMGS (credit card/ TT)<br>c. Personal Bond ( <b>according to country – refer to page 5</b> )<br>d. Letter of Eligibility – <b>Iranian candidates only</b> (RM10 PKP administrative fee)<br>e. No Objection Certificate – <b>Sudanese candidates only</b> (RM100 charged by the Sudanese Embassy + RM110 PKP administrative fee)<br>f. No-Objection Letter (NOL) – <b>Omani candidates only</b> (RM10 PKP administrative fee)<br><i>Note: Please state your full name as reference if you are making a bank transfer.</i> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | Total amount paid<br>.....<br>Note : Students may choose to pay for Personal Bond before, or after arriving in UKM |
| 7.  | Nearest Malaysian Embassy location to obtain your <b>Single Entry Visa / e-Visa</b> in your country of residence / <b>visa-on-arrival</b> (only for qualifying countries)<br><i>Note : required field (e.g. Jeddah / Riyadh / Jakarta / Colombo / Shanghai etc.)</i>   |  | .....  |
| Supporting documents requested by applicant's Embassy (if applicable) : |  |  |  |
| 8.  | Letter of Eligibility (Iran) / No-Objection certificate (Sudan) / No-Objection Letter (Oman)   | <input type="checkbox"/>   |  |

## IF YOU ARE APPLYING THROUGH THE INSTITUTION...

### 2. For **manual applications** made through PKP (via institution):

An estimation of EMGS application fees can be found at [EMGS website](#) under “Calculate Application Fees” (please refer to the fields in para. 3 below). Once your complete documents are accepted, please allow **minimum 10 working days** for our internal process. Your application will be created, and you may start tracking your application via Education Malaysia Global Services (EMGS) website at <https://visa.educationmalaysia.gov.my/>. During this 10-day internal process, your application progress history status in EMGS will remain as “Student Record Created”.

## IF YOU ARE APPLYING ONLINE THROUGH EMGS WEBSITE...

### 3. For **online applications** made directly through EMGS:

- i. It is important that you **download and refer to the user guide in EMGS website before you start** to avoid any issues which can delay your application. Below are the important fields for your reference:

|   |  |
|---|--|
| <b>Institution Type:</b>  | Public Higher Education Institutions   |
| <b>Institution Name:</b>  | Universiti Kebangsaan Malaysia (UKM)   |
| <b>Year of intake / Month of intake / Course Name:</b>          | Please refer to your offer letter. If you require assistance on the course name, please contact us at <a href="mailto:hesapkp@ukm.edu.my">hesapkp@ukm.edu.my</a> . |
| <b>Programme type:</b>  | Full-time programme  |
| <b>Extended Student Pass (Duration of Student Pass Sought):</b> | <b>1 year</b> (2 years for Indonesian applicants only, subject to course duration / passport validity).  |
| <b>Insurance:</b>   | Please select <b>your preferred insurance packages offered by EMGS</b>   |
| <b>iKad:</b>  | 1-year / 2-year for Indonesian applicants, self-collect at EMGS  |
| <b>Medical Screening At:</b>                                    | Public University Clinics  |
| <b>Delivery Method:</b>   | Collect at EMGS (your insurance card/iKad will be collected by PKP in EMGS)  |
| <b>Payment Information:</b>                                     | Credit Card – RM only / Telegraphic Transfer – USD only  |

- ii. Once you have submitted an online application, please forward the EMGS application notification email and submit additional documents such as LOE/NOC/NOL documents, the proof of payment made to EMGS (EMGS invoice) and PKP to [hesapkp@ukm.edu.my](mailto:hesapkp@ukm.edu.my).
- iii. After we receive your complete documents, please allow **minimum 3 working days** for us to verify the payment and approve the validity of your application in the system.
- iv. In a situation where your online application is not done according to the guidelines above, PKP reserves the right to reject your application. Once it is rejected, all refunds related to EMGS online application will be under the applicant’s full responsibility.
- v. Please monitor your application progress in [EMGS website](#). If it is mentioned “the institute or student is required” under application issue, the applicant is required to submit additional documents directly to EMGS via [additionaldoc@emgs.com.my](mailto:additionaldoc@emgs.com.my), by using the email linked to the application. However, if it is stated only “the institute is required” under application issues, kindly inform us via email [hesapkp@ukm.edu.my](mailto:hesapkp@ukm.edu.my).

4. All related fees can be paid via FLYWIRE at [ukm.flywire.com](http://ukm.flywire.com), PKP Finance counter or transferred to the account below. To request for an official receipt, please email [accpkp@ukm.edu.my](mailto:accpkp@ukm.edu.my).

|                    |   |
|--------------------|---|
| Payable to         | : Pusat Kembangan Pendidikan  |
| Account Number     | : 8002233829  |
| Swift code         | : CIBBMYKL  |
| Bank               | : CIMB Bank Berhad  |
| Bank Address       | : Wisma UNIKEB, Bandar Baru Bangi 43600 Selangor Malaysia                 |
| Transfer reference | : Please indicate your full name / passport number in the reference field |

## AFTER SUBMITTING YOUR VISA APPLICATION, BEFORE MAKING YOUR TRAVEL ARRANGEMENTS...

4. Since the eVAL is issued by the Immigration Department, the processing time is at the discretion of the Immigration Department. PKP has no authority or influence over this process. **Successful applications will be issued with an Electronic Visa Approval Letter (eVAL), and you may proceed to download the eVAL from the [EMGS website](#) once it is available.** Your progress at this point will show 80%, “*Pending Submission of the Student's Passport*”. Please do not submit your passport, you are only required to submit your passport when you register in UKM.
5. Students who receive the eVAL may be required to obtain a Single Entry Visa (SEV) from a Malaysian Embassy overseas before entering Malaysia. To find out whether you are required to obtain a SEV to Malaysia, please refer to <https://educationmalaysia.gov.my/visa-new-application/> [6 Steps to Study in Malaysia > Step 3 & 4 for visa requirements.
6. If you are coming from a country which is considered to be at a high risk of yellow fever, or, have stayed in transit within these countries for more than 12 hours, you will be asked to provide your yellow fever vaccination booklet/card before you can clear Immigration at the point of entry.
7. **International students are only allowed to enter Malaysia after the eVAL/SEV is approved, provided it is still within registration period. You may schedule your travelling date after receiving your eVAL/SEV (earliest to enter Malaysia is 7 days before campus registration date).** Note that your VAL will be void once it is used to enter Malaysia. **If you are in a situation where you are not accepted for registration or required to defer your studies, kindly make arrangements to return to your home country before your Special Pass expires. You may then proceed to apply for a VAL cancellation, followed by a new VAL application for the next intake.** Please be reminded that PKP shall not be held responsible for denied registration, due to late VAL applications / delay caused by application issues. HESA Unit (*HESA Counter, Ground Floor, Bangunan Wawasan PKP*) can only proceed to accept your passport submission, only after registration process is complete.
8. With regards to accommodation arrangements, those who are eligible to apply for residential colleges (new undergraduate and IEP Programme students only) may apply through the eSPEED system. Postgraduate students may enquire directly to their preferred residential colleges at <https://www.ukm.my/portal/college/>. Please be reminded that the rooms in residential colleges are available on a first come first serve basis.

## ONCE YOU ARRIVE IN KUALA LUMPUR INTERNATIONAL AIRPORT (KLIA)...

9. Upon arrival at the airport / entry point in Malaysia, you will be required to show your eVAL and SEV/e-Visa (*if applicable*) at the immigration check point. A special pass will be stamped in your passport to give you a valid stay while your student pass is being processed by EMGS. The validity of this special pass can range between 14 to 30 days. Please ensure that you receive this stamp before you leave the Immigration counter. Should you need any assistance at the airport, you may enquire directly at the EMGS International Student Arrival Centre, currently operating in KLIA.
10. It is highly recommended to compare available transportation options to your preferred accommodation / PKP from [KLIA](#) / [KLIA2](#). Please refer to the respective websites on these arrangements. You may also opt to use mobile apps for e-hailing services, as they offer competitive rates.

## AFTER YOU ARRIVE IN UKM...

11. On registration day, you will be required to present these documents :
  - a. Offer Letter
  - b. eVAL
  - c. **Original transcripts and certificates (to be verified by Admission Unit / Faculty)**
  - d. Proof of payment for registration fees / tuition fees etc.
  - e. Post arrival medical report (to be uploaded to eSPEED)
  - f. Photo (if applicable)

Please be reminded that providing fake academic documents in your application and during registration is a serious offence, which may cause PKP to revoke your offer.

12. To ensure that you complete the visa process without exceeding the special pass duration, it is important that you attend a **post-arrival medical screening within 7 working days from your entry date** at the UKM Health Centre and **submit the medical report (if declared fit to study) together with your passport after your registration is complete**. As of this document's publication date, the cost of the medical screening is RM250 and shall be borne by the student. Please be reminded that failure to adhere to this timeframe may result in rejection of student pass sticker issuance.

## RENEWALS AND STUDENT PASS CANCELLATION

### 13. Student Pass renewal

A student pass allows multiple entry and normally has a one (1) year validity. It is issued on an annual basis and EMGS renewal fees are to be paid by students. **Renewal should be made as early as 3 months or at least 2 months before student pass expiry date**. If your pass duration is valid for more than 1 year (*or for one-off passes*), it is compulsory for you to submit your academic transcript and attendance for your **iKad** and **insurance** renewal every year.

### 14. Cancellation of student pass

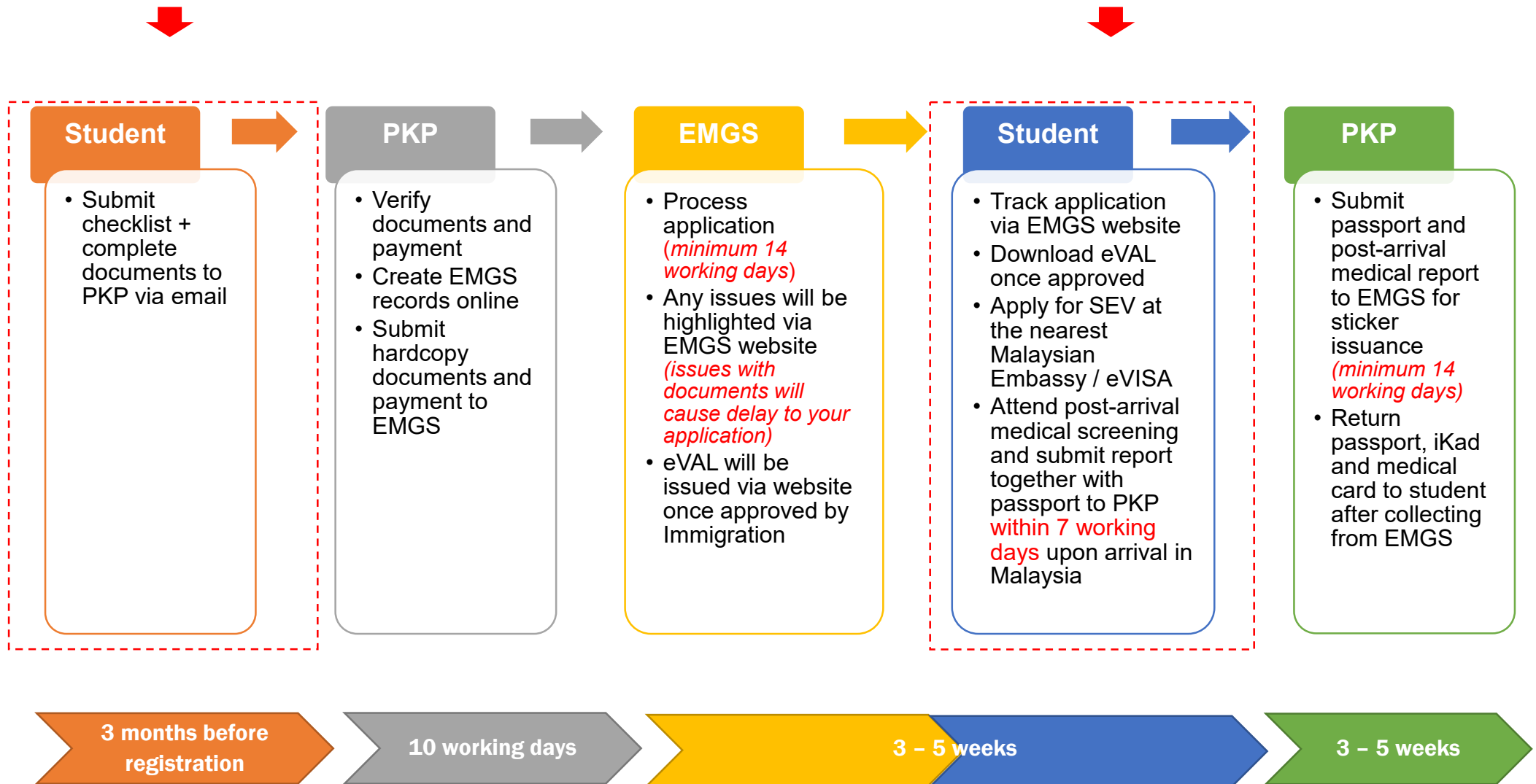
If the student status is as below, they are required to cancel/shorten their student pass by applying for a Check out Memo (COM) before leaving Malaysia :

- Completion of studies
- Deferral of studies (to resume studies, student must apply for a new VAL application)
- Withdrawn from University
- Dismissed from University
- Inactive / not registered in current semester

Please note that leaving Malaysia without proper cancellation (COM) is an Immigration offense and may cause your Personal Bond to be forfeited. Therefore students are required to apply for the COM within 2 weeks from date of completion status / deferral approval / release / dismissal letter by submitting their passport, flight ticket to home country and other related documents. In the event that a student failed to report to PKP by end of the second week, PKP reserves the right to proceed with a forced cancellation by lodging a police report and submitting the cancellation to EMGS/Immigration, and the personal bond will be forfeited. Any forced cancellation will cause the student to be blacklisted by Immigration.

15. Please be reminded that all international students are required to comply with the rules and guidelines set by the Malaysian authorities at all times while in Malaysia. Should you need more information regarding visa, student pass and other related fees/ penalties, please visit <http://www.ukm.my/pkp/visa-and-student-pass/>, or email [hesapkp@ukm.edu.my](mailto:hesapkp@ukm.edu.my) for further assistance.

**PKP Visa and Student Pass Application Process and Flow (via institution):**



## PERSONAL BOND REQUIREMENTS

The Immigration Department requires all education institutions in Malaysia to sign a personal bond on behalf of the candidate, binding the University for a specified sum. To comply with this requirement, the institution will require you to lodge the specified amount for this purpose. This money will be returned to you upon completion or withdrawal of your study in the institution, on condition that there is no violation of any provision of the Immigration laws of Malaysia.

### RM 2,000

- Canada
- USA
- Colombia
- Angola
- Burkina Faso
- Burundi
- Cameroon
- Central African Republic
- Republic of the Congo (Congo-Brazzaville)
- Democratic Republic of Congo
- Cote D'Ivoire
- Djibouti
- Equatorial Guinea
- Eritrea
- Ethiopia
- Guinea-Bissau
- Ghana
- Liberia
- Mali
- Mozambique
- Niger
- Nigeria
- Rwanda
- Western Sahara

### RM 1,500

- Saudi Arabia
- Australia
- British C.I
- Brunei
- China
- Europe
- Iran
- Iraq
- Portugal
- Taiwan
- Tunisia
- Vietnam

### RM 1,000

- Japan
- South Korea
- Macao
- Hong Kong

### RM 750

- Bangladesh
- Philippines
- India
- Myanmar
- Nepal
- Pakistan
- Sri Lanka

### RM 500

- Indonesia

### RM 300

- Thailand

### RM 200

- Singapore

### RM 1,500

Fee for all other countries

Source : Education Malaysia Global Services (EMGS)

## HEALTH DECLARATION FORM FOR APPLICANTS

I hereby declare that I am free from the following diseases/conditions:

| ITEMS                            | SELF |    | IF NO, PLEASE STATE   |
|----------------------------------|------|----|---|
|                                  | YES  | NO |   |
| Tuberculosis                     |      |    | IF YOU HAVE SOUGHT CONSULTATION FOR ANY OF THE LISTED DISEASES/CONDITION, YOU ARE REQUIRED TO SUBMIT YOUR MEDICAL HISTORY/REPORT FROM YOUR TREATING PHYSICIAN TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) PANEL CLINIC/UNIVERSITY HEALTH CENTRE. |
| Hepatitis B                      |      |    |   |
| Hepatitis C                      |      |    |   |
| HIV                              |      |    |   |
| Drug use/abuse of:               |      |    |   |
| 1. Opiates                       |      |    |   |
| 2. Cannabinoids                  |      |    |   |
| 3. Amphetamine                   |      |    |   |
| 4. Methamphetamine               |      |    |   |
| Sexually Transmitted Diseases    |      |    |   |
| Congenital or Inherited Disorder |      |    |   |
| Cancer                           |      |    |   |
| Epilepsy                         |      |    |   |
| Psychiatric Illness              |      |    |   |
| Other illness                    |      |    |   |

I declare that I will submit myself for compulsory Post-Arrival Health Examination as per Malaysian regulations. In the event that I should be diagnosed with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

I declare that in the event I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS Panel Clinic/University Health Centre shall not be responsible in any manner or whatsoever, arising out of EMGS Panel Clinic/University Health Centre certification of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS Panel Clinic/University Health Centre harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS Panel Clinic/University Health Centre from any loss or liability arising from this decision.

.....  
**Date (dd/mm/yyyy)**

.....  
**Name of applicant as indicated in the passport**

.....  
**Applicant's signature**

.....  
**Applicant's passport number**

**Kindly ensure all information requested in this form is complete and updated in English Language.**