

STUDENT VISA APPLICATION CHECK LIST (VARIATION)

IMMIGRATION INFORMATION - APPLICATION FOR NEW STUDENT VISA (VARIATION)

1. A **'Variation'** application is any application where a student wants to change a course or institution while at the same level of study (e.g. Bachelor's/Masters/Phd). A variation is not permitted if you have already applied for more than 2 times during your period of study.
2. To apply for Visa Approval Letter (VAL), **please complete the checklist below and email the following documents to hesapkp@ukm.edu.my** at least 2 months before date of course registration:

Name (as shown in passport) :			
Email :			
Registration / Matric No :		Phone No. :	
Nationality :		Passport No. :	
City :		Region/State/Province :	
Course :		Intake :	
Process		Remarks	
Passport copy (format: combined in 1 single *.pdf file): 1. a. All pages, in colour – refer to format in UKMSHAPE website b. Minimum passport validity duration is 18 months with at least 5 blank pages c. Ensure original passport is in VERY GOOD condition (no stains, lose thread, detached pages etc) as Immigration will reject damaged passports.		Passport expiry: Current pass expiry:	
2. Academic certificates and transcripts (format: combined in 1 single *.pdf file) (Including from previous institution. For documents that is not in English or Bahasa Malaysia, documents must be <u>accompanied</u> by full translation into English)			
3. Passport photo (*.jpeg format) 45mm x 35mm with white background. Please follow EMGS' passport photo guidelines at https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html			
4. Pre-arrival health declaration form (format: *.pdf)			
5. Offer letter (format: *.pdf)			
6. Clearance / completion / release letter from previous institute (format: *.pdf)			
7. Attendance report (format: *.pdf)			
8. Medical report – submitted together with passport after VAL approval (90 days validity)			
Proof of payment to UKMSHAPE (format: *.pdf) a. EMGS Visa and student pass processing fee (according to EMGS invoice) b. UKMSHAPE visa processing fee (RM700 new students / RM280 existing UKMSHAPE students) c. Personal Bond (according to country – refer to page 5) 9. d. Iranian candidates only - Letter of Eligibility (RM10 UKMSHAPE administrative fee) e. Sudanese candidates only - No Objection Certificate (for change of institute only - Please refer to https://sudanembassykl.com/no-objection-certificate-noc/ for charges by the Sudanese Embassy + RM110 UKMSHAPE administrative fee) f. Omani candidates only - No-Objection Letter (NOL) (RM10 UKMSHAPE administrative fee)		Total amount paid	
<i>Note: Please state your full name as reference if you are making a bank transfer.</i>			
Proof of payment to EMGS – Application Fee (format: *.pdf) A proforma invoice from EMGS will be sent to students once complete details are provided. Student shall pay this amount separately to EMGS and provide the proof of transaction to hesapkp@ukm.edu.my . <i>*Note : By default, the most economical insurance package in EMGS will be applied. Please notify us if you wish to choose a higher category.</i>		Total amount paid:	
11. Nearest Malaysian Embassy to obtain your Single Entry Visa / e-Visa in your country of residence / visa-on-arrival (only for qualifying countries)		
Supporting documents requested by applicant's Embassy (if applicable) :			
12. Letter of Eligibility (Iran) / No-Objection certificate (Sudan) / No-Objection Letter (Oman)			

PAYMENT

- All related fees can be paid via UKMSHAPE Finance counter or transferred to the account below. To request for an official receipt, please email accpkp@ukm.edu.my.

UKMSHAPE Visa Processing Fee, Personal Bond, LOE/NOC/NOL:

Payable to : Pusat Kembangan Pendidikan
Account Number : 8002233829
Swift code : CIBBMYKL
Bank : CIMB Bank Berhad

EMGS Application Fee :

Payable to : EMGS Escrow Account 1
Account Number : 514057662341
Swift code : MBBEMYKLXXX
Bank : MALAYAN BANKING BERHAD (MAYBANK)

**Note : please state your full name as reference if you are making a bank transfer*

VISA APPROVAL LETTER (VAL) AND STUDENT PASS ISSUANCE

- The VAL application process will take minimum 14 working days from date of complete application and payment (not inclusive of UKMSHAPE internal process. Once your documents are accepted, you may start tracking your application at the Education Malaysia Global Services (EMGS) website at <https://visa.educationmalaysia.gov.my/>. **All approved VAL applications will be issued with an Electronic Visa Approval Letter (eVAL), and you may download the eVAL from the website once it is approved.** Since the VAL is issued by the Immigration Department, the processing time is at the discretion of the Immigration Department. UKMSHAPE has no authority or influence over this process.
- The requirement to leave the country depends on the type of the pass you are holding at the time of application, as well as the type of institution you are transferring to or from. Please be reminded that UKMSHAPE will only accept passport submission once you are registered as a student. Therefore, **if you have shortened your previous Student Pass from your previous institution, please ensure that you have sufficient period to remain in Malaysia, until the date of registration.** In the event that you do not have a valid pass during this transition period, you are required to return to your home country and apply for a new VAL under "New" category.
- 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 upon receiving your eVAL/SEV (earliest flight date is 7 days before physical registration / reporting date).** Therefore, if you are required to leave the country and return to Malaysia using a Single Entry Visa (SEV), please produce your eVAL at the immigration check point. A special pass will be stamped in your passport to give you a valid stay while you process your student pass. The validity of this special pass can range between 14 to 30 days. This is at the discretion of the Immigration Department. After arriving in Malaysia, it is important that you attend a post-arrival medical screening at the UKM Health Centre within 7 working days from your entry date and submit the report together with your passport after you have completed your registration in UKMSHAPE. 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

7. 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.

8. Cancellation of student pass

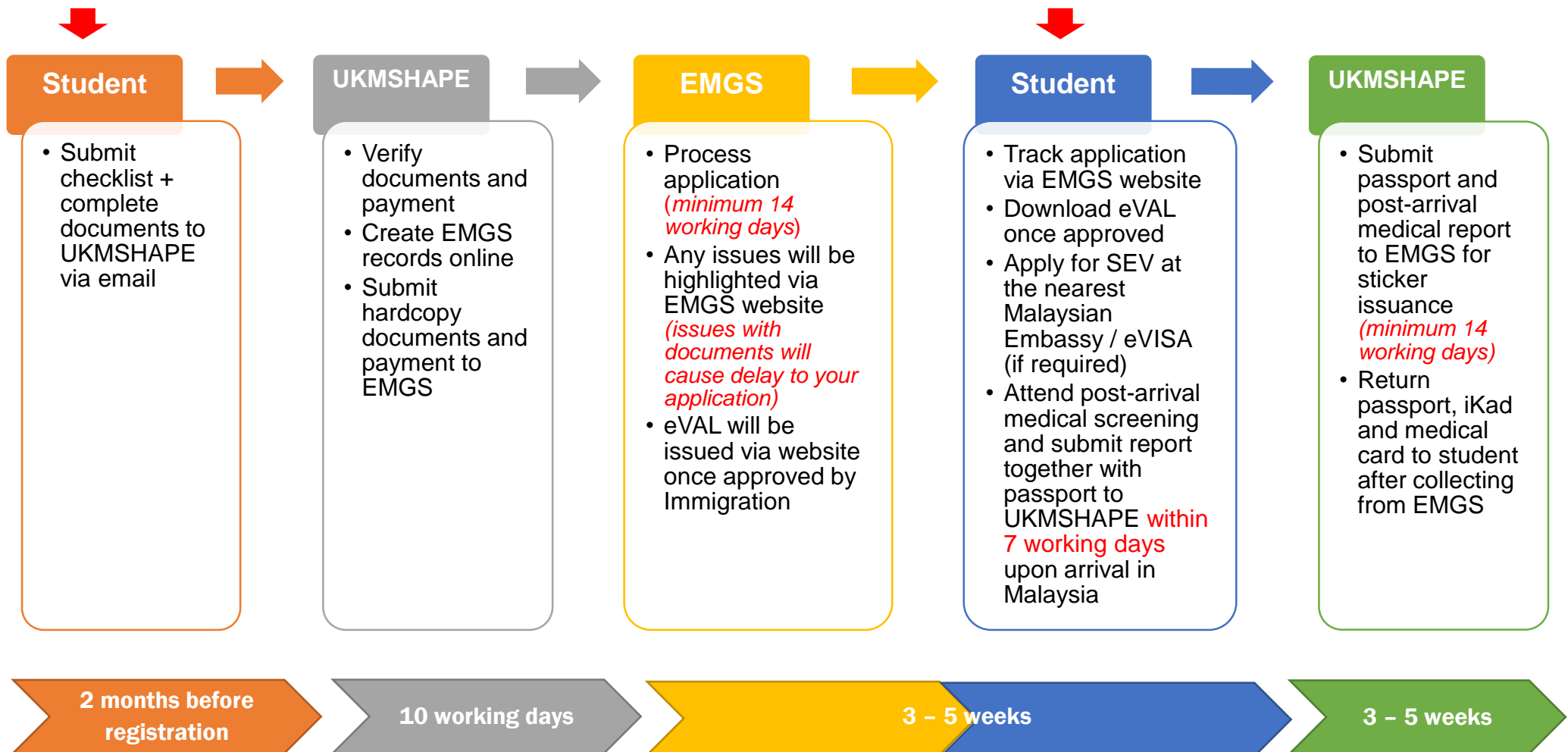
If the student status is as below, they are required to cancel/shorten their student pass by applying for a Check out Memo (COM) before leaving Malaysia:

- Completion of studies (no longer registered in the system)
- Deferment of studies (to resume studies, student must apply for a new VAL application)
- Withdrawn / dismissed from University
- Inactive / not registered in current semester (MIA)

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 / deferment 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 UKMSHAPE by end of the second week, UKMSHAPE 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.

9. 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/ukmshape/visa-and-student-pass/>, or email hesapkp@ukm.edu.my for further assistance.

UKMSHAPE 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

IMPORTANT REMINDER:

Immigration regulations states that it is compulsory for student pass holders to apply for:

- pass cancellation if transferring / pass conversion; or
- checkout memo if returning to home country.

Therefore, the **Personal Bond will not be refunded (forfeited)** if the student fail to do as above.

Source: Education Malaysia Global Services (EMGS)