INTERNATIONAL STUDENTS DEVELOPMENT (ISD)
OFFICE OF INTERNATIONAL AFFAIRS (OIA)
UNIVERSITI TEKNOLOGI MARA (UiTM)

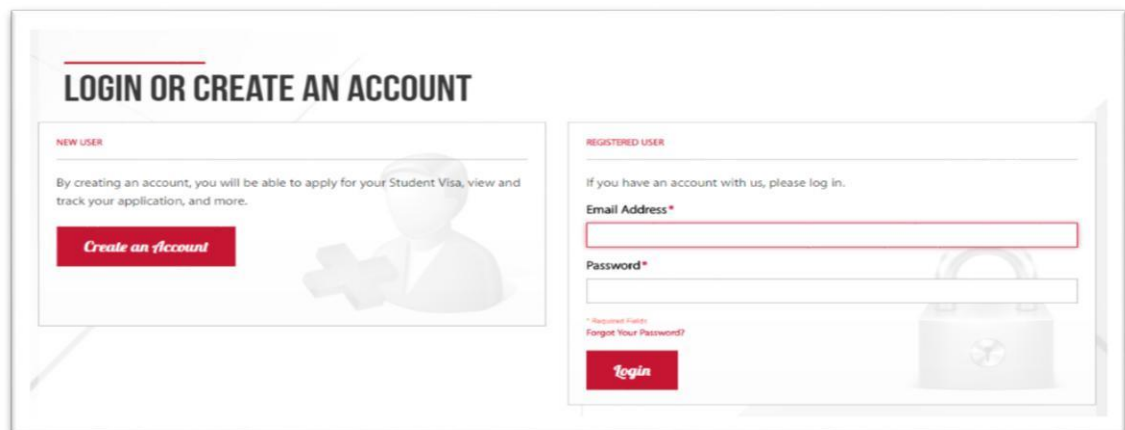## GUIDELINES TO APPLY FOR STUDENT PASS (MOBILITY)

1. **REQUIREMENT TO APPLY FOR STUDENT PASS (MOBILITY)**

   Section 10 of the Immigration Regulations 1963 requires all international students (including the mobility students) who wish to study at any higher education institutions in Malaysia to obtain Student Pass before entering Malaysia. Students are required to submit application for Student Pass at the Education Malaysia Global Service (EMGS*) online system at https://educationmalaysia.gov.my/pass-application.html
   ***(students must be residing outside of Malaysia at the time of their application)**.

2. **STEP BY STEP GUIDELINES**

   (1) Creating an Account

   To start the Student Pass (Mobility) application, go to Login or Create an Account screen at https://educationmalaysia.gov.my/pass-application.html
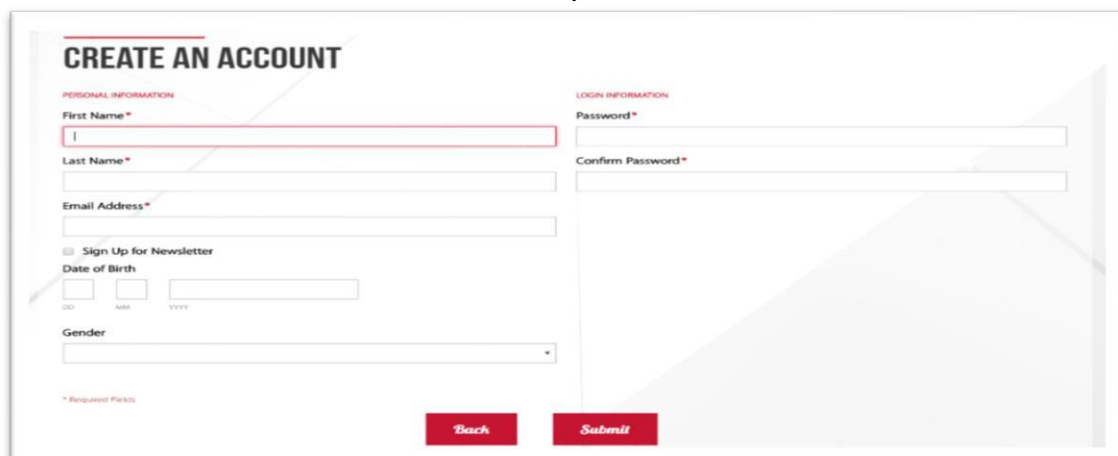

   (2) How to Fill in the Application Form

   The application form is divided into **three (3) steps**

   STEP 1
   Fill in details about the course and institution which you received offer of admission.

Institution Type	: select	**Public Higher Education Institution**
Institution Name	: select	**UNIVERSITI TEKNOLOGI MARA (UiTM)**
Year of Intake	: select	**year you will join the UiTM Mobility Program**
Month of Intake	: select	**month you will join the UiTM Mobility Program**
Program Type	: select	**Mobility Program**
Course Name	: select	**The course name stated in your Offer Letter**
Applicant's Nationality	: select	**Select your nationality**
Travel Document Number	: select	**Type your passport number**

*Please make sure your passport validity is more than 18 months from the date you received your Letter of Offer and please ensure that you are using the same passport when travelling to Malaysia. It is important for you to inform us if the passport number is different from the Letter of Offer.

Click **APPLY NOW** to proceed to **STEP 2**

STEP 2

Once completed Step 1, proceed to Step 2 to continue the application process. (*If you need to make any changes, click "Back" on your browser and fill in Step 1 again. The form in Step 2 differs depending on the programme/course you selected in Step 1. Keep an eye on the Form Header to make sure you are continuing with the correct application*).

STUDENT VISA APPLICATION FORM FOR MOBILITY PROGRAMME

Please fill out and submit the online form below to begin your Visa application. Kindly ensure that all the information provided is complete and accurate. Fields marked with * are mandatory.

- This online student pass/visa application is only applicable for students who are outside of Malaysia at the time of their application.
- Students are required obtain an offer letter from the college or university before submitting the online Student Visa application.
- Please make sure that the form is filled according to the details available in the offer letter from your college or university.
- Please note that the application fee can change depending on your selections in the form below. All prices are inclusive of 6% GST where applicable.
- Please note, there will be a 3% payment convenience fee for payments through Visa and Master Card.
- Please be advised that students from **Libya, Iran, Iraq, Somalia, Sudan, Syria and Yemen** are required to submit a copy of all passport pages.

Please download and read the User guide before creating an application.

The following information is required for STEP 2

Course Duration	:	Refers to the UiTM's Letter of Offer for the course duration
Course Level	:	This field will automatically have filled based upon the course you selected
Applicant's Photo	:	Go to the following link for the passport size photo guidelines: http://educationmalaysia.gov.my/how-to-apply/passport-[hoto-guidelines.html/ *The passport sized photo must be professionally taken with WHITE BACKGROUND to ensure it follows the image guidelines: max. width = 217px and max. height = 31px. Only photo with JPG extension is accepted*
Applicant's Name	:	Use only English letters, with no special punctuation. The system **DOES NOT ACCEPT** special characters such as ~ or accent marks – Type your name as it appears in the **MACHINE-READABLE ZONE** (**MRZ**) of your passport. *These are the two (2) lines of text with number and chevrons (<<<) at the bottom of the personal information page with the passport bearer's picture. For the purpose of Student Pass applications, EMGS will only capture the first line which contain student's name*

The **NAME** is typed with upper case. Punctuation (ie. hyphen) is replaced with the filler character < The **SURNAME** is given first, then the filler character twice (<<), then the remainder of given names. The surname and the given name are separated with the filler character < The filler character < **pads out** the field to fill the remaining characters. Suffixes (Jr, Sr, II, III, etc.) are encoded as part of the last name, without punctuation. The form will not display any punctuation marks in the name field. Therefore, typing a hyphen or apostrophe will be converted into a space.

Gender	:	Specify your **GENDER** as per your passport
Country of Birth	:	Select the **COUNTRY** where you were born *This should be the same as the country listed in your passport*
Date of Birth (DOB)	:	Type DOB in this format (**DD/MM/YYYY**) *This should be the same as written in your passport. Take note that the date format should be EXACTLY as it appears. For example, if your date*

of birth is 3rd January 1995, you should type 03/01/1995 rather than 3/1/1995

Obtain Single Entry Visa (SEV)	:	Select **Malaysian Embassy / Consulate / High Commission or Representative Offices** in your country

*International students with approved Visa Approval Letter (eVAL) have to obtain the Single-Entry Visa from Malaysian Embassy/ Consulate/ High Commission or Representative Offices before entering Malaysia. However, not all countries' citizens require a visa to travel to Malaysia

If you are a citizen of a country that requires a Single-Entry Visa to travel to Malaysia, please select the nearest Malaysian Embassy from where you can obtain the Single Entry Visa once you printed the Visa Approval Letter (eVAL) through EMGS website. Please click here for the list of countries that requires visa to enter Malaysia.

Note: if you require a visa to travel to Malaysia but you are not in your home country, you can select the nearest Malaysian Embassy/Consulate/ High Commission or Representative Offices to you from where you can obtain the Single-Entry Visa once you printed the Visa Approval Letter (eVAL) through EMGS website.
If you are a citizen of a country that does not require a Visa to travel to Malaysia, you may select your own country in this field. Please click here for the list of countries.

Nationality	:	Scroll and select your **NATIONALITY**
Travel Document Type	:	A travel document refers to your **PASSPORT**. **Select the type of passport you are using. Most students are using International Passport*
Travel Document Number	:	Your passport number will be already filled in from **STEP 1**. **Please make sure that this number is correct and is a match for the passport number appearing in your Letter of Offer*
Travel Document Place of Issue	:	Select name of **COUNTRY** where your passport was issued **This should match the field in your passport*
Travel Document Date of Issue	:	Select the **DATE (DD/MM/YYYY)** when your passport was issued **This should match the date in your passport*
Travel Document Expiration Date	:	Select the **DATE (DD/MM/YYYY)** when your passport will expire **This should match the expiry date in your passport*
Insurance	:	Select **ANY** insurance in the list **Please choose from EMGS website*

Insurance* ⓘ

-- Please Select --	⌄

-- Please Select --
EFTB Plan1 RM20K 7-Month Age 18 to 64 +MYR273.00
EFTB Plan2 RM30K 7-Month Age 18 to 64 +MYR296.92
EFTB Plan3 RM50K 7-Month Age 18 to 64 +MYR337.17
TPIB Silver RM20K 7-Month Age 16 to 60 +MYR277.09
TPIB Gold RM30K 7-Month Age 16 to 60 +MYR488.25
TPIB Platinum RM50K 7-Month Age 16 to 60 +MYR570.50
GETB Basic RM20k 7-Month Age 16 to 70 +MYR285.25
GETB Regular RM30K 7-Month Age 16 to 70 +MYR344.75
GETB Premium RM50K 7-Month Age 16 to 70 +MYR403.67

Read only

Sticker Pass Fee	:	Select **JABATAN IMIGRESEN NEGERI SELANGOR (payable directly to Immigration)**
Visa Fee	:	Selec **Obtain Student Pass Sticker from Immigration**
iKAD	:	Select **1-year, courier to institute + RM60.00**
Medical Screening	:	Select **PUBLIC UNIVERSITY CLINICs**
eVAL	:	Select **Processing Fee +MYR150.00**
Delivery Method	:	Select **Courier to Institution +MYR10.00**

Letter of Offer	:	Upload your **Letter of Offer**
		*Student Pass can only be submitted once student receives Letter of Offer from UiTM

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

Passport Detail Page	:	**UPLOAD** a scanned copy of all passport pages with the passport holder details including pages that show extension of passport validity, clarification of name and/or previous passport number, and all blank pages. (*Please ensure there are at least 6 empty blank pages remaining in your passport*)

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

The image below shows an example of the Passport Data Page.

Click **APPLY NOW** to proceed to **STEP 3**

STEP 3
PAYMENT for application **-** once you click **APPLY NOW** in STEP 2, a page indicating total amount of payment to be made will be displayed and students are required to make full either via credit card or telegraphic transfer to the EMGS account stated on the invoice.

Check details of your application and click **'NEXT'** to proceed after confirming accuracy of your details.

Sample / Example Fees:

Before checking out, please complete the **Billing Information**, then choose the **Payment Information**. Check the order review. You may change or edit your billing information and method of payment at **YOUR CHECKOUT PROGRESS**.

'Verify your application details, read the Terms and Conditions and click **"Submit Application"** after selecting the checkbox to confirm your consent to the processing of your personal data by EMGS. (*Your application will not be processed without this consent*).

You will receive the notification above with your **Application Number** for your reference. An email with the application details will also be sent to the email address you used to register. Please **email** the **Application Number** to errol@.uitm.edu.my and nurhidayahelias@uitm.edu.my

WHAT'S NEXT?

Once EMGS received a complete Student Pass application from you, the University of Malaya will be notified and is required to verify your student status. The payment for the application fee must be made by this time if you have not paid using credit card. You can use the application tracker on EMGS's website or through the EMGS Mobile App to keep track of your application status.

Once you have obtained the e-Visa Approval Letter (eVAL) from the EMGS system, the next step is to plan your travel to Malaysia and make arrangement to collect your **SINGLE-ENTRY VISA (SEV)** at the nearest Malaysian Embassy/Consulate/High Commission or Representative Office in home country before you travel to enter Malaysia.

What is **e-Visa Approval Letter (eVAL)**

eVAL is an approval letter issued by the Malaysian Immigration Department in Kuala Lumpur, Malaysia to the Malaysian Mission overseas and to the student to inform about the approval of the Student Pass application. Student must bring both copies (eVAL and Admission Letter) to the nearest Malaysian Mission in his/her home country which has been identified during the application process to get the **SINGLE-ENTRY VISA (SEV)** stamped into their passport.

We wish to inform that the information on visa requirements given here and on the EMGS website is intended as a guide only. For more accurate and up-to-date information on the visa requirements, please go to:
http://www.imi.gov.my/index.php/ms/pas.html?id=278 or http://www.kln.gov.my/web/guest/mission

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