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 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 http://educationmalaysia.gov.my/student-pass-application.html and **complete the application form**.

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 selected insurance package through the EMGS portal. Please refer to the EMGS website for further details on insurance benefit at this link: http://educationmalaysia.gov.my/index.php/get-started/medical-and-health-insurance.html

Payment has to 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 to EMGS or directly to USM might cause a delay in your visa application.

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 http://educationmalaysia.gov.my and click on the tab below:
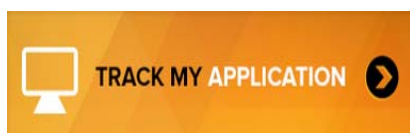
Alternatively, you may also track your application status from your smartphone by downloading the EMGS Mobile App.

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*

➢ **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 regards, 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) *Proof of registration (Student profile provided by IPS).*
(2) *Copy of your VAL.*
(3) *Copy of your Passport Details page.*
(4) *Copy of your Entry Stamp.*
(5) *Copy of your SEV/VOA.*
(6) *Certification Letter from Sejahtera Centre.*

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 RM20.00 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, please e-mail to visa@usm.my

International Mobility & Career Centre (IMCC)
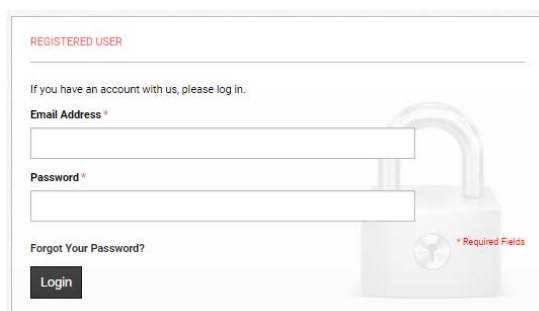Universiti Sains Malaysia
:: October 2016 ::

HOW TO APPLY FOR STUDENT PAS 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.

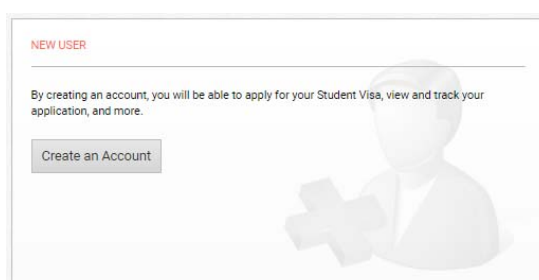Please note that the online Student Pass application is only applicable for students who are outside of Malaysia at the time of their application.

1. Creating an Account

    1.1 Before you can apply for your visa, you will be required to log in.
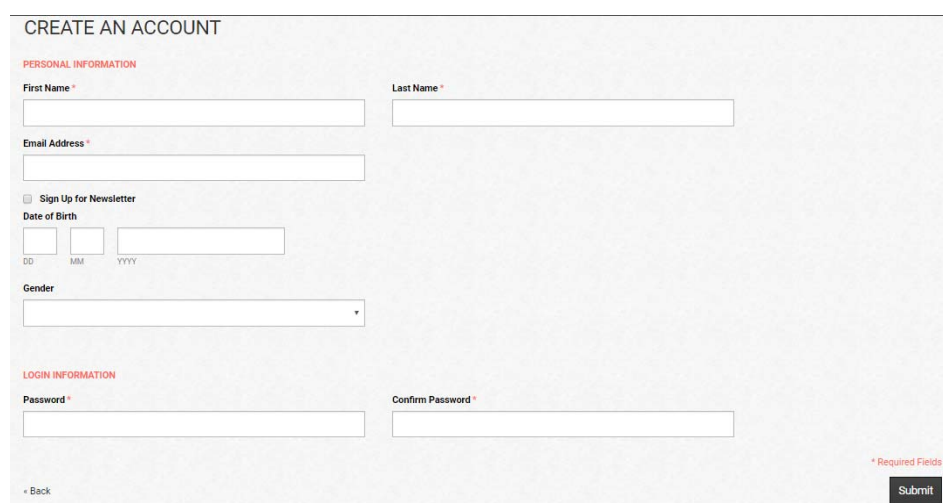
    1.2 If you have not created an account, you can register your account before proceeding with the application.

    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**.

    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**.
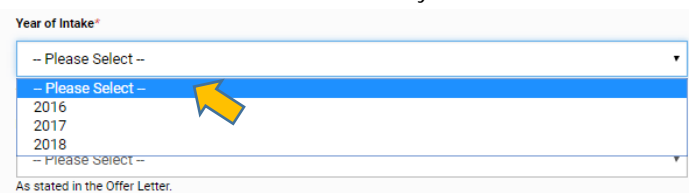
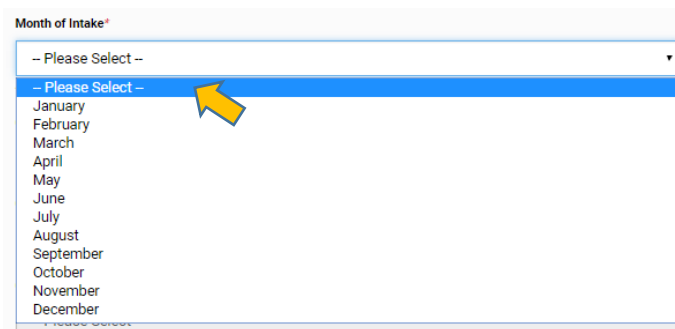   2.5   Select the **Year of Intake** as stated in your Offer Letter.

    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.

2.7   Select the **Course Name** according to the name of Degree stated in your 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** (3.5 x 5 cm) by clicking "**Choose File**".

2.10   Enter your name as it appears in the Machine Readable Zone (MRZ) of your passport.

2.11   Select your **Gender**, **Place/Country of Birth** and **Date of Birth**.

2.12   Select the nearest embassy where you can **obtain** the **Single Entry Visa (SEV)**.

2.13   Select your **Nationality** and **Travel Document Type**. Normally applicant will hold an International Passport unless otherwise.

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**.

2.15   Select the **Insurance** package according to your preference. Kindly refer to the links below to learn more about the health insurance options offered through EMGS.

❖ AXA Insurance Policy Guidelines

❖ AIA Insurance Policy Guidelines

2.16   Select "**JABATAN IMIGRESEN NEGERI PULAU PINANG**" for **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*

-- Please Select --

-- Please Select --
JABATAN IMIGRESEN NEGERI PULAU PINANG (payable directly to Immigration)

-- 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**".

Visa Fees*

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.

iKad*

-- Please Select --

-- Please Select --
1-year, self-collect at EMGS +RM50.00
1-year, courier to institute +RM60.00

-- Please Select --

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.

Medical Screening At*

-- Please Select --

Qualitas Panel Clinics +RM250.00
Public University Clinics

-- Please Select --

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.

VAL Delivery Method*

-- Please Select --

-- Please Select --
Collect at EMGS
Courier to Institute +RM10.00

2.21   Upload the files by clicking "**Choose File**" for **Offer Letter**, **Passport Data Page**, **Academic Certificates** and **Pre-Arrival Medical Report**. Please note that you need to complete your medical examination report and submit together with your visa application.

Offer Letter*
Choose File | No file chosen
Allowed file extensions to upload: **pdf**
Maximum file size: **550 KB**

Passport Data Page*
Choose File | No file chosen
Allowed file extensions to upload: **pdf**
Maximum file size: **2000 KB**

Academic Certificates*
Choose File | No file chosen
Allowed file extensions to upload: **pdf**
Maximum file size: **1000 KB**

Pre-Arrival Medical Report (only from non-registered overseas panel clinics)
Choose File | No file chosen
Allowed file extensions to upload: **pdf**
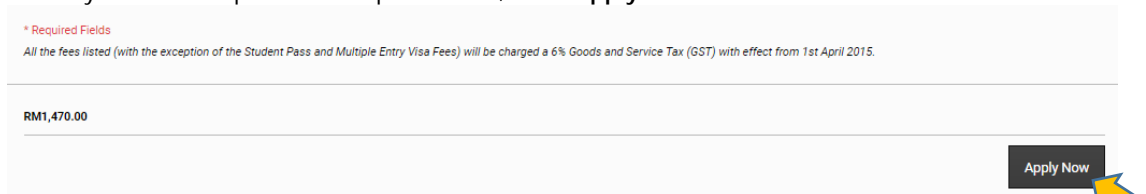Maximum file size: **2000 KB**

2.22   Once you have completed the required fields, click "**Apply Now**".

* Required Fields
All the fees listed (with the exception of the Student Pass and Multiple Entry Visa Fees) will be charged a 6% Goods and Service Tax (GST) with effect from 1st April 2015.
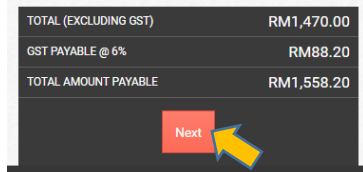
RM1,470.00

Apply Now

2.23   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

2.24   Enter the required details in the **Billing Information** tab and click "**Continue**" to proceed.

1 Billing Information
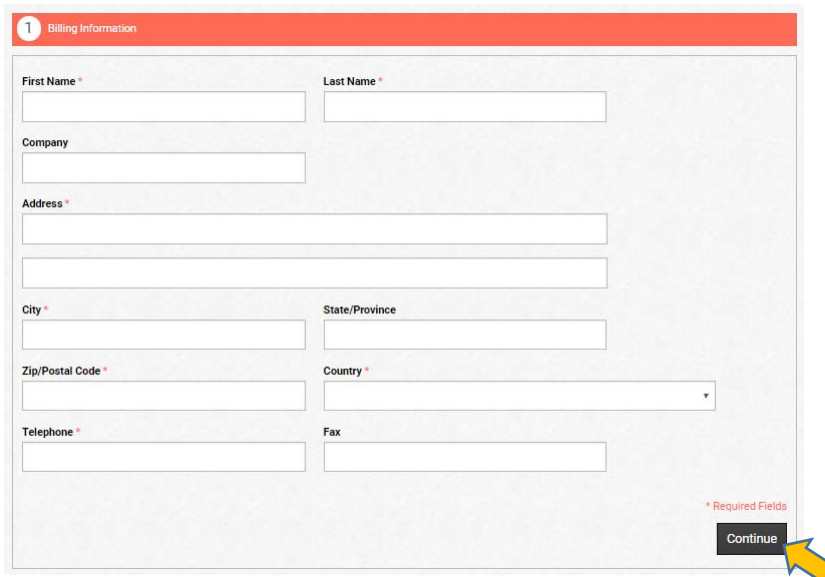
First Name *

Last Name *

Company

Address *

City *

State/Province

Zip/Postal Code *

Country *

Telephone *

Fax

* Required Fields

Continue

2.25   Select the **Payment Method** and click "**Continue**" to proceed. You are advised to pay online directly to EMGS by Credit Card. Please note that choosing the option to pay through USM might cause a delay in your visa application.

1 Billing Information

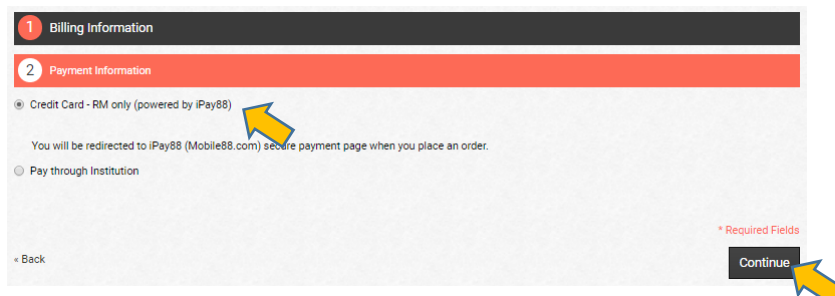2 Payment Information

◉ Credit Card - RM only (powered by iPay88)

You will be redirected to iPay88 (Mobile88.com) secure payment page when you place an order.

○ Pay through Institution

* Required Fields

‹ Back

Continue

2.26 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

2.27 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.

2.28 Once payment is complete, you 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.

2.29 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

DOCUMENTS REQUIRED FOR NEW STUDENT 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: (i) Passport data page (bio-data page) (ii) All pages with visa information (iii) Observation page (showing any extensions, clarifications of name and previous passport numbers (iv) Recommended passport validity duration is 12 months (v) Special Pass of Exit Stamp (if applicable)
4.	Academic Certificates	A copy of the Academic Certificates
5.	Academic Transcripts	A copy of the Academic Transcripts
6.	Medical Examination Report	Please download the Medical Examination Report provided by the Institute of Postgraduate Studies (IPS) or Academic Management Division.
7.	Letter of Eligibility (LOE)	Applicable for candidates from **Iran** only. USM will request from the Embassy of The Islamic Republic of Iran in Kuala Lumpur. **Please e-mail the following documents to visa@usm.my and include the e-mail subject: LOE APPLICATION (<Your Name>).** (i) Copy of Offer Letter (ii) Copy of All Passport Pages (iii) Copy of Academic Certificate (iv) Copy of Academic Transcript
8.	No-Objection Certificate (NOC)	Applicable for candidates from **Sudan** only. USM will request from the Sudanese Embassy in Kuala Lumpur. **Please e-mail the following documents to visa@usm.my and include the e-mail subject: NOC APPLICATION (<Your Name>).** (i) Copy of Offer Letter (ii) Copy of Passport Data Page

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.