



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

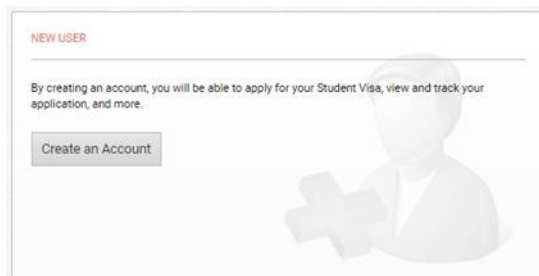
New students need to apply your student pass directly through the Education Malaysia Global Services (EMGS) website. Please log on to the public portal at <http://educationmalaysia.gov.my/student-pass-application.html> and complete the application form. Any incomplete application cannot be processed.

1. Creating an Account

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

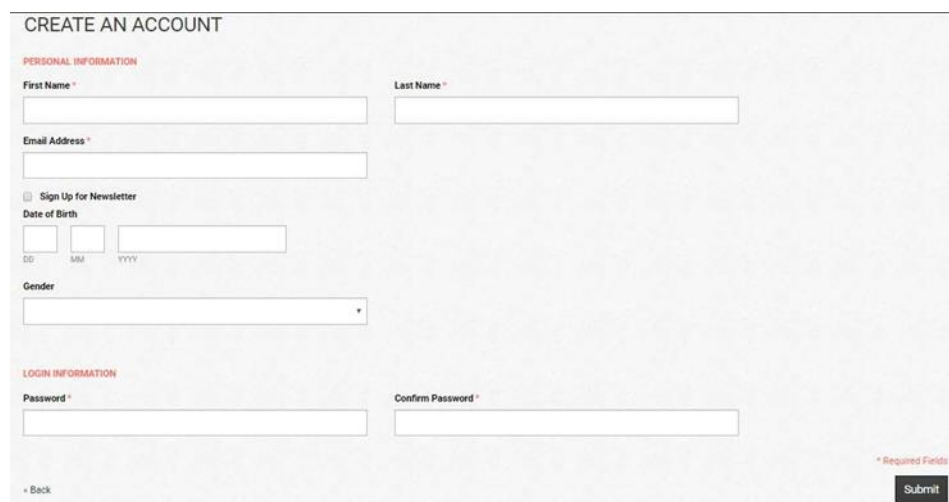


The screenshot shows a login form for a registered user. At the top, it says "REGISTERED USER". Below that, it prompts the user to log in if they have an account. There are two input fields: "Email Address *" and "Password *". A "Forgot Your Password?" link is provided. A "Login" button is at the bottom left. A padlock icon and the text "* Required Fields" are on the right side.



The screenshot shows a registration form for a new user. It says "NEW USER" and explains that creating an account allows the user to apply for a Student Visa, view and track their application, and more. There is a "Create an Account" button. An illustration of a person with a plus sign is on the right.

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



The screenshot shows the "CREATE AN ACCOUNT" form. It is divided into two sections: "PERSONAL INFORMATION" and "LOGIN INFORMATION".
Under "PERSONAL INFORMATION", there are fields for "First Name *", "Last Name *", and "Email Address *". There is a checkbox for "Sign Up for Newsletter". The "Date of Birth" field is split into DD, MM, and YYYY. There is a "Gender" dropdown menu.
Under "LOGIN INFORMATION", there are fields for "Password *" and "Confirm Password *".
At the bottom left, there is a "Back" link. At the bottom right, there is a "Submit" button and the text "* Required Fields".

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.

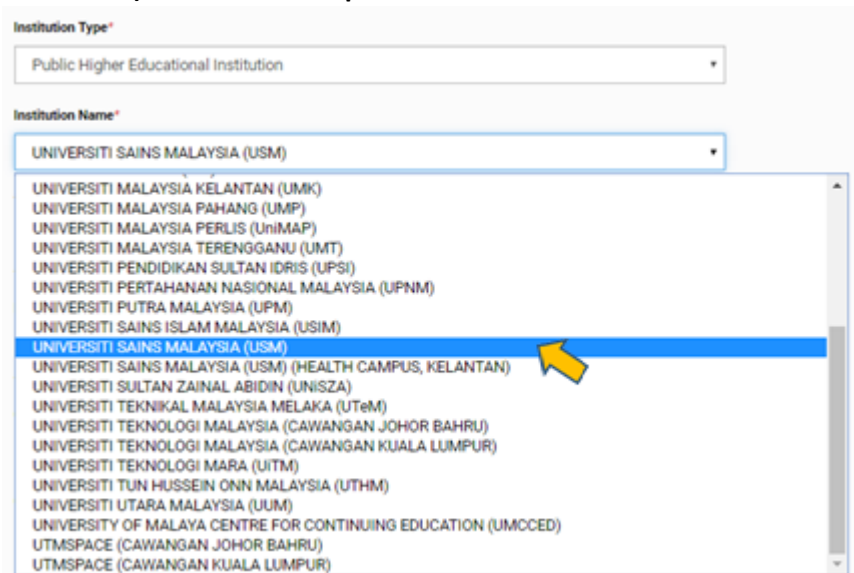
2.3 Select **“Public Higher Educational Institution”** for **Institution Type**.



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.

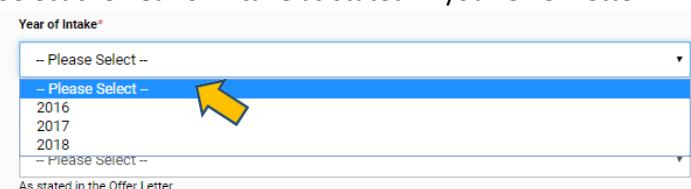
2.4 Select the **Institution Name** according to the campus in your Offer Letter:

- 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.**



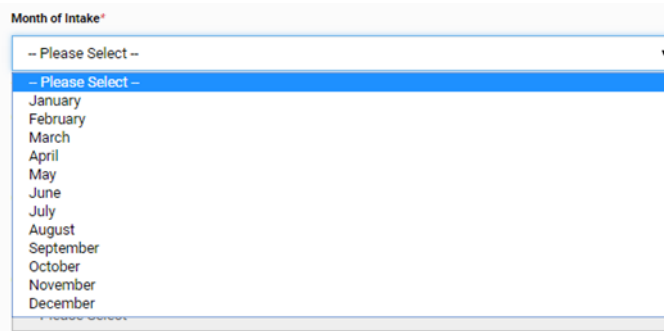
The screenshot shows a dropdown menu titled "Institution Name*". The menu is open, displaying a list of university names. The first option is "UNIVERSITI SAINS MALAYSIA (USM)", which is highlighted in blue. A yellow arrow points to this option. Other options include "UNIVERSITI MALAYSIA KELANTAN (UMK)", "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 "2016" 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.

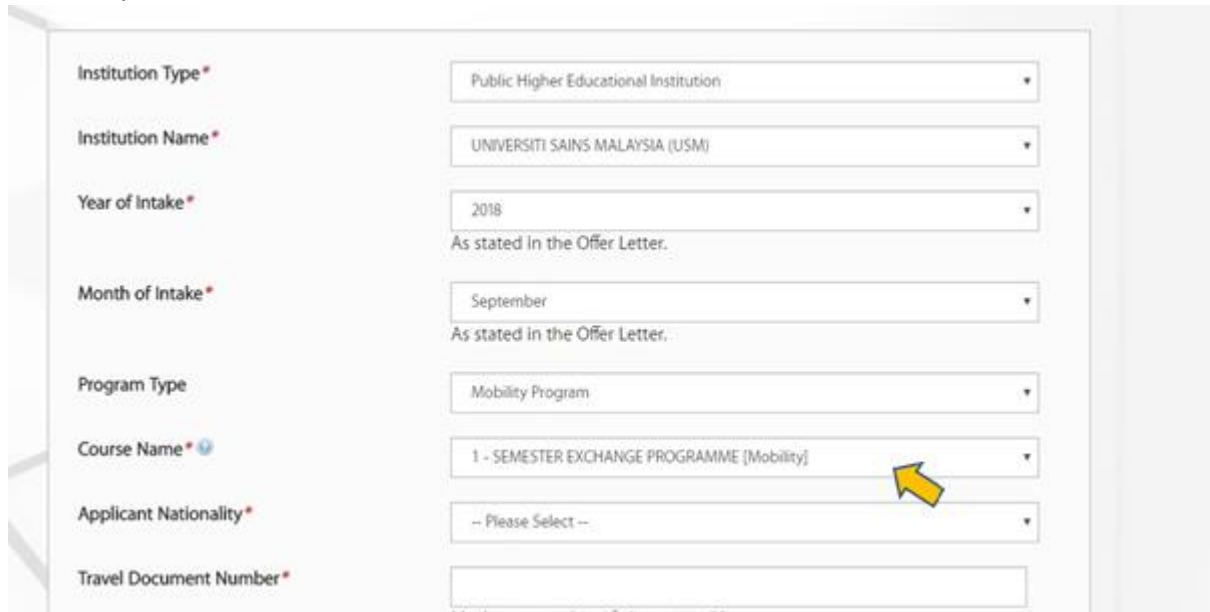


Month of Intake*

-- Please Select --

January
February
March
April
May
June
July
August
September
October
November
December

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



Institution Type* Public Higher Educational Institution

Institution Name* UNIVERSITI SAINS MALAYSIA (USM)

Year of Intake* 2018
As stated in the Offer Letter.

Month of Intake* September
As stated in the Offer Letter.

Program Type Mobility Program

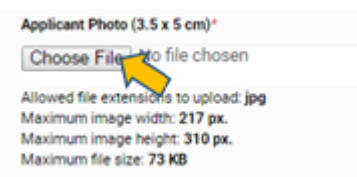
Course Name* 1 - SEMESTER EXCHANGE PROGRAMME [Mobility]

Applicant Nationality* -- Please Select --

Travel Document Number*

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".



Applicant Photo (3.5 x 5 cm)*

Choose File No file chosen

Allowed file extensions to upload: jpg
Maximum image width: 217 px.
Maximum image height: 310 px.
Maximum file size: 73 KB

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*

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*

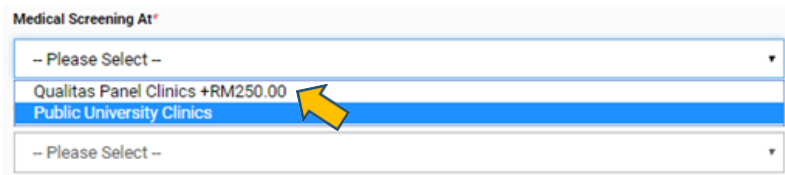
2.17 Once you have selected **“JABATAN IMIGRESEN NEGERI PULAU PINANG”**, the Visa Fees section will be selected automatically to **“Obtain Student Pass Sticker from Immigration”**.

Visa Fees*

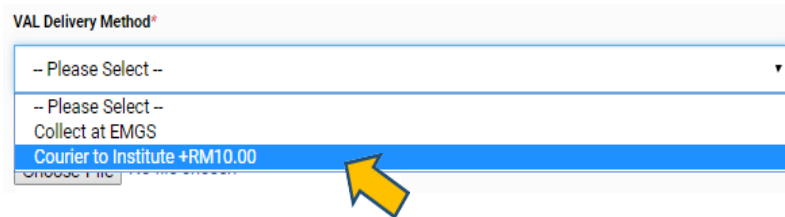
2.18 Select **“1-year, courier to institute +RM60.00”** for iKad. Please note that all documents must be couriered to USM.

iKad*

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.

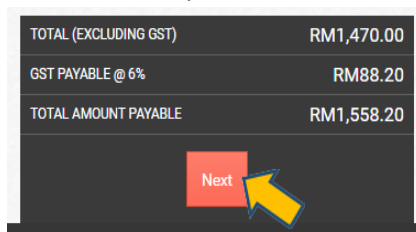


2.20 Select **“Courier to Institute +RM10.00”** for **VAL Delivery Method**. Please note that the VAL must be couriered to USM. USM will e-mail to you the copy of VAL.



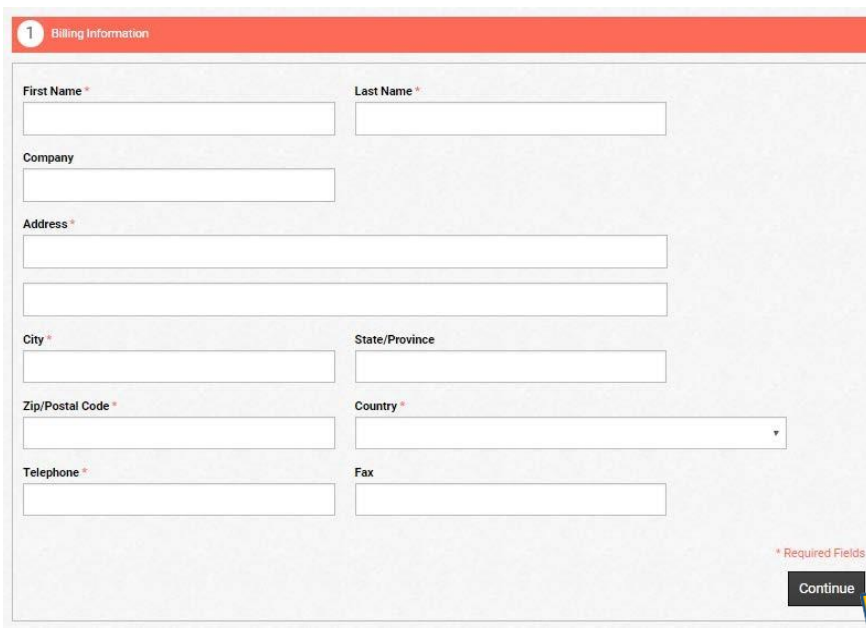
2.21 Upload the files by clicking **“Choose File”** for **Offer Letter, Passport Data Page, Confirmation Letter and Health Declaration Form**.

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.



1 Billing Information

First Name * Last Name *

Company

Address *

City * State/Province

Zip/Postal Code * Country *

Telephone * Fax

* Required Fields

Continue

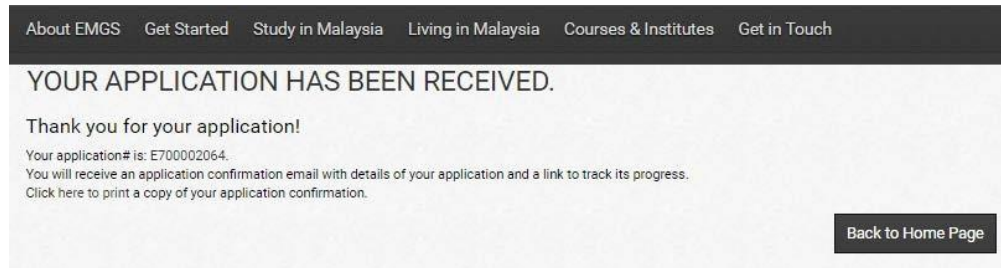
2.24 Select the **Payment Method** and click “Continue” to proceed. **You are advised to pay online directly to EMGS by Credit/Debit Card.** Please note that choosing the option other than Credit/Debit Card might cause a delay in your visa application.

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: <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

LETTERHEAD OF HOME UNIVERSITY

Letterhead of Home
University (University
Logo)

April 4, 2023

Dear Sir/Madam

To Whom It May Concern

CONFIRMATION LETTER / CERTIFICATE OF ENROLMENT

Must write
Confirmation Letter
/ Certificate or
Enrolment

Full Name : XXXXXXXXXXXXXXXX
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. XXXXXXXXXXXX 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)

Confirmation Letter must
be signed by Home
University