

STUDENT VISA (VAL) & PASS APPLICATION (VARIATION)

APPLICATION FOR NEW STUDENT VISA (VARIATION)

1. A **'Variation'** application is any application where a student wants to change a course or institution while at the same level of study (e.g. Bachelor's/Master's/Phd). A variation is not permitted if you have already applied for more than 2 times during your period of study.
2. To apply for Visa Approval Letter (VAL), please complete the form below and submit the documents via the following link: <http://bit.ly/HESAIM14U>

Name (as shown in passport) :			
Email :			
Registration / Matric No :		Phone No. :	
Nationality :		Passport No. :	
City :		Region/State/Province :	
Course :		Intake :	
Passport copy (combined into a single *.pdf file format)			
1.	a. Include all pages in colour – refer to format in UKMSHAPE website b. Minimum passport validity duration is 18 months and have at least 5 blank pages c. Ensure the original passport is in VERY GOOD condition (no stains, loose thread, detached pages etc) as Immigration will reject damaged passports	<input type="checkbox"/>	Passport expiry: Current pass expiry:
2.	Academic certificates and transcripts (combined into a single *.pdf file format) (Including from the previous institution. For documents that is not in English or Bahasa Malaysia, documents must be accompanied by an official English translation)	<input type="checkbox"/>	
3.	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	<input type="checkbox"/>	
4.	Pre-arrival health declaration form (in *.pdf format)	<input type="checkbox"/>	
5.	Offer letter (in *.pdf format)	<input type="checkbox"/>	
6.	Clearance / completion / release letter from previous institute (in *.pdf format)	<input type="checkbox"/>	
7.	Attendance report (in *.pdf format)	<input type="checkbox"/>	
8.	Medical report – submitted together with passport after VAL approval (90 days validity)	<input type="checkbox"/>	
9.	Proof of payment to UKMSHAPE (in *.pdf format) a. EMGS Visa and student pass processing fee (according to EMGS invoice) b. UKMSHAPE visa processing fee (RM700 new students / RM300 existing UKMSHAPE students) c. Personal Bond (according to country – refer to page 5) <i>Note: Please ensure that your full name and student number are stated as reference when making a bank transfer.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Total amount paid
10.	Proof of payment to EMGS – Application Fee (in *.pdf format) <i>A proforma invoice from EMGS will be sent to students once complete details are provided. Students shall pay this amount separately to EMGS and provide the proof of transaction to visashape@ukm.edu.my.</i> <i>*Note : By default, the most economical insurance package in EMGS will be applied. Please notify us if you wish to choose a higher category.</i>	<input type="checkbox"/>	Total amount paid:
11.	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)	
Supporting documents requested by applicant's Embassy (if applicable) :			
12.	Letter of Eligibility (Iran) / No-Objection certificate (Sudan) / No Letter (Oman)	<input type="checkbox"/>	

PAYMENT METHOD

- All related fees can be paid via UKMSHAPE Finance counter or transferred to the account below. To request for an official receipt, please email accshape@ukm.edu.my

UKMSHAPE Visa Processing Fee, Personal Bond :

Payable to : Pusat Pembentukan Pendidikan Lanjutan & Profesional (UKMSHAPE)
(FKA Pusat Kembangan Pendidikan)
Account Number : 8002233829
Swift code : CIBBMYKL
Bank : CIMB Bank Berhad

EMGS Application Fee :

Payable to : EMGS Escrow Account 1
Account Number : 514057662341
Swift code : MBBEMYKLXXX
Bank : MALAYAN BANKING BERHAD (MAYBANK)

Note : Please ensure that your **full name and student number/passport number are stated as reference when making a bank transfer*

VISA APPROVAL LETTER (VAL) AND STUDENT PASS ISSUANCE

- The VAL application process will take a minimum of 14 working days from date of complete application and payment (not inclusive of UKMSHAPE internal process. Once your documents are accepted, you may start tracking your application on the Education Malaysia Global Services (EMGS) website at <https://visa.educationmalaysia.gov.my/>. **All approved VAL applications will be issued with an Electronic Visa Approval Letter (eVAL), which you can download from the website once it is approved.** Please note that since the VAL is issued by the Immigration Department, the processing time is subject to their discretion. UKMSHAPE has no authority or influence over this process.
- The requirement to leave the country depends on the type of pass you hold at the time of application, as well as the type of institution you are transferring to or from. Please be reminded that UKMSHAPE will only accept passport submissions once you are registered as a student. Therefore, **if you have shortened your previous Student Pass from your previous institution, please ensure that you have a sufficient period to remain in Malaysia until the date of registration.** In the event that you do not have a valid pass during this transition period, you are required to return to your home country and apply for a new VAL under "New" category.
- 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 flight date is 7 days before physical registration / reporting date).** Therefore, if you are required to leave the country and return to Malaysia using a Single Entry Visa (SEV), please present your eVAL at the immigration checkpoint. A special pass will be stamped in your passport to grant you a valid stay while you process your student pass. The validity of this special pass can range between 14 to 30 days, at the discretion of the Immigration Department. Upon arrival in Malaysia, it is important that you undergo a post-arrival medical screening at the UKM Health Centre within 7 working days from your entry date and submit the report together with your passport after you have completed your registration in UKMSHAPE. As of the publication date of this document, 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

7. Student Pass renewal

A student pass allows multiple entries and normally has a one (1) year validity. It is issued on an annual basis and EMGS renewal fees are to be paid by students. **Renewal should be made as early as 3 months or at least 2 months before 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 submit your academic transcript and attendance for your **iKad** and **insurance** renewal every year.

8. 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 may cause 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.

9. 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

IMPORTANT REMINDER:

Immigration regulations states that it is compulsory for student pass holders to apply for:

pass cancellation if transferring / pass conversion; or

checkout memo if returning to home country.

Therefore, the **Personal Bond will not be refunded (forfeited)** if the student fail to do as above.

Source: Education Malaysia Global Services (EMGS)