

UNIVERSITI SAINS MALAYSIA



USM INTERNATIONAL STUDENT VISA GUIDELINE (FULL-TIME STUDENT)

VISA OFFICE CONSULTATION HOURS:

MONDAY - THURSDAY
9.00 AM – 12.30 PM

FRIDAY
9.00 AM – 11.45 AM

**CLOSED IN THE
AFTERNOON FOR
DOCUMENT PROCESSING**

**For further enquiries, please contact:
+604 6532492 / +604 6532493**

New Student Visa/ Renewal

Mr. Muhamad Sidek Karim (msidek@usm.my)

New Student Visa/ Mobility

Mr. Nadzrull Hi-Fi Syam Ahmad jamil
(nadzrull@usm.my)

Family Pass/ Dependant Pass

Ms. Suriati Mukhtar (msuriati@usm.my)

Content of Booklet

The booklet is produced to provide information to international students at Universiti Sains Malaysia. This booklet consists of **HOW TO GET A STUDENT VISA & FAMILY VISA** with details required needed for the visa processing.

Table of Contents

HOW TO ENTER MALAYSIA	1
STUDENT VISA	5
How to apply for a student visa	7
How to extend a student visa	20
Steps to renew/extend student visa	22
FAMILY AND DEPENDANT VISA	
How to get a family/dependant visa	23
VISA TRANSFER AND CANCELLATION	24
VARIATION AND PROGRESSION	25
RENEW IKAD AND INSURANCE CARD	26

How to Enter Malaysia as a Student



To obtain a Malaysian student visa, you will first need to apply for a student pass via the Education Malaysia Global Services (EMGS). Once you have an approved provisional student pass, you will be issued a student visa upon your point of entry into Malaysia. You will receive a full student visa once you arrive. Applicants need to apply for the Electronic Visa Approval Letter (eVAL) via the EMGS online application website: <https://educationmalaysia.gov.my>, three (3) months before making arrangements to travel to Malaysia or for registration.

The Immigration Department of Malaysia requires students from certain nationalities to apply a Single Entry Visa (SEV) from authorised Malaysian Embassy at the students' home country. In order to do so, students are required to obtain an eVAL prior their visit to the Malaysian Embassy.

Please note that SEV is not required for everyone. There are Nationalities who may directly enter Malaysia without SEV **(the lists of countries that required SEV is listed in their website)**. Students are required to obtain the eVAL prior to their arrival to Malaysia. Students are highly advised to present the eVAL and offer letter upon arrival at the immigration counter (Entry Point/Airport) to get a special pass of entry.



EMGS is a Malaysian Government agency and is regarded as the official gateway to studying in Malaysia. All international students' applications must go through the EMGS.

Application of Single Entry Visa to Malaysia

Please **DOWNLOAD** and **PRINT** your eVAL from your application status via EMGS website once your application at EMGS is completed and eVAL has been approved by the Malaysian Immigration Department. Effective from 15 October 2017, original VAL will not be required to obtain your SEV from the Malaysian Embassy.

Students from **non-visa required** countries such as Commonwealth Countries (**as shown below**) can proceed to enter Malaysia by presenting the eVal upon arrival. Print your eVal and offer letter in colour to be presented to the immigration counter at Kuala Lumpur International Airport (KLIA) upon arrival.

- The United Kingdom
- Netherland
- Finland
- The United States of America
- Canada
- Australia
- Brunei
- Tanzania
- Lithuania
- Denmark
- Norway

Sample of eVAL for NEW STUDENT


JABATAN IMIGRESEN MALAYSIA
 (KEMENTERIAN DALAM NEGERI)
 UNIT PAS PELAJAR, EMGS CYBERJAYA
 KAWASAN VISA, PINTU DAN PERMIT
 NO.363B, ARAS 2, BANGSIJUAN MERCU MGA
 JALAN TENKOKRAT 7, 53000 C'BERJAYA

Telefon: 603-6312 2255
 Faks: 603-6312 2254
 Portal Rasmi: www.ih.gov.my

LIU ZKUAN
 CID UNIVERSITI SAINS MALAYSIA (USM)
 KAMPUS UTAMA, USM
 MINDEN, GELUGOR
 11800 PULAU PINANG

Our Ref: : EWPSTU143215E7000128361
 Date: 23 November 2017


 E700012836

Dear Sir/Madam,

APPROVAL OF FOREIGN STUDENT STUDYING IN MALAYSIA

We are pleased to inform you that immigration has approved your student pass application as follows:

Name of Student	LIU ZKUAN
Passport No.	E267194
Nationality	CHINA
Course	BACHELOR OF SCIENCE (HOUSING, BUILDING AND PLANNING) (HONOURS) COURSE IN FACILITY MANAGEMENT / SCHOOL OF HOUSING, BUILDING AND PLANNING
Institution	UNIVERSITI SAINS MALAYSIA (USM) (PTA-P-1P/NG)
Duration Approved	11 months

- If you are a national/citizen of a country that requires a visa to enter Malaysia, kindly make such application at the nearest Malaysian Embassy / Consulate/Visa Centre leaving your country.
- For immigration clearance, you are required to produce this letter upon arrival.
- Payment for processing fee, Student Pass and Visa are:
 - 4.1 Student Pass = RM 60.00 a part or part of year.
 - 4.2 Visa / Re-Entry Visa = According to country/ies exceeding RM 50.00.

This letter is valid for six (6) months from the date of issue.

Thank you and have a pleasant journey to Malaysia.

Sincerely,

Director of Visa, Pass and Permit Division
 for Director General of Immigration
 MALAYSIA


JABATAN IMIGRESEN MALAYSIA
 (KEMENTERIAN DALAM NEGERI)
 UNIT PAS PELAJAR, EMGS CYBERJAYA
 KAWASAN VISA, PINTU DAN PERMIT
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Telefon: 603-6312 2255
 Faks: 603-6312 2254
 Portal Rasmi: www.ih.gov.my

UNIVERSITI SAINS MALAYSIA (USM)
 KAMPUS UTAMA, USM
 MINDEN, GELUGOR
 11800 PULAU PINANG

Ref No. : EWPSTU143215E7000128361
 Date: 23 November 2017


 E700012836

Dear Sir/Madam,

VISA APPLICATION INFO

Name	LIU ZKUAN	Nationality	CHINA
Passport No.	E267194		
Course	BACHELOR OF SCIENCE (HOUSING, BUILDING AND PLANNING) (HONOURS) COURSE IN FACILITY MANAGEMENT / SCHOOL OF HOUSING, BUILDING AND PLANNING		
Type of Pass	STUDENT PASS - 60M	Approved Date	23/11/2017
Duration Approved	11 months		
Visa Issuance Country	CHINA		

The applicant is applying for Single Entry Malaysia / High Commission / Consulate of the country of CHINA to obtain a SINGLE ENTRY VISA for entry to Malaysia. Once the applicant is in Malaysia, your education institution may proceed to the nearest Immigration Department office to initiate the process of issuance and endorsement of the pass. Please take note that issuance of Student Pass with the above mentioned institution will be subject to the relevant laws and regulations in force at the material time.

This letter is valid for six (6) months from the date issued.

Malaysian Embassy / High Commission / Consulate:

Please issue a SINGLE ENTRY VISA for the above applicant, quoting the reference number above.

Sincerely,

Director of Visa, Pass and Permit Division
 for Director General of Immigration
 MALAYSIA

or
 VISA

The following conditions shall apply in respect of this letter:

- This letter does not grant a valid visa to the applicant in Malaysia. The applicant must first obtain a valid pass endorsed in the travel document until the issuance and endorsement of the Student Pass. The applicant may only commence studies with the above mentioned education institution upon issuance of the valid pass by the Immigration Department of Malaysia.
- The applicant shall not engage in any education institution other than specifically described above. Should there be any changes in the applicant's studies or courses, the education institution is required to apply for a new Student Pass at Immigration Department of Malaysia through Education Malaysia Global Services (EMGS).
- Upon completion / termination of studies, the education institution shall inform Immigration Department of Malaysia to cancel the Student Pass. Any other passes held by the Student Pass such as Visitor Visit Pass for dependent / guardian must be produced for cancellation along with the Student Pass.

This is a computer generated letter. No signature is required.

Students From Visa Required/ Non-Visa Required Countries

WITH a Malaysian Embassy or Consular Representative

MUST obtain **SEV** from your **origin country** prior to your entry into Malaysia. Students need to print the eVAL in colour and bring along the eVAL to the Malaysian Embassy or Consular Representative (addressed in the eVAL) to apply for the SEV. Please ensure the Embassy writes down the Reference Number (BVP/STU/14XXX/E1000XXXXX1/) into your printed eVAL stating your SEV.

WITHOUT a Malaysian Embassy or Consular Representative

You are **permitted** to enter without a SEV but **MUST** present the **eVAL upon entry and obtain the Visa on Arrival (VOA) at Kuala Lumpur International Airport (KLIA) OR Penang International Airport (PIA)**. For KLIA, please proceed to counter 17 & 18 at Arrival Hall, Level 3 KLIA to obtain VOA stamp. You are required to pay MYR20.00 for fees to obtain your VOA stamp.

- Yemen
- Palestine
- Iraq
- Chad
- Somalia
- Libya
- Syria

*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 Embassy/High Commission/Consular Representative in your country. If your country does not have a Malaysian Consular Representative, please contact the nearest Malaysian Embassy or Consular Representative for further enquiries.



Sample of Single Entry Visa (SEV) Stamp



Sample of Single Entry Visa (SEV) Sticker



Sample of Visa on Arrival (VOA) Stamp

Student Visa

How to Get a Student Visa

As a new international student, you need to apply for the student visa before making arrangements to travel to Malaysia for your registration. Please note that you need to apply for the student visa at least **THREE (3) MONTHS BEFORE** the commencement of your studies.

You can only apply AFTER you have received your offer letter from USM.



Documents Required

No	Documents	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 next page.
3.	Passport	Passport copy: (i) Passport data page (bio-data page) (ii) All pages with visa information (iii) Observation page (showing any extensions, clarifications)
4.	Academic Certificates	A copy of the Academic Certificates. You can check the requirement provided by your home institution.
5.	Academic Transcripts	A copy of the Academic Transcripts. You can check the requirement provided by your home institution.
6.	Health Declaration	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. Download the Health Declaration Form at https://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_For_Applicant.pdf
7.	Letter of Eligibility (LOE)	Applicable for candidates from Iran only. USM will request from the Embassy of The Islamic Republic of Iran in Kuala Lumpur. Please e-mail the following documents to visa@usm.my and include the e-mail subject: LOE APPLICATION (<Your Name>). (i) Copy of Offer Letter (ii) Copy of All Passport Pages (iii) Copy of Academic
8.	No-Objection Certificate (NOC)	Applicable for candidates from Sudan only. USM will request from the Sudanese Embassy in Kuala Lumpur. Please e-mail the following documents to visa@usm.my and include the e-mail subject: NOC APPLICATION (<Your Name>). (i) Copy of Offer Letter



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.



Accepted



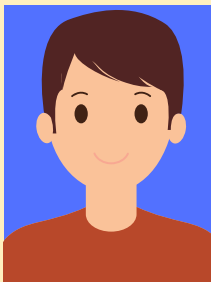
4.5 cm

3.5 cm

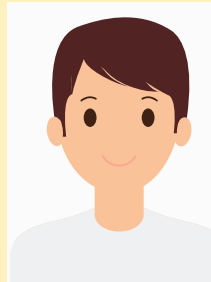
- Taken in front of a plain white background only
- Clear and sharp
- Taken with a neutral facial expression, mouth closed



Rejected



Colour background



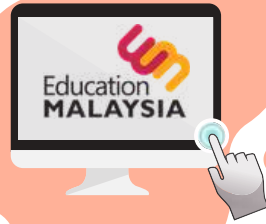
Wearing something modest



Smiling with teeth showing

How to Apply for a Student Visa

Make an online application through EMGS



HOW TO APPLY FOR STUDENT VISA THROUGH EMGS WEBSITE

Please log into the public portal at <http://educationmalaysia.gov.my/student-passapplication.html> and complete the application form. **Any incomplete application cannot be processed.**

1 Creating an Account

If you have not created an account, you can register your account before continuing with the application.

Login or Create an Account

NEW USER

By creating an account, you will be able to apply for your Student Visa, view and track your application, and more.

Create an Account

An illustration of a person in a white shirt and tie, holding a document.

REGISTERED USER

If you have an account with us, please log in.

Email Address *

Password *

*Forgot Your Password? [Forgot Your Password?](#)

Login

An illustration of a padlock.

2 Complete the Application Form

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



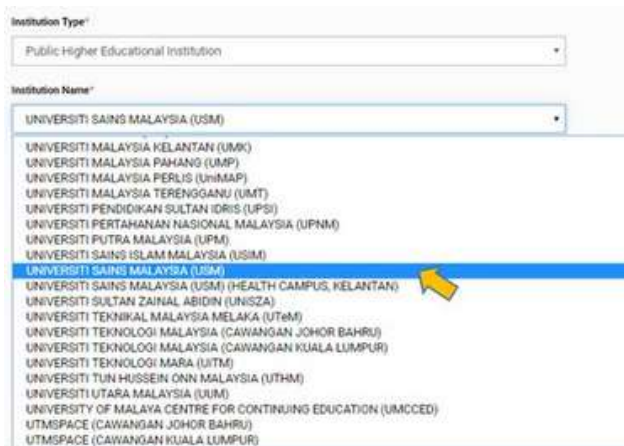
The screenshot shows a dropdown menu titled "Institution Type". The menu is open, displaying three options: "-- Please Select --", "Private Higher Educational Institution", and "Public Higher Educational Institution". A yellow arrow points to the "Public Higher Educational Institution" option, which is highlighted in blue.

- 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

Please select **“UNIVERSITI SAINS MALAYSIA (USM KL) - INSTITUTE OF POSTGRADUATE STUDIES”** for USM IPS CAMPUS KUALA LUMPUR

Please select **“UNIVERSITI SAINS MALAYSIA (USM) (HEALTH CAMPUS, KELANTAN)”** for Health Campus.



The screenshot shows a dropdown menu titled "Institution Name". The menu is open, displaying a list of university names. The first option, "UNIVERSITI SAINS MALAYSIA (USM)", is highlighted in blue and has a yellow arrow pointing to it. Other options include "UNIVERSITI MALAYSIA KELANTAN (UMK)", "UNIVERSITI MALAYSIA PAHANG (UMP)", "UNIVERSITI MALAYSIA PERLIS (UniMAP)", "UNIVERSITI MALAYSIA TERENGGANU (UMT)", "UNIVERSITI PENDIDIKAN SULTAN IDRIS (UPSII)", "UNIVERSITI PERTAHANAN NASIONAL MALAYSIA (UPNM)", "UNIVERSITI PUTRA MALAYSIA (UPM)", "UNIVERSITI SAINS ISLAM MALAYSIA (USIM)", "UNIVERSITI SAINS MALAYSIA (USM) (HEALTH CAMPUS, KELANTAN)", "UNIVERSITI SULTAN ZAINAL ABIDIN (UNISZA)", "UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)", "UNIVERSITI TEKNOLOGI MALAYSIA (CAWANGAN JOHOR BAHRU)", "UNIVERSITI TEKNOLOGI MALAYSIA (CAWANGAN KUALA LUMPUR)", "UNIVERSITI TEKNOLOGI MARA (UTM)", "UNIVERSITI TUN HUSSEIN ONN MALAYSIA (UTHM)", "UNIVERSITI UTARA MALAYSIA (UIUM)", "UNIVERSITY OF MALAYA CENTRE FOR CONTINUING EDUCATION (UMCCED)", "UTMSPACE (CAWANGAN JOHOR BAHRU)", and "UTMSPACE (CAWANGAN KUALA LUMPUR)".

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



The screenshot shows a dropdown menu titled "Year of Intake". The menu is open, displaying four options: "-- Please Select --", "2020", "2021", and "2022". The "2020" option is highlighted in blue. Below the dropdown menu, the text "As stated in the Offer Letter." is visible.

2.11 Select your **Applicant Gender**, **Applicant Place/Country of Birth** and **Applicant Date of Birth (dd/mm/yyyy)**.

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 **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 **Applicant Nationality** and **Travel Document Type**. Typically, 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 (dd/mm/yyyy)** and **Travel Document Valid Until (dd/mm/yyyy)**.

Travel Document Number*

Maximum number of characters: 16

Travel Document Place / Country of Issue*

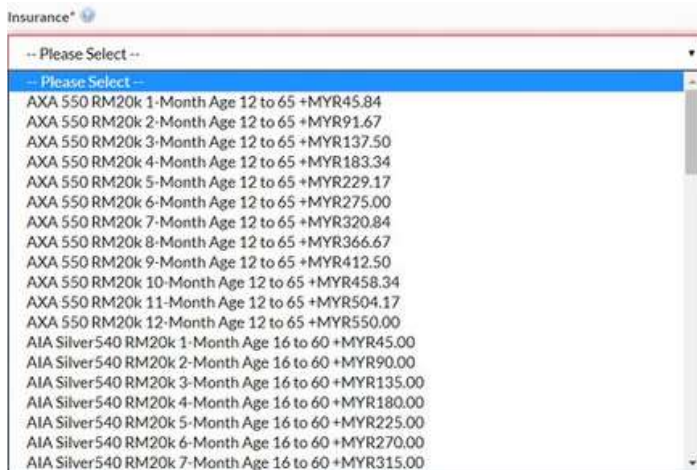
-- Please Select --

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

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

2.15 Select the **Insurance** package according to your preference. Learn more about the health insurance options offered through

<https://visa.educationmalaysia.gov.my/guidelines/insurance.html>



2.16 Select **"JABATAN IMIGRESEN NEGERI PULAU PINANG (payable directly to Immigration)"** for **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.



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



2.18 Select **"1-year, courier to institute +RM60.00"** for **iKad**. Please note that it will be delivered to USM for collection.



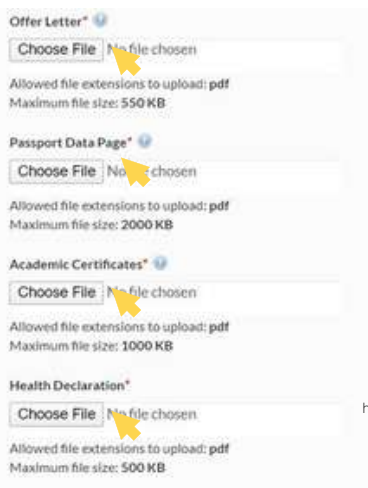
2.19 Select **"Public University Clinics"** for **Medical Screening At**. Please note that you will need to undergo a medical screening at Pusat Sejahtera (USM Clinic) to verify your Medical Report upon registration.



2.20 Select **"Courier to Institute +RM10.00"** for **VAL Delivery Method**. Please note that the letter will be delivered to USM.



2.21 Upload the files by clicking **"Choose File"** for **Offer Letter, Passport Data Page, Academic Certificates** and **Health Declaration**



Scan to Download Health Declaration

OR

https://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_For_Applicant.pdf

2.22 Once you have completed the required fields, click **"Apply Now"**.



2.23 You are 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

Next

2.24 Enter the required details in the Billing Information tab and click **“Continue”** to proceed.

1 Billing Information

First Name * Last Name *

Company

Address *

City * State/Province

Zip/Postal Code * Country *

Telephone * Fax

* Required Fields

Continue

2.25 Select the Payment Method and click **“Continue”** to proceed. You are advised to pay online directly to EMGS by Credit Card. Please note that choosing the option to pay through USM might cause a delay in your visa application.

2 Payment Information

Credit Card - RM only (powered by iPay88)

Pay through Institution

Telegraphic Transfer (USD Only)

* Required Fields

« Back **Continue**

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 direct to EMGS (this method will expedite your eVAL process)
- ii. Telegraphic transfer directly to EMGS (International Bank Transfer or Funds transfer directly to EMGS can be performed from your International or local bank through this bank account details): **

Account Name:	EMGS Escrow Account 1
Account Number:	514057662341
Swift Code:	MBBEMYKLXXX
Bank:	MALAYAN BANKING BERHAD (MAYBANK)
Bank Address:	Ground & Mezzanine Floor, Bangunan UTMSPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur

- iii. Pay through institution **

**The copy of the payment or receipt using other payment method other than credit card must be emailed to USM for immediate processing by the EMGS. EMGS will take approximately 3-5 working days to process the payment. **

2.26 Check and verify the total amount. Please note that a 3% surcharge will be added to the total amount of your application if you pay online via Visa or MasterCard.

Total (excluding Service Tax)	MYR1,640.00
Service Tax payable @ 6%	MYR94.20
Total Amount Payable	MYR1,734.20

2.27 Verify your application details in the **“Application Review”** tab. After reading the Terms and Conditions and selecting the checkbox to grant EMGS permission to verify your information, click **“Submit Application”**. Please be advised that without your consent, you will not be able to proceed.

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](#)

2.28 Once the payment has been verified, EMGS will process your application and provide you with your application number as a reference. Your application information and payment verification will be sent to your registered email address.



2.29 EMGS will notify you via email if your application requires any additional documents. Please submit all required documents to the IMCC Visa Office at USM so that you may be assisted in submitting them to EMGS.

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 9.00 am to 8.00 pm including public holidays

E-mail : enquiry@emgs.com.my

3 Check Your Visa Application Status

You may check the visa application status regularly, after two weeks of payment via <https://educationmalaysia.gov.my/emgs/application/searchForm/>.



Alternatively, you may also track your application status from your smartphone by downloading the EMGS Mobile App.



4

Apply Single Entry Visa (SEV) - Visa on Arrival (VoA) to Malaysia

Once your application for the eVAL has been approved by Malaysian Immigration Department, **PLEASE DOWNLOAD** your eVAL from your application status via EMGS website. You may apply for both SEV and VOA from the Malaysian Embassy or through eVisa. Please refer to page 2 for further instructions on applying from the Malaysian Embassy. For eVISA, application may be done through <https://malaysiavisa.imi.gov.my/evisa/evisa.jsp>

For your information, eVAL is only valid for six (6) months. **ENSURE you make plans to travel to Malaysia for registration within the validity period of the eVAL.**

From the example below, the student application's **status at EMGS is 80% complete**. For the remaining 20%, **students must submit all required documents to the IMCC Visa Office at USM**, after completing registration as a USM student to obtain an endorsement of a student pass sticker from the Penang Immigration Department.

Application Status

Download the EMGS Mobile App today to receive automatic updates, notifications, and to connect with other students going to Malaysia

Available on the App Store | Get it on Google play

80%

Summary

Full Name: [REDACTED]
Travel Document Number: [REDACTED]
Application Number: [REDACTED]
Application Type: [REDACTED]
Application Status: [REDACTED]

eVAL: [Download](#)

Arrival Guide to Malaysia: [Download](#)

Note: Currently, the International Student Arrival Centre (ISAC) is only available at the Kuala Lumpur International Airport (KLIA).

IMPORTANT: Kindly read the explanation below to understand the percentage.

5 On Arrival in Malaysia

You must visit the immigration counter at the port of entry to receive an endorsement stamp upon arrival in Malaysia (entry stamp). Be sure to present your eVAL copy, USM offer letter, SEV (if it is obtained through eVISA, ensure that you print out the approval from the portal) and passport to the immigration officer at the time of your arrival. Please **ensure** that the endorsement stamp is valid for thirty (30) days from the entry date. **Before leaving the Immigration counter, verify that the stamp in your passport is a SPECIAL PASS and NOT a VISIT PASS.**

Students who enter Malaysia with eVAL approval and are issued a **VISIT PASS** are **ineligible** for the institution-facilitated student pass sticker endorsement from the Malaysian Immigration Department. You must notify the IMCC Visa Office at USM if you receive an endorsement stamp with a validity date of less than thirty (30) days or the incorrect stamp (VISIT PASS). If you fail to inform the IMCC Visa Office immediately upon entering the country, you may overstay your visa and be required to pay additional fees, or the Malaysian Immigration Department may deny you permission to stay.

You must complete the procedures below within the first week of your arrival to obtain the Student Visa.



1

Undergo a Medical Checkup/ Screening at Pusat Sejahtera (USM Clinic)

- The examining doctor will certify and issue a certification letter stating whether or not you are FIT TO STUDY
- The result will be released within 2-3 days after your medical screening

Report and Register

- Postgraduate students are required to report and register at the Institute of Postgraduate Studies
- Undergraduate students need to report and register at the Student Admissions Section, Academic Management Division

2



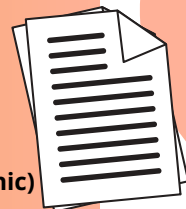
3

Submit the Following Documents to the Respective Departments to Obtain a Student Pass Sticker.

- IMCC Visa Office at USM for students enrolling at Main Campus, Engineering Campus and IPPT (AMDI) Campus.
- IMCC Visa Office at the Academic & International Relations Section, Registry Office, for students enrolling at USM Health Campus, Kubang Kerian, Kelantan.

The respective departments will assist in submitting the necessary supporting documents to EMGS.

1. Proof of registration (Student profile provided by IPS/Student Admission Section)
2. Copy of your eVAL
3. Copy of your Passport Details page
4. Copy of your Entry Stamp
5. Copy of your SEV/VOA
6. Certification Letter from Pusat Sejahtera (USM Clinic)



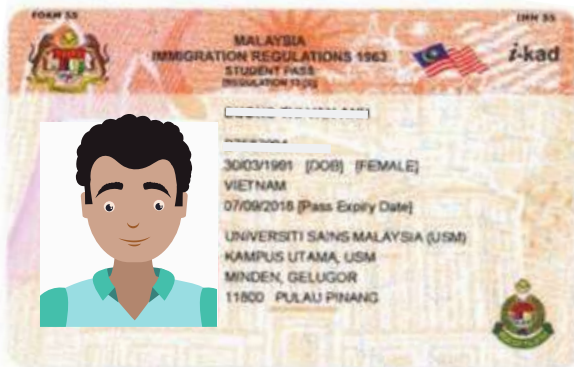
6 Getting Student Visa, Ikad and Insurance Card

After completing the necessary steps, submit your passport to the IMCC Visa Office at USM to obtain the student visa endorsement. **Generally, it takes approximately seven (7) to ten (10) working days.** The Visa office will notify you when your passport is ready for collection.



Sample of the Student Visa

iKad and Insurance Card will be issued two weeks after the issuance of the student visa in your passport. Students can collect them at IMCC Visa Office at USM once they are notified.



Sample of iKad

Samples of Insurance Card



AIA Insurance Card



HongLeong Insurance Card



AXA Insurance Card



MSIG Insurance Card

How to Renew a Student Visa

VISA RENEWAL SUBMISSION MUST BE SUBMITTED 3 MONTHS BEFORE THE EXPIRY DATE OF CURRENT VISA

A PENALTY OF RM200 AND SPECIAL PASS OF RM110 WILL BE CHARGED FOR SUBMISSIONS LESS THAN ONE (1) MONTH

(The Special Pass is valid for 14 days, 21 days, OR 30 days subject to Immigration Approval) until the completion of renewal process. **Malaysian Immigration Department will only issue a maximum of two (2) Special Passes per application.**



Extension of Student Visa for Postgraduate Student

No.	Documents Required	Quantity
1.	<ul style="list-style-type: none">i. Confirmation Letter From IPSii. Overall Letter From IPSiii. Offer Letter	1 copy
2.	<p>Photocopy of passport</p> <ul style="list-style-type: none">i. Detail pageii. Latest Visaiii. Latest Date of entry	1 set
3.	Insurance Coverage (MUST BE VALID 1 YEAR)	1 copy



PAYMENT METHOD

Bank Transfer
EMGS Escrow Account :
514057662341 MAYBANK

Please purchase your insurance at
<https://online.berjayasompo.com.my/usm/>

Extension of Student Visa for Undergraduate Student and Intensive English Program (I.E.P)

No.	Documents Required	Quantity	Remark (/)
1.	Photocopy of passport i. Detail page ii. Latest Visa iii. Latest Date of entry	1 set	
2.	Previous offer letter from Admission Unit (Degree/ I.E.P) - Confirmation letter (From Data & Record Unit)	1 set	
3.	Latest Academic Transcript and Student Profile from Campus Online (For degree Student only)	1 set	
4.	Student Attendance Letter from School/Faculty	1 set	
5.	Supporting Letter from School if CGPA below 2.00	1 set	Discuss with visa Staff
6.	Latest Academic Transcript and Certification (For IEP Only)	1 set	
7.	Insurance Coverage (Covering Letter) [Make sure the insurance duration must be valid 1 year after the expired date of visa]	1 copy	



PAYMENT METHOD

Bank Transfer
EMGS Escrow Account :
514057662341 MAYBANK

Please purchase your insurance at
<https://online.berjajasompo.com.my/usm/>

Steps to Renew Student Visa



Submit all documents to IMCC Visa Office at USM

Visa Office will facilitate the process of submission to EMGS through online application. Please monitor your application regularly. If it has reached 40%, you may submit your passport to the IMCC Visa Office at USM in order for the Malaysian Immigration Department to process the student visa. The duration of the process is approximately 1.5 months.



Submit Your Passport

Typically, it takes between ten (10) to fourteen (14) working days to receive approval from the Malaysian immigration Department.



Collect Your Passport

You will be notified by the IMCC Visa Office once your passport is ready for collection.

IKad and Insurance Card will be issued two weeks after the issuance of the student visa in your passport. You can collect them at IMCC Visa Office at USM once you are notified.



Collect Your IKad & Insurance

How to Get a Family/Dependant Visa

USM may facilitate with the application of family/dependant visa application once you have obtained your student visa in the passport.

Only Postgraduate students (Master and PhD) are permitted to bring their families and qualify for a family/dependant visa (Spouse/Children/Parent).

The Checklist of Family/Dependant Visa Application (New/ Renew)

Please sort the documents according to this checklist number

No.	Documents Required	Quantity	Remark (/)
1.	Photo (3.5 cm x 5.0 cm with Blue Background)	1	original
2.	Confirmation Letter from IPS	1	copy
3.	Overall letter from IPS	1	copy
4.	Detail Page and Latest Student Pass/Visa (Student)	1	copy
5.	** All Pages copy of passport – including Empty Pages – (New Application) ** Detail Page and Latest Visa/Pass (Family) – Renew	1	copy
6.	**Marriage Contract (Should be translated in English and verified from Embassy in Malaysia)	1	copy
7.	**Birth Certificate only for children (Should be translated in English and verified from Embassy in Malaysia)	1	copy
8.	Proof of Account Statement REQUIRED from Principal account/Student Minimum RM10,000 and above - latest 3 months transaction/statement* / School letter for children over 7 years old	1	copy
9.	Personal Bond Stamping (with stamp RM10)	1	Original Copy
10.	Declaration Letter of Oath (for dependant age 18 years and below those are not registered as student at any school/institution in Malaysia)	1	Copy
11.	Family Letter from Your Embassy in Malaysia (if required)	1	Copy
12.	Insurance Coverage (must be VALID) for 1 year	1	copy



The new Family/Dependant Visa applicant must pay the processing fee via *Cash

Visa Transfer and Cancellation



Visa Transfer

When obtaining a new passport, the student visa must be transferred to the new passport.

Required Documents

For student

- Photocopy of passport
- Student's passport detail page (old & new)
- Latest Visa

For family

- Photocopy of passport
- Detail page (old & new)
- Latest Visa
- Student's passport detail page
- Student's latest visa

Processing fee RM 30

**The process approximately takes
two (2) to three (3) working days**



Visa Cancellation

The required documents may vary depending on the situation (Study Completion, Withdrawal, Change of University/Course Level, etc.).

Required Documents

1. Photocopy of Passport
 - Detail page
 - Latest Visa
2. Other related documents (release letter, flight ticket, etc.)

Processing fee RM 10

**The process normally takes
one (1) to two (2) working days**

Variation and Progression

Variation

Change of course at the same level of study

E.g. Bachelors Degree at USM or different university



Required Documents

1. Offer letter
2. All pages of passport copy
3. Health Declaration
4. Local insurance
5. Passport size photograph with WHITE background (35mm x 45mm)
6. Academic result (latest semester from previous institution)
7. Academic transcript and certificate (latest level of study)
8. Release Letter/Withdrawal Letter from previous institution

Progression

Progressed level of study

e.g. IEP → Bachelors → Master → Postgraduate



Documents Required

1. Offer letter
2. All pages of passport copy
3. Health Declaration
4. Local insurance
5. Passport size photograph with WHITE background (35mm x 45mm)
6. Academic transcript and graduation certificate (latest level of study)
7. Completion Letter from previous institution

Renew Ikad and Insurance Card



The IKad and Insurance Card will only be valid for **one (1) year**. Students must renew the IKad and Insurance Card annually, regardless of the length of the students' visa. If students fail to renew their Ikad and Insurance Card, their student visa **will automatically be revoked**.



Required Documents

For Undergraduate Student

1. Attendance Letter
2. Academic Transcript
3. Photocopy of Passport
 - o Detail page
 - o Latest Visa
4. Proof of Payment

For Postgraduate Student

1. Confirmation Letter
2. Overall Letter
3. Photocopy of Passport
 - o Detail page
 - o Latest Visa
4. Proof of Payment

Processing fee for IKad is excluding Insurance is **RM 70**

The process normally takes **two (2) weeks**

CONSULTATION HOURS IMCC VISA OFFICE

MONDAY - THURSDAY

9.00 AM – 12.30 PM

FRIDAY

9.00 AM – 11.45 AM

**CLOSED IN THE AFTERNOON FOR
DOCUMENT PROCESSING**

**For further enquiries, please contact
+604 6532492/2493**

New Application & Renewal of Student Visa

- Mr. Muhamad Sidek Karim (msidek@usm.my)
- Miss Nur Sabrina Mohamed Taib (sabrinaa@usm.my)
- Mr. Mohamad Shamimm Bin Nadzeri (shamimm.nadzeri@usm.my)

New Student Visa/ Mobility

Mr. Nadzrull Hi-Fi Syam Ahmad jamil (nadzrull@usm.my)

New Application & Renewal of Dependant Visa

Ms. Suriati Mukhtar (msuriati@usm.my)

Employment/ Expatriate Visa

Mr. Muhammad Afif Aizat (aizatafif@usm.my)

