

VAL APPLICATION PROCEDURES

1

SBP or student is required to apply through the EMGS website.

<https://visa.educationmalaysia.gov.my>



2

Students must **complete 2 payments** and submit the proof of payment to UKMSHAPE via Google Form provided.

A

Payment to the EMGS

*(according to the EMGS proforma invoice)

Payable to:

Payment by Cheque/ Bank Draft / Bank Transfer
Payable to: 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.

B

Payment to UKMSHAPE for the processing fee RM700.00

Payable to : Pusat Kembangan Pendidikan
Account Number : 8002233829
Bank : CIMB Bank Berhad (Swift code: CIBBMYKL)
Bank Address : Wisma UNIKEB, Bandar Baru Bangi 43600 Selangor Malaysia
Transfer reference : Please indicate your full name / passport number in the reference field

3

Submit documents to UKMSHAPE via Google Form, for the approval process (5 – 10 working days).

<http://bit.ly/HESAIM14U>



4

Track your application progress via EMGS tracker.

<https://visa.educationmalaysia.gov.my/emgs/application/searchForm>



Note :

Students are required to apply for the VAL 3 Months before the registration date.

Conditional Offer Letter is not eligible for the VAL application.

Please note that your application will be approved once you have completed step 1,2 & 3.

The process of approval will take 5-10 working days upon submission to the Google Form.

Please keep track of your application. If it turns to yellow, please provide the required documents to EMGS via additionaldoc@emgs.com.my

Students are not allowed to travel to Malaysia until the progress turns 80%.

Students are only allowed to enter Malaysia one week (7 days) before the registration date with valid VAL & e-VISA (if required)

If you fail to follow the guidelines, a penalty might be imposed on you.



NEW STUDENT VISA (VAL) & PASS APPLICATION

APPLICATION FOR NEW STUDENT VISA

All international students must obtain a valid “**Visa Approval Letter**” (VAL) before entering Malaysia for educational purposes. Applicants must apply at least **3 months before the date of registration, or no later than 2 months before**.

The online application process is available at <https://visa.educationmalaysia.gov.my/>. Please note that this **online student pass/visa application is only applicable for students who are outside Malaysia at the time of their application and is not applicable for Clinical Attachment applications**. For your online application to be approved, please upload your documents at <http://bit.ly/HESAIM14U>. For more information, refer to page 2, paragraph 3.

All new VAL applications / student pass exemptions must be submitted online at

<http://bit.ly/HESAIM14U>

Documents required by the EMGS for online application		Remarks
<p>Passport copy (combined into a single *.pdf file format)</p>		
1.	<p>a. Include all pages in colour (Note: Diplomatic, Official, Refugee, Temporary and Emergency passports are not accepted)</p> <p>b. The passport must be valid a minimum 20 months after the date of entry to Malaysia (more than 26 months for Indonesians) and have at least 5 blank pages</p> <p>c. Ensure the original passport is in VERY GOOD condition (no stains, loose threads, detached pages etc.) as Immigration will reject damaged passports</p>	<p>Passport expiry:</p>
2.	<p>Academic certificates and transcripts (combined into a single *.pdf file format) (For documents that is not in English or Bahasa Malaysia, documents must be accompanied by an official English translation)</p>	
3.	<p>Passport photo (in *.jpeg format) Sized 45mm x 35mm with a white background. Please adhere to EMGS' passport photo guidelines available at: https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html</p>	
4.	<p>Pre-arrival health declaration form (in *.pdf format) You can find the Health Declaration Form under 'New Student Pass Application' at https://visa.educationmalaysia.gov.my/guidelines/required-documents.html</p>	
5.	<p>Offer letter and deferment approval letter (if applicable) (in *.pdf format)</p>	
6.	<p>Proof of payment to UKMSHAPE (in *.pdf format)</p> <p>a. UKMSHAPE visa processing fee (RM700)</p> <p>b. EMGS invoice (with proof of payment to EMGS)</p> <p>c. Personal Bond (amount varies by country – refer to page 5)</p> <p>*Note: Students may choose to pay for Personal Bond before or after arriving in Malaysia</p> <p>Note: Please ensure that your full name and student number are stated as reference when making a bank transfer.</p>	<p>Total amount paid</p>
7.	<p>Please visit the nearest Malaysian Embassy location to obtain your Single Entry Visa / e-Visa in your country of residence or visa-on-arrival (only available for qualifying countries)</p>

APPLYING ONLINE THROUGH EMGS WEBSITE...

For online applications made directly through EMGS:

- i. It is important that you **download and refer to the [user guide](#) on the EMGS website before you begin** to avoid any issues that could delay your application. Below are the important fields for your reference:

Institution Type:	Public Higher Education Institutions
Institution Name:	Universiti Kebangsaan Malaysia (UKM)
Year of intake / Month of intake / Course Name:	Please refer to your offer letter. If you need assistance with the course name, please contact us at visashape@ukm.edu.my
Programme type:	Full-time programme
Extended Student Pass (Duration of Student Pass Sought):	<u>One-year student pass</u> <ul style="list-style-type: none">• Renewed annually• Change of course/ programme/ institute is only allowed in the first year, before the student pass expiry date <u>One-off student pass</u> <ul style="list-style-type: none">• For the entire course duration – depending on the course and the validity of the passport. Passport validity must exceed the duration of study by 36 months.• Changes of course/ programme are only allowed in the first year (subject to the approval solely on Immigration’s discretion). Changes of institute are strictly prohibited.• The Immigration Department reserves the right to cancel a student pass without notice if the student fails to renew their insurance and iKad (please refer to page 5).• If a student withdraws or is dismissed while outside of Malaysia, any consequences, such as being blacklisted by Immigration due to forced cancellation, will be at their own risk and responsibility.
Note :	
For applicants currently in Malaysia holding MM2H passes, please email us before applying (please provide your current valid pass to check your eligibility)	
Insurance:	Please select your preferred insurance package offered by EMGS
iKad:	Self-collect at EMGS (<i>your insurance card/iKad will be collected by UKMSHAPE at EMGS</i>)
Medical Screening At:	Public University Clinics
Delivery Method:	Collect at EMGS (<i>your insurance card/iKad will be collected by UKMSHAPE at EMGS</i>)
Payment Information:	<ul style="list-style-type: none">• EMGS direct payment - Credit Card – RM only / Telegraphic Transfer – USD only

- ii. After submitting your online application, please upload the required documents to <http://bit.ly/HESAIM14U>. Once we receive your complete documents, please allow a minimum of **5 to 10 working days** for us to review your application.
- iii. In a situation where your online application is not done according to the guidelines above, UKMSHAPE reserves the right to reject your application. **Once it is rejected, all refunds related to EMGS online application will be under the applicant’s full responsibility.**
- iv. Please monitor your application progress on the [EMGS website](#). If it is mentioned that **“the institute or student is required”** under application issue, **the applicant must submit additional documents directly to EMGS via additionaldoc@emgs.com.my using the email linked to the application.** However, if it is stated only that “the institute is required” under application issues, kindly inform us via email at visashape@ukm.edu.my.

PAYMENT METHOD (UKMSHAPE VISA PROCESSING FEE & PERSONAL BOND)

1. For UKMSHAPE visa processing fee and personal bond can be paid via FLYWIRE at ukm.flywire.com, at the UKMSHAPE Finance counter, or transferred to the account below. To request an official receipt, please email accshape@ukm.edu.my.

Payable to : Pusat Pembentukan Pendidikan Lanjutan & Profesional (UKMSHAPE)
(FKA Pusat Kembangan Pendidikan)
Account Number : 8002233829
Swift code : CIBBMYKL
Bank : CIMB Bank Berhad
Transfer reference : Please indicate your **full name/passport number** in the reference field

AFTER SUBMITTING YOUR VISA APPLICATION, BEFORE MAKING YOUR TRAVEL ARRANGEMENTS...

2. Please note that the processing time for the eVAL is determined by the Immigration Department, and UKMSHAPE does not have any authority or influence over this process. **Upon approval, successful applicants will receive an Electronic Visa Approval Letter (eVAL), which can be downloaded from the [EMGS website](#) when available.** At this stage, your application progress will show as 80%, indicating 'Pending Submission of the Student's Passport.' Passport submission is only required upon registration at UKM.
3. Students who receive the eVAL may need to obtain a Single Entry Visa (SEV) from a Malaysian Embassy overseas before entering Malaysia. To determine whether you are required to obtain a SEV to Malaysia, please refer to <https://educationmalaysia.gov.my/visa-new-application/> [6 Steps to Study in Malaysia > Step 3 & 4 for visa requirements.]
4. If you are arriving from a country considered to be at high risk for yellow fever, or if you have stayed in transit within these countries for more than 12 hours, you will be required to present your yellow fever vaccination booklet/card at Immigration upon entry clearance.
5. **International students are allowed to enter Malaysia only after their eVAL/SEV is approved, provided it is still within the registration period. You may schedule your travel date after receiving your eVAL/SEV (the earliest entry to Malaysia is 7 days before campus registration date).** Please note that your VAL will become void once it is used to enter Malaysia. In the event that you are not accepted for registration or required to defer your studies, please make arrangements to return to your home country before your Special Pass expires. You can then apply for a VAL cancellation by submitting your exit stamp to us, followed by a new VAL application for the next intake. Please be reminded that UKMSHAPE cannot be held responsible for denied registration due to late VAL applications or delay caused by application issues. The Visa Unit (Visa Counter, Ground Floor, Bangunan Wawasan UKMSHAPE) can only accept your passport submission **after the registration process is complete.**
6. With regards to accommodation arrangements, those who are eligible (new undergraduate students only) may apply for residential colleges through the eSPEED system. Please note that this application in eSPEED is open for new students in the first semester only. For further assistance with eSPEED accommodation booking, please email penginapanshape@ukm.edu.my. Meanwhile, postgraduate students may enquire directly with their preferred residential colleges at <https://appsmu.ukm.my/kolej/> or email pghperumahan@ukm.edu.my. Please be reminded that the rooms in residential colleges are available on a first-come, first-served basis.

ONCE YOU ARRIVE IN KUALA LUMPUR INTERNATIONAL AIRPORT (KLIA)...

7. Upon arrival at the airport / entry point in Malaysia, you will need to show your eVAL and SEV/e-Visa (if applicable) at the immigration checkpoint. A special pass will be stamped in your passport to grant you a valid stay while your student pass is being processed by EMGS. The validity of this special pass can range between 14 to 30 days. Please ensure that you receive this stamp before you leave the Immigration counter. If you require assistance at the airport, you may enquire directly at the EMGS International Student Arrival Centre, currently operating in KLIA.
8. Please note that UKMSHAPE does not provide transportation pickup at the airport. It is highly recommended to compare available transportation options to your preferred accommodation or destination from [KLIA](#) / [KLIA2](#). Please refer to the respective websites for information on transportation arrangements. You may also consider using mobile apps for e-hailing services, as they offer competitive rates.

AFTER YOU ARRIVE IN UKM...

9. Before submitting your passport on registration day, these documents must be verified in eSPEED / SMPE / SMPWeb:
 - a. **Original transcripts and certificates (to be verified by Admission Unit / Faculty)**
 - b. Passport front page
 - c. eVAL
 - d. Post arrival medical report
 - e. Medical verification letter by UKM Health Center
 - f. Entry stamp
 - g. SEV / eVISA / VOA
 - h. Personal Bond receipt

Please be reminded that providing fake academic documents in your application and during registration is a serious offence, which may result in UKMSHAPE revoking your offer.

To ensure that you complete the visa process without exceeding the special pass duration, it is important that you:

Attend a **post-arrival medical screening within 7 working days from your entry date** at the UKM Health Centre and **submit the medical report (if declared fit to study) together with your passport after your registration is complete.**

As of this document's publication date, the cost of the medical screening is RM250 and shall be borne by the student. Please be reminded that failure to adhere to this timeframe may result in rejection of student pass sticker issuance.

RENEWALS AND STUDENT PASS CANCELLATION

10. Student Pass, iKad and insurance renewal

A student pass allows multiple entry and normally issued on an annual basis or as a one-off pass. EMGS renewal fees are to be paid by students and **should be applied for as early as 3 months or at least 2 months before the student pass expiry date**. If your pass duration is valid for more than 1 year (*or for one-off passes*), it is compulsory for you to renew your **iKad** and **insurance** at least 2 months before the expiry date. Late renewal penalties apply for student pass/ iKad and insurance if received within 50 days before the student pass expiry.

Students with a one-off student pass who do not submit renewal for iKad and insurance, will be automatically charged with late penalty and insurance renewal fees (whenever applicable) if no submission is received by 50 days before date of expiry. HESA also reserves the right to report to the Faculty and relevant authorities if we do not receive any response from the student.

If you currently hold a one-off pass, please be reminded that EMGS will not proceed with the iKad application if your academic and attendance report does not satisfy the Ministry of Higher Education's requirements. Depending on EMGS current policy, an appeal can be made for iKad renewal. However, if the appeal is not successful, EMGS shall arrange to cancel the student's pass at the Immigration Department.

11. Cancellation of student pass

If a student's status matches any of the following conditions, they are required to cancel/shorten their student pass by applying for a Check Out Memo (COM) before leaving Malaysia:

- Completion of studies and status have changed in UKM system (no longer active and registered)
- Deferment of studies (to resume studies, student must apply for a new VAL application)
- Withdrawn from University
- Dismissed from University
- Student pass / iKad renewal rejected by Immigration Department
- Inactive / not registered in current semester (MIA)
- Intend to return to the home country earlier than the completion date stated in the Confirmation Letter (e.g. waiting for Senate Approval, to complete studies while in the home country (internship / online VIVA) etc.)

Please note that leaving Malaysia without proper cancellation (COM) is an Immigration offence and will result in your Personal Bond to be forfeited. Therefore, students are required to apply for the COM within 2 weeks from date of completion status / deferment approval / release / dismissal letter by submitting their passport, flight ticket to home country and other related documents. In the event that a student failed to report to UKMSHAPE by the end of the second week, UKMSHAPE reserves the right to proceed with a forced cancellation by lodging a police report and submitting the cancellation to EMGS/Immigration, and the personal bond will be forfeited. Any forced cancellation will cause the student to be blacklisted by Immigration.

12. Please be reminded that all international students are required to comply with the rules and guidelines set by the Malaysian authorities at all times while in Malaysia. For more information regarding visa, student pass, and other related fees/ penalties, please visit <http://www.ukm.my/ukmshape/visa-and-student-pass/>, or email visashape@ukm.edu.my for additional assistance.

PERSONAL BOND REQUIREMENTS

The Immigration Department requires all education institutions in Malaysia to sign a personal bond on behalf of the candidate, binding the University for a specified sum. To comply with this requirement, the institution will require you to lodge the specified amount for this purpose. This money will be returned to you upon completion or withdrawal of your study in the institution, on condition that there is no violation of any provision of the Immigration laws of Malaysia.

RM 2,000

- Canada
- USA
- Colombia
- Angola
- Burkina Faso
- Burundi
- Cameroon
- Central African Republic
- Republic of the Congo (Congo-Brazzaville)
- Democratic Republic of Congo
- Cote D'Ivoire
- Djibouti
- Equatorial Guinea
- Eritrea
- Ethiopia
- Guinea-Bissau
- Ghana
- Liberia
- Mali
- Mozambique
- Niger
- Nigeria
- Rwanda
- Western Sahara

RM 1,500

- Saudi Arabia
- Australia
- British C.I
- Brunei
- China
- Europe
- Iran
- Iraq
- Portugal
- Taiwan
- Tunisia
- Vietnam

RM 1,000

- Japan
- South Korea
- Macao
- Hong Kong

RM 750

- Bangladesh
- Philippines
- India
- Myanmar
- Nepal
- Pakistan
- Sri Lanka

RM 500

- Indonesia

RM 300

- Thailand

RM 200

- Singapore

RM 1,500

Fee for all other countries

Source: Education Malaysia Global Services (EMGS)