Dear future mobility student of USM,

CONGRATULATIONS!

We are looking forward to welcome you onboard for your exchange studies at USM.
As an international student, you need to apply for the student pass before making arrangements to travel to Malaysia for your registration. Please note that you need to apply for the student pass at least three (3) months before the commencement of your studies.

Kindly follow these steps for your student pass application processing:

SEVEN STEPS TO GET A STUDENT PASS

STEP 1: Apply Online and Complete your Student Pass (Mobility) Application

New students need to apply your student pass directly through the Education Malaysia Global Services (EMGS) website. Please log on to the public portal at https://educationmalaysia.gov.my/pass-application.html and complete the application form.

Please select one of the courses listed below:

- 1 semester exchange Programme (Mobility)
- 2 semesters exchange Programme (Mobility)
- Internship Mobility
- Research Mobility
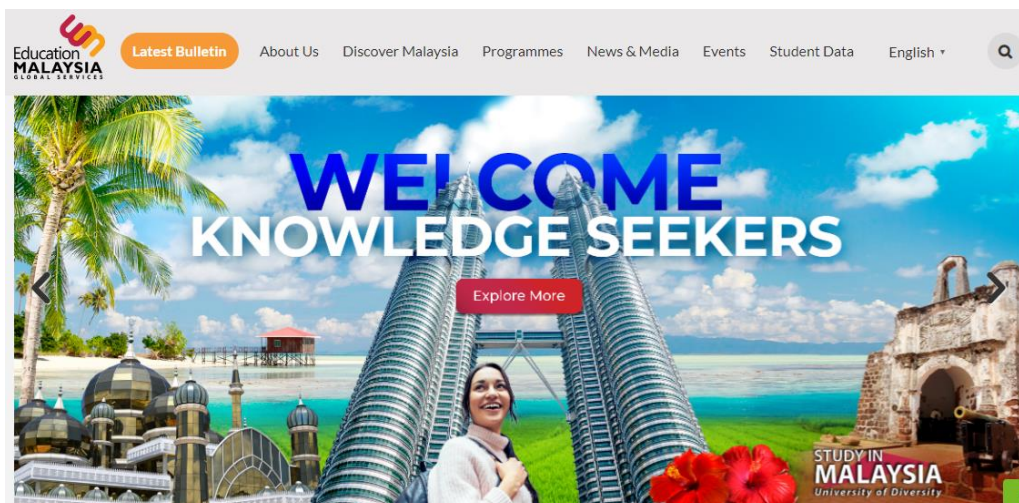
Kindly refer to **Appendix A** for guides on how to fill out the online application form.

Kindly refer to **Appendix B** for the list of required documents for new application & Confirmation Letter Sample. You will need to upload these files for your online application.

Any incomplete application cannot be processed.

STEP 2: Make Payment for Visa Processing Fee

Once your online application is completed, you will need to pay the visa processing fee (Note: This does not include the Student Pass and Multiple Entry Visa fees). The amount required to be paid varies depending on the validity of your passport, duration of course and the insurance package. Please refer to the EMGS website for further details on insurance benefit at this link: https://visa.educationmalaysia.gov.my/guidelines/insurance-new.html

Payment must be made in Malaysian Ringgit (MYR) only. Please follow the instructions and make exact payment based on the amount mentioned in the EMGS portal. We highly recommend that you choose the payment option using:
i.   Credit Card
ii.   Interbank Funds Transfer directly to EMGS (Funds transfer directly to EMGS can be performed from your local bank through this bank account details but it will take **2-3 weeks for EMGS to verify the payment**):

Account Name:	**EMGS Escrow Account 1**
Account Number:	**514057662341**
Swift Code:	**MBBEMYKLXXX**
Bank:	**MALAYAN BANKING BERHAD (MAYBANK)**
Bank Address:	**Lot 1.01 Ampang Park, Jalan Ampang 50450, Kuala Lumpur**

Please note that choosing the option to pay via Telegraphic Transfer (TT) to EMGS or directly to USM will cause a delay in your visa application. There will also be bank charges or currency exchange fee for TT transaction and the amount received by EMGS or USM will be less. Therefore, you are required to check with your bank before making any transaction and include any charges/fee incurred.

STEP 3: Complete and Submit Your Online Application

Only once payment is complete, your application will be processed by EMGS and you will receive the notification with your application number for your reference. The application details and payment confirmation will be sent to the e-mail address you used when registering.

STEP 4: Check your visa application status

You may check the status of your visa application [after two (2) weeks of payment submission] via https://visa.educationmalaysia.gov.my/emgs/application/searchForm/

STEP 5: Apply Single Entry Visa (SEV) to Malaysia

Once your application at EMGS is completed and approved, a Visa Approval Letter (VAL) will be issued.

You may proceed to apply for Single Entry Visa (SEV) at the nearest Malaysian Embassy in your country.

or

You may apply for the SEV through E-Visa (**https://malaysiavisa.imi.gov.my/evisa/evisa.jsp**) once it is nearing to your travel date or the beginning of the semester.

> ➢ **Students from non-visa required countries (Commonwealth Countries)** can proceed to enter Malaysia by producing the VAL upon arrival.

> ➢ **Students from visa required countries without a Malaysian Consular** Representative are permitted to enter without a visa BUT students must present the VAL upon entry and obtain the **Visa on Arrival (VOA).**

> ➢ **Students from visa required countries with a Malaysian Consular Representative must obtain the SEV** prior to their entry into Malaysia. Students need to print the VAL in colour and bring along the VAL to the Malaysian Consular Representative (addressed in the VAL) to apply for the **SEV**. Please ensure that the Reference Number (BVP/STU/14XXX/E1000XXXXX1/) is stated in your **SEV.**

Once you have received your VAL and obtained the SEV, you may book your flight or make your travel arrangements.

USM wishes to advise you that the information on visa requirements given is intended as a guide only. For more accurate and up-to-date information on the visa requirements, you are advised to contact the Malaysian High Commission/ Embassy/ Consulate in your country. You may also refer to http://www.kln.gov.my/web/guest/malaysian-mission for more information. If your country does not have a Malaysian Consular Representative, please contact the nearest Malaysian Mission for further advice.

STEP 6: On Arrival in Malaysia

Once you have arrived in Malaysia, you will need to go to the immigration counter at the port of entry and receive an endorsement. Please ensure that **the endorsement** given is for **30 days** from the date of entry. It is important that you inform the USM Visa Unit if you receive an endorsement of less than 30 days. **If you fail to inform the USM Visa Unit as soon as you enter the country, you may overstay your visa and be required to pay further fees or be refused leave to remain by the Immigration Department.**

Therefore, **within the first week of your arrival**, you need to complete the processes below before getting the endorsement of Student Pass.

i.   Undergo a medical screening at Sejahtera Centre (USM Clinic) to verify your Medical Report. The examining doctor will certify and produce a certification letter.

ii.   Report and register yourself to **International Mobility & Collaboration Centre (IMCC), Universiti Sains Malaysia, USM C09**.

iii.   Submit the following documents to the respective departments to facilitate with your Student Pass Sticker.
- *Visa Unit at USM IMCC, Pulau Pinang – For Main Campus, Engineering Campus & IPPT (AMDI) Campus.*
- *Academic & International Relations Section, Registrar Office, Kelantan – For Health Campus*

The respective departments will submit the required documents to EMGS for Supporting Letter.

(1)   Copy of your Passport Details page.
(2)   Copy of your Entry Stamp.
(2)   Copy of your SEV/VOA.
(4)   Medical Certification Letter from Sejahtera Centre.
(5)   Insurance Cover Note

STEP 7: Student Pass Endorsement

Please allow seven (7) working days for EMGS to prepare the Supporting Letter. After seven (7) working days, please submit your passport and Student Pass fee of RM120.00 – RM250.00 (that varies depending on country of origin and duration of programme study) to the relevant department. Please be informed that you will also need to pay an additional fee of RM30.00 for the stamping fee process. The relevant department will assist in obtaining the Student Pass sticker at the State Immigration Department.

Please allow approximately 14 working days for your passport to be ready with your Student Pass sticker. You will be contacted once your passport is ready for collection.
You may also collect your Medical Card and Student iKad after 14 working days from the endorsement date of your Student Pass at the relevant department.

For any inquiries about Student Pass (Mobility), please e-mail to visa@usm.my

International Mobility & Collaboration Centre (IMCC)
Universiti Sains Malaysia
April 2023

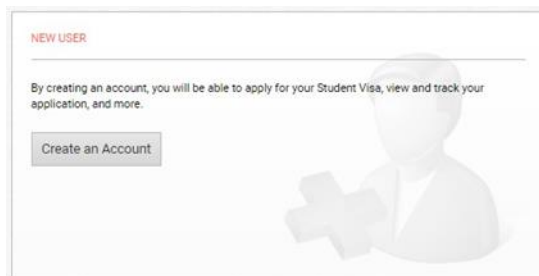## HOW TO APPLY FOR STUDENT PAS (MOBILITY) THROUGH EMGS WEBSITE

New students need to apply your student pass directly through the Education Malaysia Global Services (EMGS) website. Please log on to the public portal at http://educationmalaysia.gov.my/student-pass-application.html and complete the application form. Any incomplete application cannot be processed.

1. Creating an Account
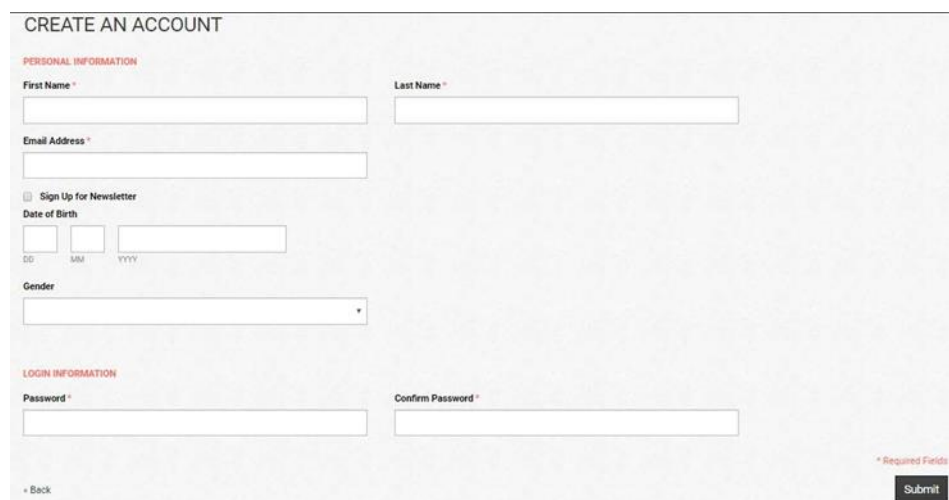   1.1 Before you can apply for your visa, you will be required to log in.

1.2 If you have not created an account, you can register your account before proceeding with the application

1.3 Click **"Create an Account"** and fill out the required fields. Click **"Submit"** to complete the process.

2. Complete the Application Form
   2.1 Students need to complete the application form upon log in.
   2.2 Complete the relevant fields and upload all required documents into the system. All supporting documents must in PDF format and the file size must not exceed 500KB.
   2.3 Select **"Public Higher Educational Institution"** for **Institution Type**.

   2.4 Select the **Institution Name** according to the campus in your Offer Letter:
   - Please select **"UNIVERSITI SAINS MALAYSIA (USM)"** for **Main Campus, Engineering Campus, IPPT (AMDI) Campus or USM@KL.**
   - Please select **"UNIVERSITI SAINS MALAYSIA (USM) (HEALTH CAMPUS, KELANTAN)"** for **Health Campus.**

   2.5 Select **the Year of Intake** as stated in your Offer Letter.

2.6 Select **the Month of Intake** as stated in your Offer Letter. For Research Mode offer, please select the month of intake one (1) month prior to your registration date.
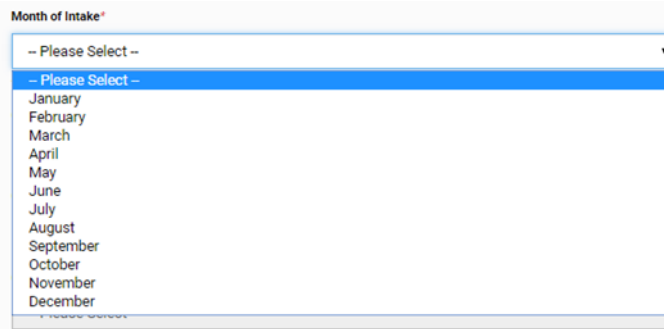
2.7 Select the **Course Name** according to the name of Degree / Mobility Programme stated in your Offer Letter.
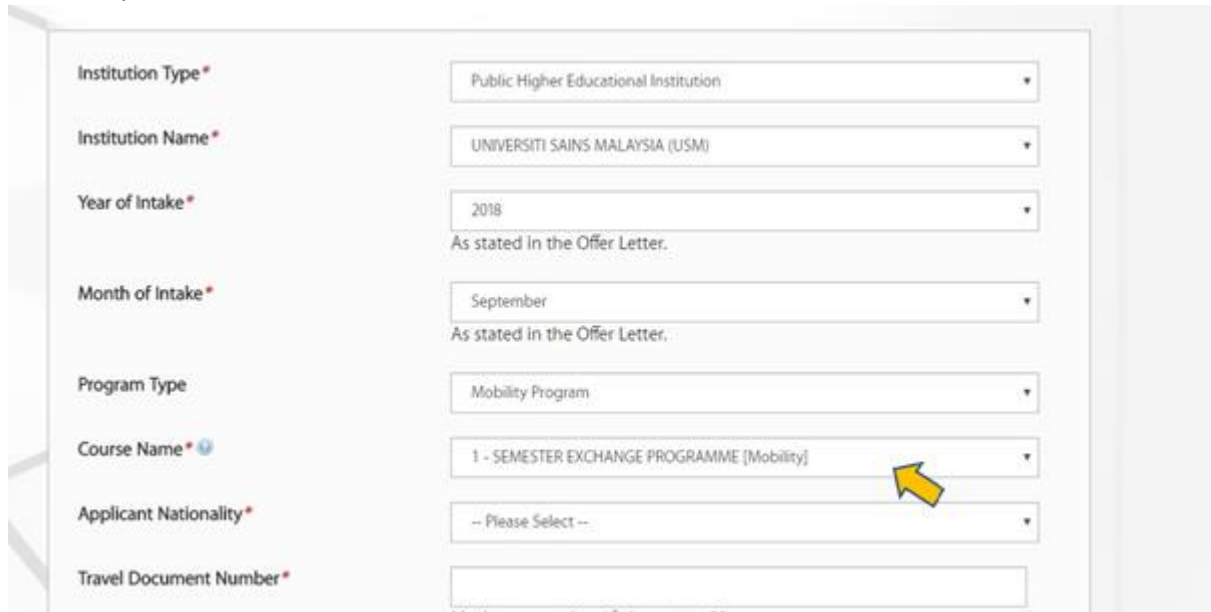
2.8 Once you have selected the Course Name, the **Course Duration of Study (months) and Course Level** will be selected automatically.

2.9 Upload the **Applicant Photo 45 millimetres (mm) high x 35mm wide** by clicking "Choose File".

2.10 Enter your name as it appears in the Machine Readable Zone (MRZ) of your passport.

Applicant Name as in Passport MRZ Format*

What is MRZ?
Maximum number of characters: 39

2.11 Select your **Gender, Place/Country of Birth and Date of Birth**.

Applicant Gender*

○ Male

○ Female

Applicant Place / Country of Birth*

-- Please Select --

Applicant Date of Birth (dd/mm/yyyy)*

2.12 Select the nearest embassy where you can obtain the **Single Entry Visa (SEV).**

Obtain Single Entry Visa from*

-- Please Select --

-- Please Select --
United Arab Emirates, Abu Dhabi
United Arab Emirates, Dubai
Argentina, Buenos Aires
Australia, Canberra
Australia, Perth
Australia, Melbourne
Austria, Vienna
Belgium, Brussels
Bangladesh, Dhaka
Bahrain, Manama
Bosnia and Herzegovina, Sarajevo
Kosovo, Pristina
Brazil, Brazilia
Brazil, Chacara
Brunei, Brunei
Canada, Ottawa
Canada, Vancouver
Switzerland, Geneva
Switzerland, Berne

2.13 Select your **Nationality and Travel Document Type**. Normally applicant will hold an International Passport unless otherwise.

Applicant Nationality*

-- Please Select --

Travel Document Type*

-- Please Select --

-- Please Select --
INTERNATIONAL PASSPORT
DIPLOMATIC PASSPORT
OFFICIAL PASSPORT
EXEMPTION ORDER

2.14 Enter your **Passport Number** for **Travel Document Number**.

Select the **Country** for **Travel Document Place / Country of Issue**.

Enter the **Issue** and **Expiry Date** of your passport for **Travel Document Issued** On and **Travel Document Valid Until**.

Travel Document Number*

Maximum number of characters: 16

Travel Document Place / Country of Issue*

-- Please Select --

Travel Document Issued On (dd/mm/yyyy)*

Travel Document Valid Until (dd/mm/yyyy)*

2.15 **Insurance** - Select Own Group Insurance. You are required to get your own insurance from the local insurance company upon your arrival in USM. Our Visa staff will be assisting students pertaining this matter.

IMPORTANT: You are required to have a valid insurance coverage. Failure to do so will result in the delay of the issuance of your student pass sticker.

2.16 **Sticker Pass Fees**. Please note that the fee is payable directly to the Immigration upon obtaining the sticker pass after the Supporting Letter is issued by EMGS.
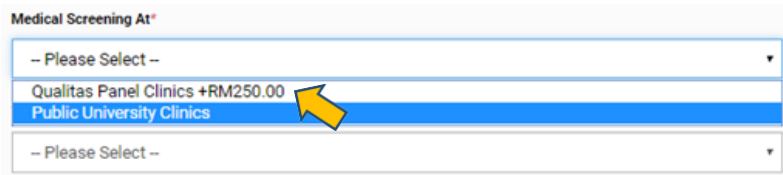
Sticker Pass Fees*

-- Please Select --

-- Please Select --
JABATAN IMIGRESEN NEGERI PULAU PINANG (payable directly to Immigration)

-- Please Select --

2.17 Once you have selected **"JABATAN IMIGRESEN NEGERI PULAU PINANG",** the Visa Fees section will be selected automatically to **"Obtain Student Pass Sticker from Immigration".**

Visa Fees*

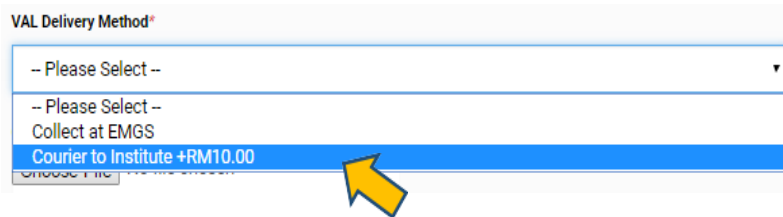Obtain Student Pass Sticker from Immigration

2.18 Select **"1-year, courier to institute +RM60.00"** for **iKad**. Please note that all documents must be couriered to USM.

iKad*

-- Please Select --

-- Please Select --
1-year, self-collect at EMGS +RM50.00
1-year, courier to institute +RM60.00
-- Please Select --

2.19 Select **"Public University Clinic"** for **Medical Screening At**. Please note that you will need to undergo a medical screening at Sejahtera Centre (USM Clinic) to verify your Medical Report upon registration.

2.20 Select **"Courier to Institute +RM10.00"** for **VAL Delivery Method**. Please note that the VAL must be couriered to USM. USM will e-mail to you the copy of VAL.
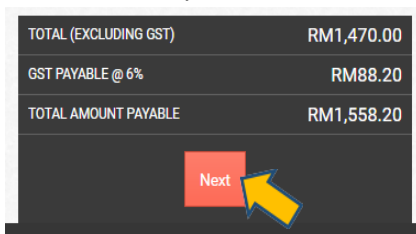

2.21 Upload the files by clicking **"Choose File"** for **Offer Letter, Passport Data Page, Confirmation Letter and Health Declaration Form**.
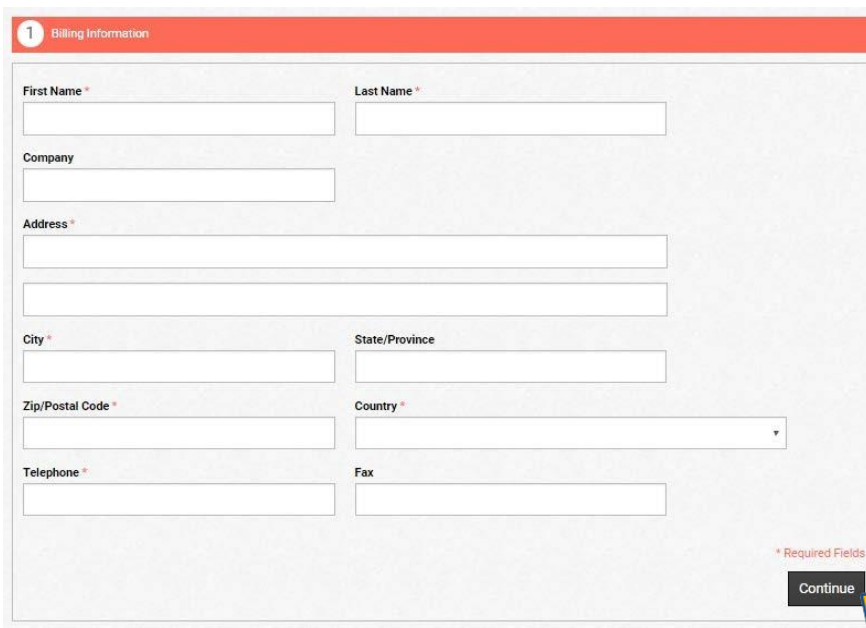
2.22 You will then be required to confirm your application details. Click "Next" to proceed after reviewing the details and required payment amount. Please note that there will be a 6% Malaysian Government Tax charged on the application.

TOTAL (EXCLUDING GST)	RM1,470.00
GST PAYABLE @ 6%	RM88.20
TOTAL AMOUNT PAYABLE	RM1,558.20

2.23 Enter the required details in the **Billing Information** tab and click **"Continue"** to proceed.

2.24 Select the **Payment Method** and click "Continue" to proceed. **You are advised to pay online directly to EMGS by** **Credit/Debit Card**. Please note that choosing the option other than Credit/Debit Card might cause a delay in your visa application.

2.25 Check and verify the total figure. Please note that there will be a 3% surcharge added to the total amount requested for your application if you are paying online using your Visa or MasterCard.

Total (excluding GST)	RM1,470.00
GST payable @ 6%	RM88.20
Payment Method Surcharge	RM49.55
Total Amount Payable	RM1,607.75

2.26 Verify your application details in the **"Application Review"** tab. Read the Terms and Conditions and click "Submit Application" after selecting the checkbox to confirm that you consent to the processing of your personal data by EMGS. Please note that you will not be able to proceed without providing your consent.

2.27 Once payment is complete, your application will be submitted to EMGS for processing and you will receive the notification below with your application number for your reference. An e-mail with the application details and the payment confirmation will also be sent to the e-mail address you used to register.
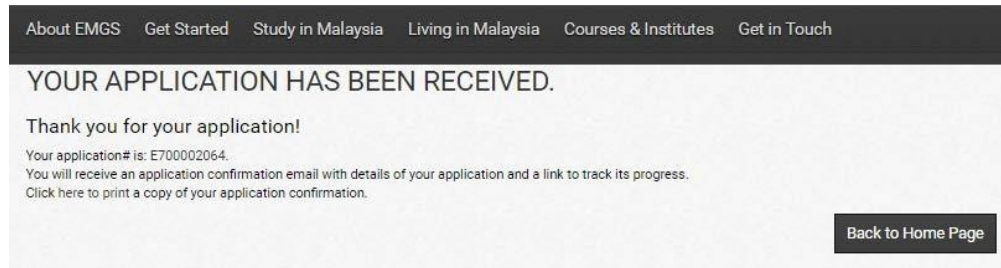
2.28 For any enquiries relating to the STARS System, kindly contact EMGS on the contact details' below:

Telephone No.   : +603-2782-5888
Fax No.   : +603-2711-8533
Operating Hours   : Daily 9.00am to 8.00pm including public holidays
E-mail   : enquiry@emgs.com.my

If you are required to submit correction of documents, please send it directly to EMGS at additionaldoc@emgs.com.my or enquiry@emgs.com.my

REMINDER: ONCE YOU HAVE SUBMITTED YOUR APPLICATION, PLEASE ENSURE THAT YOU MONITOR THE STATUS OF YOUR APPLICATION REGULARLY.

DOCUMENTS REQUIRED FOR MOBILITY PASS APPLICATION

| No.	Document	Remarks
1.	Offer Letter	Original or copy of offer letter
2.	Photo	1 passport size photograph with WHITE background (35mm x 45mm). Please refer to the Photo Requirement Guidelines in Appendix C.
3.	Passport	Passport copy: ▪ Your passport data page (bio-data page which shows your face, name etc) ▪ All pages with Visa information. We don't need all the pages of your passport. If the page is empty, you do not need to submit it. ▪ Observation page (showing any extensions, clarifications of name, and previous passport numbers) ▪ Recommended passport validity duration is 18 months ▪ Special Pass or Exit Stamp (if applicable)
4.	Confirmation letter	Confirmation letter / Certificate of Enrolment of the student from Home University
5.	Health Declaration Form	You will be required to fill up and submit a copy of the health declaration form to apply for a student visa in Malaysia. If you are making an online application, you are required to upload the scanned copy of the form. https://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_For_Applicant.pdf

PASSPORT PHOTO GUIDELINES

Please find below the photo guidelines for submitting a passport photo to EMGS. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

You are requested to adhere to the guidelines below to avoid any delay in processing as well as avoiding any untoward issues with law enforcement officials checking the iKad.

1. In colour and identical, not black and white.

2. Taken against a **WHITE** background.

3. Your photos must be **professionally printed** and 45 millimetres (mm) high x 35mm wide. **Please do not use photos that have been cut down from larger pictures.** In the examples below, the *one on the left shows the correct proportions.* The image on the right shows incorrect proportions.
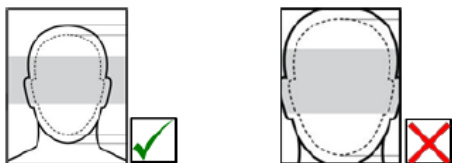
4. When scanning and uploading the passport picture online please ensure that there is **no white border** surrounding the photo as this may affect the dimensions of the image. Therefore, please remove the white border before uploading the student's picture. In the examples below, the *one on the left shows the correct proportions.* The image on the right shows incorrect proportions.
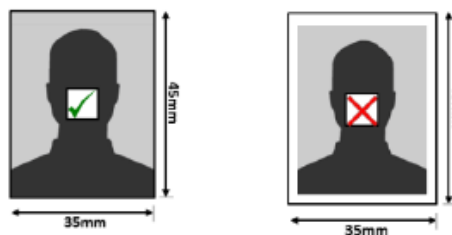
5. Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**

6. Because clothing is visible in the passport photo, subjects should be careful to wear something modest. A conservative top is best. **Do not wear something with open shoulders (such as a tank top).**

7. Free from shadows.

8. Digital enhancements or changes are not acceptable.

9. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.

10. With the subject facing forward, looking straight at the camera.

11. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).

12. Of each person on their own (no objects such as dummies or toys, or other people visible).

13. Taken with nothing covering the face.

14. In sharp focus and clear.

15. Free from "redeye".

16. Taken of the full head, without any covering unless worn for religious or medical reasons.

17. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.

18. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.

LETTERHEAD OF HOME UNIVERSITY

April 4, 2023

Dear Sir/Madam

To Whom It May Concern

CONFIRMATION LETTER / CERTIFICATE OF ENROLMENT

Full Name	: XXXXXXXXXXXXX
Date of Birth	: XX-XX-XXXX
Student ID	: XXXXXXXXX
Department/Faculty	: School of Management
Programme	: Bachelor of Management (Honours)
Admission Date	: XX-XX-XXXX

This is to certify date Mr./Ms. XXXXXXXXXXX has enrolled in the Bachelor of Management (Honours) Programme at (Home University name's) since XX-XX-XXXX and he/she will be pursuing the semester exchange under study abroad programme in Universiti Sains Malaysia, Malaysia for the upcoming **Fall/Spring Semester** from October 2023 - February 2024 (exchange duration) for 2023/2024 Academic Year.

Yours sincerely,

(Signatory Name & Position)