



**International Mobility & Collaboration Centre (Visa Section)  
Division of Academic & International Affairs**

**Extension of Student Pass/ Visa**

**DEGREE AND INTENSIVE ENGLISH PROGRAM [I.E.P]**

**Please Submit the Below Documents**

**3 MONTHS BEFORE THE EXPIRY DATE OF YOUR STUDENT PASS**

No.	Document Required By EMGS	Remark
1.	Photocopy of Passport i. Detail page ii. Latest Visa iii. Latest Date of entry	
2.	i. Offer Letter (From Admission Unit) ii. Confirmation Letter (From Campus Online)	
3.	Latest Academic Transcript (From Campus online)	
4.	Attendance Letter (From School)	
5.	Supporting Letter (From School if CGPA below 2.00)	Discuss with Visa staff
6.	Insurance Coverage/Insurance certificate (MUST BE VALID 1 YEAR)	

**PAYMENT METHOD**

**Transfer to EMGS Escrow Account 1: 514057662341 MAYBANK**

**PROCESSING FEE ONLY → RM218.40 (BRING THE RECEIPT)**

**\*BERJAYA SOMPO INSURANCE → <https://online.berjayasompo.com.my/usm/>**

**PERSONAL ACCIDENT INSURANCE IS NOT ACCEPTED**

**Your Medical Health Insurance start date is the next day after your Visa expires.**

**(Example: visa expires on 12 June 2022, the start date for your Medical Health Insurance is 13 June 2022)**

**IMPORTANT INFORMATION - \*PLEASE READ\***

- I. Those documents mentioned above are **Subject to Change** depending on the immigration department's procedure.
- II. Please Submit the above document **THREE MONTHS BEFORE** your student pass/visa expires.
- III. All documents submitted to VISA OFFICE are **NOT REFUNDABLE**.

<b>DAY: MONDAY - THURSDAY</b>	
MORNING	9.00 AM – 12.30 PM
AFTERNOON CLOSE	
<b>DAY: FRIDAY</b>	
MORNING	9.00 AM – 11.45 AM
AFTERNOON CLOSE	

**For Further Enquiries, Please Contact  
04 6532492 (WhatsApp) /04 6532493 (Call)**

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