



Dear future student of USM,

CONGRATULATIONS!

We are looking forward to welcome you onboard to further your studies at USM. As a new 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. 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):

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. EMGS will courier the VAL to USM and USM will be in touch with send you the copy of your VAL via e-mail. If you need the original VAL, please inform to the respective departments for courier arrangement.

- *Postgraduate* – *Institute of Postgraduate Studies (IPS)*
 - *Undergraduate* – *Academic Management Division, Registry*
 - *Mobility Programme* – *International Mobility & Collaboration Centre (IMCC)*
-
- **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.

*Only postgraduate students are allowed to bring their family to stay during their study period. USM Visa Unit will assist with the application of Dependant Pass for the family members [husband/wife or children (below the age of 7 years old)] after the student obtain the Student Pass sticker. The family members may travel together with the student and enter Malaysia under the Social Visit Pass. However, please check for visa requirements (if applicable) with the Malaysian High Commission/ Embassy/ Consulate in your country for your family members before travelling.

*Please note that under the new procedures of the Immigration Department of Malaysia, students with children above the age of 7 years old has to enrol their children to the International/ Private School registered with the Ministry of Education (MOE). The International/ Private School will assist with the Student Pass for their children. In this regard, students are advised to enrol their children to a suitable school. Kindly refer to the MOE website (<http://www.moe.gov.my/en/IPS-di-Malaysia>) for the list of schools.

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. Please bring along the original report, X-Ray film/CD and lab reports provided by medical doctor in your home country. The examining doctor will certify and produce a certification letter.
- ii. Report and register yourself to Institute of Postgraduate Studies (for postgraduate student) or Student Admissions Section, Academic Management Division (for undergraduate student).
- iii. Submit the following documents to the respective departments to facilitate with your Student Pass Sticker.
 - *Visa Unit at 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

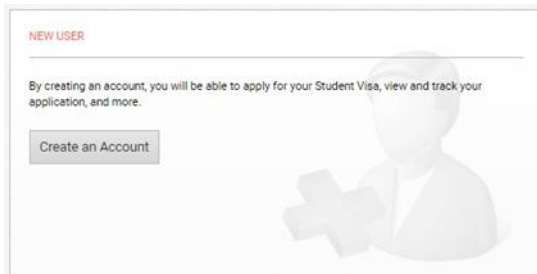
June 2022

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

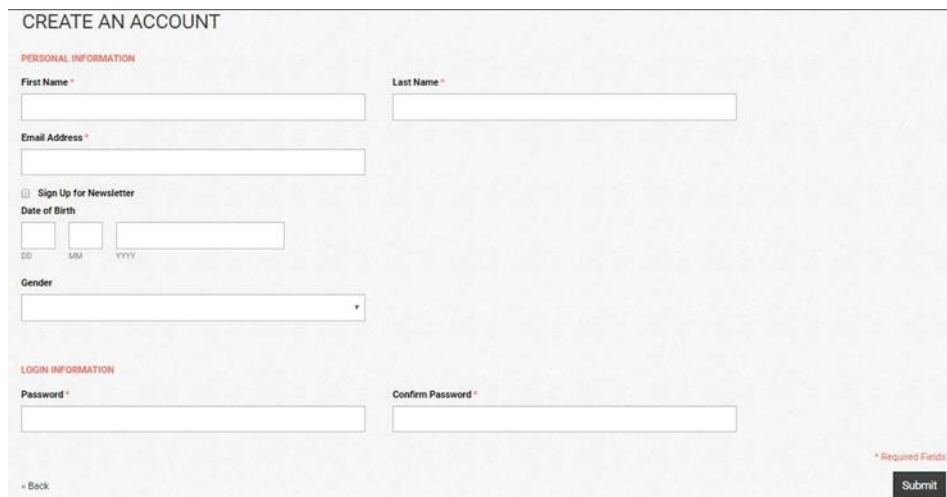
New students need to apply your student pass directly through the Education Malaysia Global Services (EMGS) website. Please log on to the public portal at <http://educationmalaysia.gov.my/student-pass-application.html> and complete the application form. Any incomplete application cannot be processed.

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



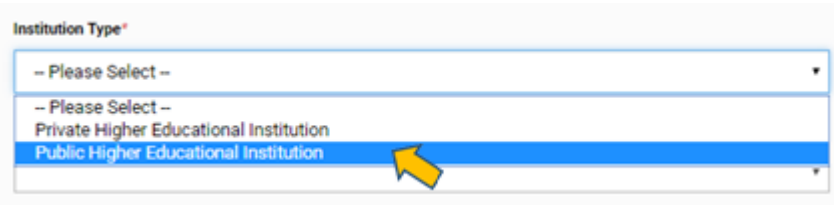
1.3 Click “Create an Account” and fill out the required fields. Click “Submit” to complete the process.

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.

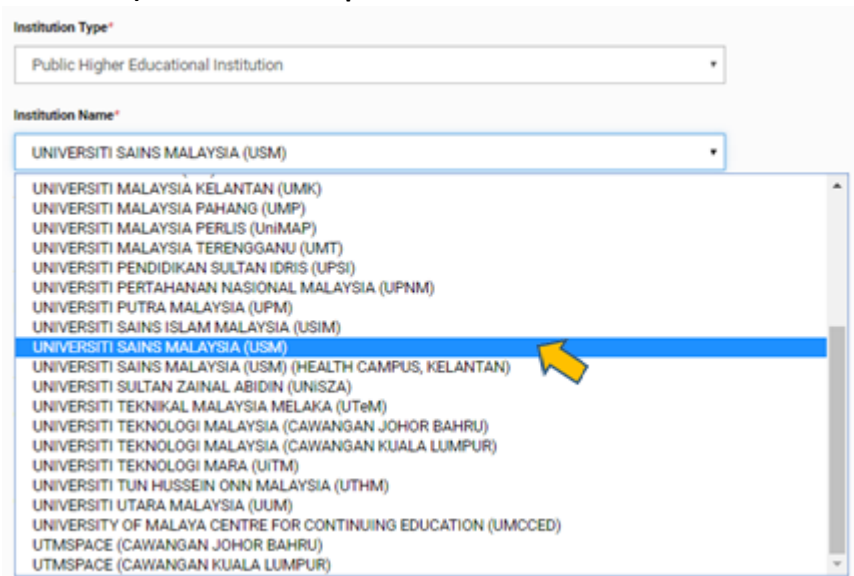
2.3 Select **“Public Higher Educational Institution”** for **Institution Type**.



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.

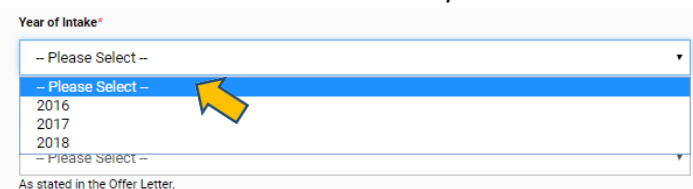
2.4 Select the **Institution Name** according to the campus in your Offer Letter:

- Please select **“UNIVERSITI SAINS MALAYSIA (USM)”** for **Main Campus, Engineering Campus, IPPT (AMDI) Campus or USM@KL.**
- Please select **“UNIVERSITI SAINS MALAYSIA (USM) (HEALTH CAMPUS, KELANTAN)”** for **Health Campus.**



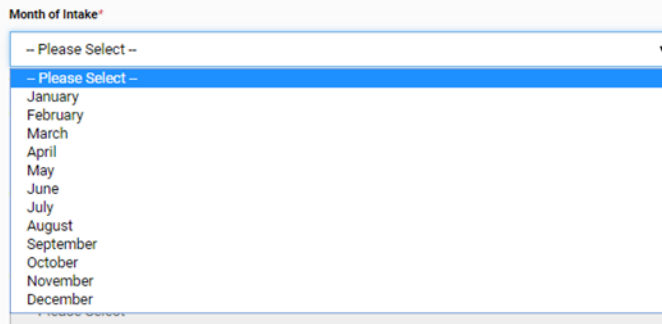
The screenshot shows a dropdown menu titled "Institution Name*". The menu is open, displaying a list of university names. The option "UNIVERSITI SAINS MALAYSIA (USM)" is highlighted in blue, and a yellow arrow points to it. Other visible options include "UNIVERSITI MALAYSIA KELANTAN (UMK)", "UNIVERSITI MALAYSIA PAHANG (UMP)", "UNIVERSITI MALAYSIA PERLIS (UniMAP)", "UNIVERSITI MALAYSIA TERENGGANU (UMT)", "UNIVERSITI PENDIDIKAN SULTAN IDRIS (UPSI)", "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 (UITM)", "UNIVERSITI TUN HUSSEIN ONN MALAYSIA (UTHM)", "UNIVERSITI UTARA MALAYSIA (UUM)", "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.



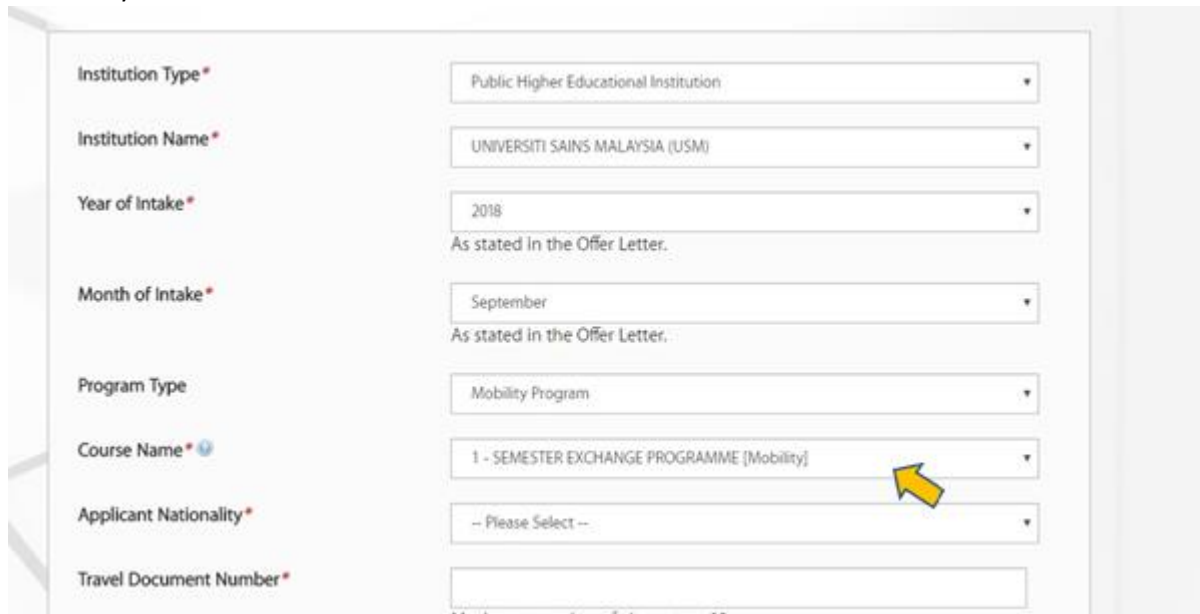
The screenshot shows a dropdown menu titled "Year of Intake*". The menu is open, displaying four options: "-- Please Select --", "2016", "2017", and "2018". A yellow arrow points to the "2017" option, which is highlighted in blue. Below the dropdown menu, the text "As stated in the Offer Letter." is visible.

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.



A screenshot of a web form's dropdown menu for 'Month of Intake'. The menu is open, showing a list of months from January to December. The top two options are '-- Please Select --'. A yellow arrow points to the 'September' option.

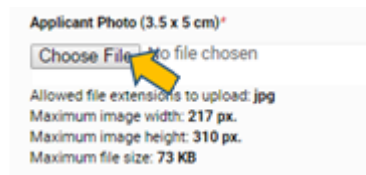
2.7 Select the **Course Name** according to the name of Degree / Mobility Programme stated in your Offer Letter.



A screenshot of a registration form with the following fields filled out: Institution Type (Public Higher Educational Institution), Institution Name (UNIVERSITI SAINS MALAYSIA (USM)), Year of Intake (2018), Month of Intake (September), Program Type (Mobility Program), Course Name (1 - SEMESTER EXCHANGE PROGRAMME [Mobility]), and Applicant Nationality (-- Please Select --). A yellow arrow points to the Course Name field. Below the Course Name field, it says 'As stated in the 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".



A screenshot of a file upload field for 'Applicant Photo (3.5 x 5 cm)'. The field contains a 'Choose File' button and the text 'No file chosen'. Below the field, the following specifications are listed: Allowed file extensions to upload: jpg, Maximum image width: 217 px, Maximum image height: 310 px, Maximum file size: 73 KB. A yellow arrow points to the 'Choose File' button.

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**.

The screenshot shows a form with four input fields. The first field is 'Travel Document Number' with a maximum character limit of 16. The second is a dropdown menu for 'Travel Document Place / Country of Issue' currently set to '- Please Select -'. The third is a date field for 'Travel Document Issued On (dd/mm/yyyy)' with a yellow arrow pointing to it. The fourth is a date field for '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 OR student can submit their own international insurance policy but must ensure the insurance company have coverage in Malaysia. **The insurance policy must be submitted in English.**

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.

The screenshot shows a dropdown menu titled 'Sticker Pass Fees'. The selected option is 'JABATAN IMIGRESEN NEGERI PULAU PINANG (payable directly to Immigration)'. Other options include '- Please Select -'.

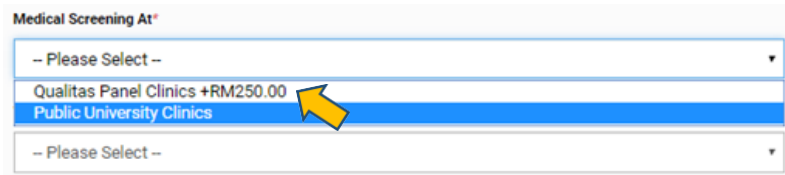
2.17 Once you have selected “**JABATAN IMIGRESEN NEGERI PULAU PINANG**”, the Visa Fees section will be selected automatically to “**Obtain Student Pass Sticker from Immigration**”.

The screenshot shows a dropdown menu titled 'Visa Fees'. The selected option is 'Obtain Student Pass Sticker from Immigration'.

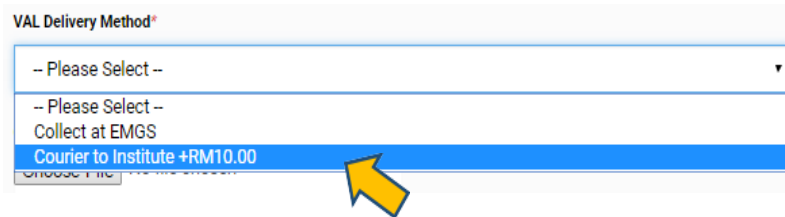
2.18 Select “**1-year, courier to institute +RM60.00**” for iKad. Please note that all documents must be couriered to USM.

The screenshot shows a dropdown menu titled 'iKad'. The selected option is '1-year, courier to institute +RM60.00'. Other options include '- Please Select -' and '1-year, self-collect at EMGS +RM50.00'. A yellow arrow points to the selected option.

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.

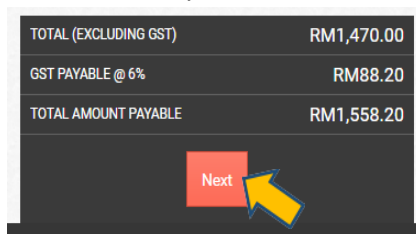


2.21 Upload the files by clicking **“Choose File”** for **Offer Letter, Passport Data Page, Confirmation Letter and Health Declaration Form**.

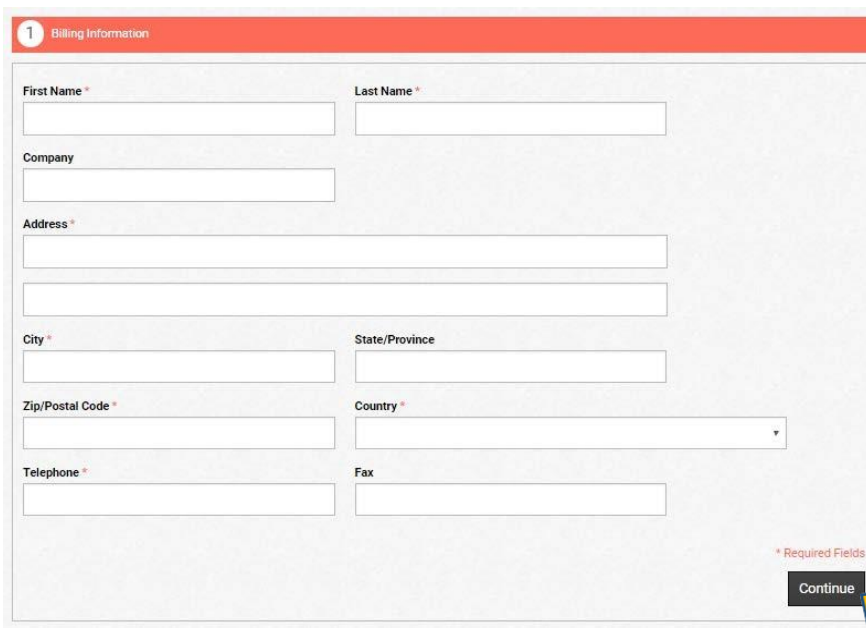
2.22 You will then be required to confirm your application details. Click **“Next”** to proceed after reviewing the details and required payment amount. Please note that there will be a 6% Malaysian Government Tax charged on the application.

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

[Next](#)



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



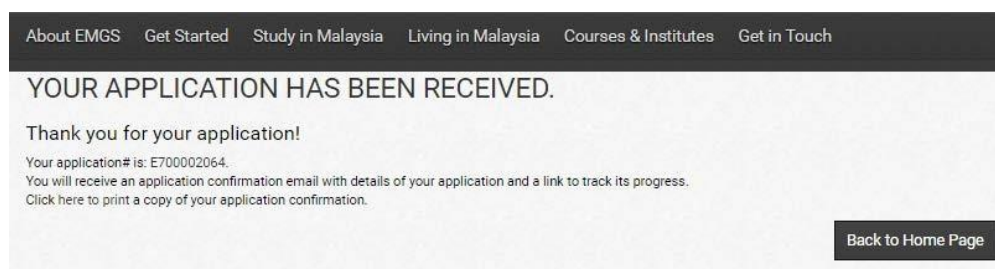
2.24 Select the **Payment Method** and click “Continue” to proceed. **You are advised to pay online directly to EMGS by Credit/Debit Card.** Please note that choosing the option other than Credit/Debit Card might cause a delay in your visa application.

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

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

DOCUMENTS REQUIRED FOR MOBILITY PASS APPLICATION

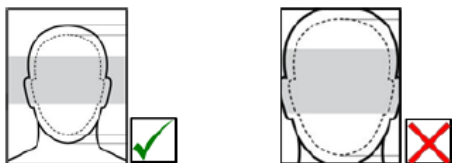
No.	Document	Remarks
1.	Offer Letter	Original or copy of offer letter
2.	Photo	1 passport size photograph with WHITE background (35mm x 45mm). Please refer to the Photo Requirement Guidelines in Appendix C.
3.	Passport	Passport copy: <ul style="list-style-type: none"> ▪ Your passport data page (bio-data 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

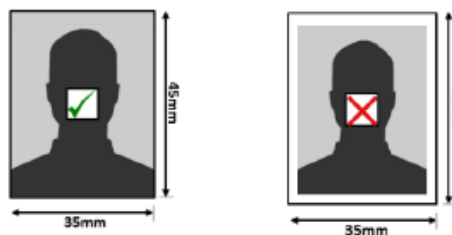
Please find below the photo guidelines for submitting a passport photo to EMGS. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

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.