

NEW STUDENT VISA (VAL) & PASS APPLICATION

APPLICATION FOR NEW STUDENT VISA

- All international students must obtain a valid “**Visa Approval Letter**” (VAL) prior to entering Malaysia for education purposes. Applicants may choose to apply their VAL using the methods below as early as 3 months before, or least 2 months before date of registration (**please select one option**):
 - Through the institution (PKP)** – Kindly prepare all documents below and upload your application at <http://bit.ly/HESAIM14U>. More information can be found in page 2, paragraph 2.
 - Online application** at <https://visa.educationmalaysia.gov.my/> - **This online student pass/visa application is only applicable for students who are outside of Malaysia** at the time of their application. Not applicable for Clinical Attachment applications. For your online application process validity approval, please upload your documents at <http://bit.ly/HESAIM14U>. More information can be found in page 2, paragraph 3.

All new VAL applications / student pass exemptions must be submitted online at
<http://bit.ly/HESAIM14U>

Documents required by PKP for application through institution	Remarks
Passport copy (format: combined in 1 single *.pdf file): <ol style="list-style-type: none"> a. All pages, in colour (<i>Diplomatic, Official, Refugee, Temporary and Emergency passports are not accepted</i>) 1. b. Passport must be valid at least 18 months after date of entry to Malaysia (> 24 months for Indonesians) with at least 5 blank pages c. Ensure original passport is in VERY GOOD condition (no stains, lose thread, detached pages etc) as Immigration will reject damaged passports. 	<input type="checkbox"/> Passport expiry:
Academic certificates and transcripts (format: combined in 1 single *.pdf file) (if documents are not in English or Bahasa Malaysia, please submit official English translation)	<input type="checkbox"/>
Passport photo (*.jpeg format) 3. 45mm x 35mm with white background. Please follow EMGS' passport photo guidelines at https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html	<input type="checkbox"/>
Pre-arrival health declaration form (format: *.pdf) 4. https://visa.educationmalaysia.gov.my/guidelines/required-documents.html > New Student Pass Application > Health Declaration Form	<input type="checkbox"/>
5. Offer letter and deferment approval (if applicable) (format: *.pdf)	<input type="checkbox"/>
Proof of payment to PKP (format: *.pdf) <ol style="list-style-type: none"> a. EMGS Visa and student pass processing fee (according to EMGS invoice) b. PKP visa processing fee (RM700 if applying or payment method through institution; or RM650 if making online application with direct payment to EMGS (credit card/ TT)) c. Personal Bond (according to country – refer to page 5) 6. d. Iranian candidates only - Letter of Eligibility (RM10 PKP administrative fee) e. Sudanese candidates only - No Objection Certificate (Please refer to https://sudanembassykl.com/no-objection-certificate-noc/ for charges by the Sudanese Embassy + RM110 PKP administrative fee) f. Omani candidates only - No-Objection Letter (NOL) (RM10 PKP administrative fee) <p><i>Note: Please state your full name as reference if you are making a bank transfer.</i></p>	<input type="checkbox"/> Total amount paid <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Note : Students may choose to pay for Personal Bond before or after arriving in Malaysia <input type="checkbox"/>
7. Nearest Malaysian Embassy location to obtain your Single Entry Visa / e-Visa in your country of residence / visa-on-arrival (only for qualifying countries)
Supporting documents requested by applicant's Embassy (if applicable) :	
8. Letter of Eligibility (Iran) / No-Objection certificate (Sudan) / No-Objection Letter (Oman)	<input type="checkbox"/>
Documents required by PKP for online application in EMGS website	Remarks
1. EMGS invoice (with proof of payment to EMGS)	<input type="checkbox"/>
2. Proof of payment to PKP – refer to item 6 above	<input type="checkbox"/>
3. Letter of Eligibility (Iran) / No-Objection certificate (Sudan) / No-Objection Letter (Oman)	<input type="checkbox"/>

IF YOU ARE APPLYING THROUGH THE INSTITUTION...

2. For **documents submission** made through PKP (via institution):

An estimation of EMGS application fees can be found at [EMGS website](#) under “Calculate Application Fees” (*Indonesian students may differ - refer to the fields in para. 3 below.*). Once your complete documents are accepted, please allow **minimum 10 working days** for our internal process. Your application will be created, and you may start tracking your application via Education Malaysia Global Services (EMGS) website at <https://visa.educationmalaysia.gov.my/>. During this 10-day internal process, your application progress history status in EMGS will remain as “Student Record Created”.

IF YOU ARE APPLYING ONLINE THROUGH EMGS WEBSITE...

3. For **online applications** made directly through EMGS:

- i. It is important that you **download and refer to the user guide in EMGS website before you start** to avoid any issues which can 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 require assistance on the course name, please contact us at hesapkp@ukm.edu.my .
Programme type:	Full-time programme
Extended Student Pass (Duration of Student Pass Sought):	<p><u>One-year student pass</u></p> <ul style="list-style-type: none"> • Renewed annually • Change of course/ programme/ institute only allowed in first year, before student pass expiry date <p><u>One-off student pass</u></p> <ul style="list-style-type: none"> • For entire course duration – depending on the course and validity of passport. Passport validity must be 12 months longer than the duration of study. • Change of course/ programme only allowed in first year (approval solely on Immigration’s discretion). Change of institute is strictly not allowed. • Immigration Department reserves the right to cancel a student pass without notice if a student does not renew his/her insurance and iKad (please refer to page 5). • If a student withdraws or was dismissed while they are outside of Malaysia, any consequences of being blacklisted by Immigration due to forced cancellation, will be at their own risk and responsibility.
Insurance:	Please select your preferred insurance packages offered by EMGS
iKad:	Self-collect at EMGS (<i>your insurance card/iKad will be collected by PKP in EMGS</i>)
Medical Screening At:	Public University Clinics
Delivery Method:	Collect at EMGS (<i>your insurance card/iKad will be collected by PKP in EMGS</i>)
Payment Information:	<ul style="list-style-type: none"> • EMGS direct payment - Credit Card – RM only / Telegraphic Transfer – USD only • Payment made through PKP - Pay through institution

- ii. Once you have submitted an online application, please upload the required documents to <http://bit.ly/HESAIM14U>. After we receive your complete documents, please allow **minimum 3 working days** for us to verify the payment. Once payment is cleared by Finance Division, we will verify your application in the EMGS system.
- iii. In a situation where your online application is not done according to the guidelines above, PKP 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 in [EMGS website](#). If it is mentioned “*the institute or student is required*” under application issue, the applicant is required to submit additional documents directly to EMGS via additionaldoc@emgs.com.my, by using the email linked to the application. However, if it is stated only “the institute is required” under application issues, kindly inform us via email hesapkp@ukm.edu.my.

PAYMENT METHOD

4. All related fees can be paid via FLYWIRE at ukm.flywire.com, PKP Finance counter or transferred to the account below. To request for an official receipt, please email accpkp@ukm.edu.my.

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

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

5. Since the eVAL is issued by the Immigration Department, the processing time is at the discretion of the Immigration Department. PKP has no authority or influence over this process. **Successful applications will be issued with an Electronic Visa Approval Letter (eVAL), and you may proceed to download the eVAL from the [EMGS website](#) once it is available.** Your progress at this point will show 80%, *"Pending Submission of the Student's Passport"*. Please do not submit your passport, you are only required to submit your passport when you register in UKM.
6. Students who receive the eVAL may be required to obtain a Single Entry Visa (SEV) from a Malaysian Embassy overseas before entering Malaysia. To find out 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.
7. If you are coming from a country which is considered to be at a high risk of yellow fever, or, have stayed in transit within these countries for more than 12 hours, you will be asked to provide your yellow fever vaccination booklet/card before you can clear Immigration at the point of entry.
8. **International students are only allowed to enter Malaysia after the eVAL/SEV is approved, provided it is still within registration period. You may schedule your travelling date after receiving your eVAL/SEV (earliest to enter Malaysia is 7 days before campus registration date).** Note that your VAL will be void once it is used to enter Malaysia. **If you are in a situation where you are not accepted for registration or required to defer your studies, kindly make arrangements to return to your home country before your Special Pass expires. You may then proceed to apply for a VAL cancellation by submitting your exit stamp to us, and followed by a new VAL application for the next intake.** Please be reminded that PKP shall not be held responsible for denied registration, due to late VAL applications / delay caused by application issues. HESA Unit (*HESA Counter, Ground Floor, Bangunan Wawasan PKP*) can only proceed to accept your passport submission, only after registration process is complete.
9. With regards to accommodation arrangements, those who are eligible (new undergraduate students only) may apply for residential colleges through the eSPEED system. Note that this application in eSPEED will be open for new students in the first semester only. For further assistance on eSPEED accommodation booking, please email penginapanpkp@ukm.edu.my. Meanwhile, postgraduate students may enquire directly to their preferred residential colleges at <https://apps.mu.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 serve basis.

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

10. Upon arrival at the airport / entry point in Malaysia, you will be required to show your eVAL and SEV/e-Visa (*if applicable*) at the immigration check point. A special pass will be stamped in your passport to give 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. Should you need any assistance at the airport, you may enquire directly at the EMGS International Student Arrival Centre, currently operating in KLIA.
11. It is highly recommended to compare available transportation options to your preferred accommodation / PKP from [KLIA](#) / [KLIA2](#). Please refer to the respective websites on these arrangements. You may also opt to use mobile apps for e-hailing services, as they offer competitive rates.

AFTER YOU ARRIVE IN UKM...

12. 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. EMGS Approval Letter
 - d. eVAL
 - e. Post arrival medical report
 - 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 cause PKP to revoke your offer.

13. 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

14. Student Pass, iKad and insurance renewal

A student pass allows multiple entry and normally issued on an annual basis / one-off. EMGS renewal fees are to be paid by students and **should be applied 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 renew your **iKad** and **insurance** at least 2 months before the expiry date. Late renewal penalty applies for student pass/ iKad and insurance if it is received within 50 days before student pass expiry.

Students with one-off student pass who does 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 requirement of the Ministry of Higher Education. Depending on EMGS current policy, an appeal can be made for iKad renewal, and if the appeal is not successful, EMGS shall arrange to cancel the student's pass at the Immigration Department.

15. Cancellation of student pass

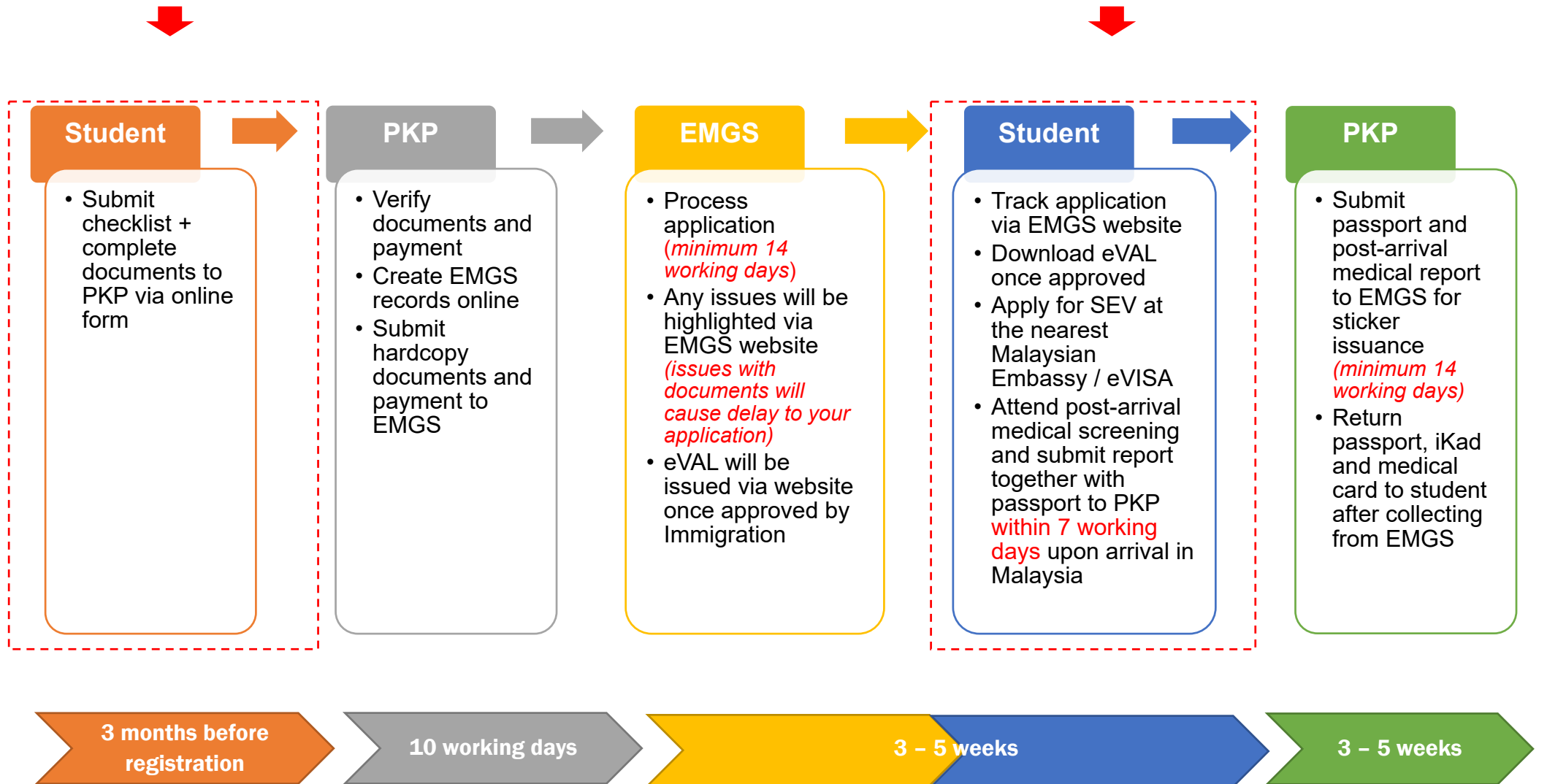
If the student status is as below, they are required to cancel/shorten their student pass by applying for a Check out Memo (COM) before leaving Malaysia :

- 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
- Intend to return to home country earlier than completion date stated in Confirmation Letter (e.g. waiting for Senate Approval, to complete studies while in home country (internship / online VIVA) etc)

Please note that leaving Malaysia without proper cancellation (COM) is an Immigration offense and will cause your Personal Bond to be forfeited. Therefore, students are required to apply for the COM within 2 weeks from date of the above, by submitting their passport, flight ticket to home country and other related documents. In the event that a student failed to report to PKP by end of the second week, PKP 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.

16. 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. Should you need more information regarding visa, student pass and other related fees/ penalties, please visit <http://www.ukm.my/pkp/visa-and-student-pass/>, or email hesapkp@ukm.edu.my for further assistance.

PKP Visa and Student Pass Application Process and Flow (via institution) :



Note : Please refer to <https://www.ukm.my/pkp/visa-and-student-pass/> for VAL Application Flowchart

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)