VISA AND PASS PROCEDURE

STUDENT PASS

Congratulations! You have been offered a place to study at Universiti Malaysia Kelantan (UMK).

1.0 New Student Pass Application

1.1 International students who wish to study full-time at any educational institution in Malaysia must apply for a Student Pass. This is a requirement under Regulation 13 of the Immigration Regulations 1963. There are two options to apply for a visa:

a. Apply for your visa online

New students who have received offer letters from Public Universities and Private Higher Education Institutions will have the option to apply for their student visa directly through the Education Malaysia website or click [https://educationmalaysia.gov.my/](https://educationmalaysia.gov.my/).

Below are the information for online application:

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>AIA Silver Package Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(please refer to <a href="https://educationmalaysia.gov.my/how-to-apply/insurance.html">https://educationmalaysia.gov.my/how-to-apply/insurance.html</a> for Medical and Health Insurance packages available through EMGS)</td>
<td></td>
</tr>
<tr>
<td>iKad* delivery method</td>
<td>Courier to institution:</td>
</tr>
<tr>
<td></td>
<td>UMK International Office (UMK-IO)</td>
</tr>
<tr>
<td></td>
<td>Universiti Malaysia Kelantan</td>
</tr>
<tr>
<td></td>
<td>Karung Berkunci No. 36</td>
</tr>
<tr>
<td></td>
<td>Pengkalan Chepa, 16100 Kota Bharu, Kelantan</td>
</tr>
<tr>
<td>EMGS Endorsement or Self Endorsement</td>
<td>Self-Endorsement</td>
</tr>
<tr>
<td>VAL delivery method</td>
<td>Student Application and Registration system (STARS) &amp; by email</td>
</tr>
<tr>
<td>Institution Name and Campus</td>
<td>As stated in the offer letter</td>
</tr>
</tbody>
</table>

* The iKad is an identification card for foreign students and can be used as a means of identification in Peninsular Malaysia. Please refer here for detail [https://educationmalaysia.gov.my/how-to-apply/ikad.html](https://educationmalaysia.gov.my/how-to-apply/ikad.html)

Please be ready with the following documents (softcopy) for the purpose of attachment upon online application:

1. Offer Letter of Admission
2. Passport copy (All Pages including blank pages)
4. Academic certificates & transcript (Master and Degree)
5. Health Declaration Form

For online payment using a Visa or MasterCard on the educationmalaysia.gov.my website, please note that if you select this payment method, there will be a 3% Convenience Fee added to the total amount requested for your application. Online payment method is only applicable for
students enrolling in Public or Private Universities and have made an online application via EMGS website.

b. Apply for your visa through UMK

The visa application can also be done through UMK. Please kindly send all documents for visa application to UMK International Office at least **8 weeks before registration date**:

1. Passport Copy (all pages including blank pages)
2. Offer Letter of admission
3. Recent passport size photo (white background)
4. Academic certificates and transcripts
5. Health Declaration Form

(click here for student pass estimation cost [https://educationmalaysia.gov.my/application-fees.html](https://educationmalaysia.gov.my/application-fees.html)).

1.2 Approval of a Visa Approval Letter (VAL) will take a minimum of 14 Working Days from the time EMGS receives the complete application documents and payment. However, the 14 working days is at the discretion of the Immigration Department. Please Download the EMGS Mobile App to track your visa application status and receive automatic notifications.

1.3 After you have received electronic Visa Approval Letter (eVAL)*, you are required to visit the nearest Malaysian Embassy in your home country along with these documents to obtain an entry visa:

1. UMK Admission offer
2. Visa Approval Letter issued by the Immigration Department of Malaysia
3. All other relevant documents and forms duly completed
4. Payment as outlined by the Malaysian Embassy for the application of an entry visa.

* An eVAL is an Electronic Visa Approval Letter which will be issued as a softcopy through the EMGS system instead of a physical VAL. The eVAL is sent to student via email in PDF format or alternatively downloaded through “Track application” page in the website; the VAL will not be posted by the institution.

1.4 Arrival in Malaysia

1.4.1 EMGS has set up an International Student Arrival Centre (ISAC) to help ease your first steps when you arrive in Malaysia. The ISAC will be open everyday from 7am to 11pm and will make ensure that you are fully aware of where to go and what procedures to adhere thus making your arrival a pleasant experience.

Upon arrival in Malaysia (regardless of the airport / entry point), you will be required to **show your VAL** at the immigration check point. A special pass will be stamped in your passport to give you a valid stay while you process your student pass. The validity of this special pass can range from 14 to 30 days. This is at the discretion of the Immigration Department.

1.4.2 Once you have arrived in Malaysia, you are required to attend a medical screening at UMK Health Centre or EMGS panel clinic AND submitted your passport and the following documents to the UMK International for student pass recommendation letter processing within **7 days** from your **entry date** to avoid paying additional charges / penalties:

- a copy of passport details page
- a copy of entry stamp
- a copy of offer letter
- A copy of eVAL
Health Examination Report Universiti Malaysia Kelantan dan Letter of Certification By The Examining Doctor:

1.5 UMK International will notify you to submit the following documents for the student pass endorsement at State Immigration Office:

- original passport;
- student pass fees;
- visa fees

2.0 Student Pass Renewal Application

2.1 International students who are renewing their student passes are not required to attend in-country medical screening. A student pass renewal application must be submitted to UMK International Office 3 months prior to expiry of your student pass, no later than 1 month prior to the current pass expiry date. Penalty will be imposed for pass renewal submission less than a month from pass expiry date.

2.2 Documents required for student pass renewal application are:

i. passport size photograph with WHITE background (35mm x 45mm).
ii. Your passport data page (bio-data page which shows your face, name etc).
iii. All pages with Visa information. We do not need all the pages of your passport. If the page is empty, you do not need to submit it.
iv. Observation page (showing any extensions, clarifications of name, and previous passport numbers).
v. Recommended passport validity duration is 12 months.
vi. Special Pass or Exit Stamp (if applicable) - Your academic certificates and transcripts must achieve a CGPA of at least 2.0 in order to renew your student pass. Your overall attendance must also be at least 80% in order to renew your student pass.

DEPENDANT PASS

1.0 New Dependant Pass

1.1 All new students are required to travel as a single traveler. Dependant passes will only be issued after the student receives their Student Pass. It is not possible to apply for dependant passes while you are applying for your Visa Approval Letter (VAL). You are allowed to bring your dependants only if you are studying full time in Malaysia on a course/programme that is more than twelve (12) months long. Approval of your dependant pass application is at the discretion of the Immigration Department of Malaysia. The University WILL NOT be held responsible for any loss or damage if you bring your dependants without University consent.

1.2 Students Dependents are spouse, children and parents. Immigration will issue your dependants with a Long Term Social Visit Pass (LTSVP) for a maximum duration of 12 months at a time. The LTSVP will only be valid for as long as the student has a valid student pass.

1.3 All postgraduate students enrolled in Public and Private Universities are eligible to apply for dependant passes on behalf of their families.

Undergraduate Students who are studying for their Bachelor’s Degree will only be eligible to apply for dependant passes on behalf of their families if they are citizens of the following countries:
1. Saudi Arabia
2. Bahrain
3. United Arab Emirates (UAE)
4. Turkey
5. Qatar
6. Azerbaijan
7. Palestinian Territories
8. Kuwait
9. Yemen
10. Iran
11. Syria
12. Oman
13. Jordan
14. Lebanon
15. Iraq
16. Libya
17. Maldives

1.4 Schedule of Fees for Student and Dependant Pass Application can be found here: [https://educationmalaysia.gov.my/media/docs/Schedule_fees_for_student_dependant_pass_application-10_01_2019.pdf](https://educationmalaysia.gov.my/media/docs/Schedule_fees_for_student_dependant_pass_application-10_01_2019.pdf)

1.5 Documents required for dependant pass application:

- All pages of the dependant passport
- Recommended passport validity [Duration applied for + 12 months]
- Special Pass or Exit Stamp (if applicable)
- A copy of principal’s latest student pass
- A copy of the principal’s passport information / data page
- One copy of the birth certificate translated and certified by the Embassy OR a letter from the embassy (if applicable)
- Two (2) passport size photos of the dependant which are:
  - 45mm X 35mm
  - White background
- One copy of the marriage certificate translated and certified by Embassy OR a letter from the embassy (if applicable)
- Submission of insurance cover note to EMGS for Sticker Endorsement.

1.6 Dependant Pass Application for International Students' Children

1. Children below the age of 18 years old can remain and study in Malaysia while holding a dependant pass under their parents.

2. Children of international students aged 18 years and above must apply separately for a student pass in the event that they wish to study in Malaysia.

2.0 Dependant Pass Renewal
2.1 Dependant pass renewal application must be submitted to UMK International Office 3 months prior to expiry of the dependant pass, no later than 1 month prior to the current pass expiry date. Penalty will be imposed for pass renewal submission less than a month from pass expiry date.

For student pass / visa, please contact UMK International Office at:

📞 +6097717136 / +6097717135
✉️ international@umk.edu.my
📍 UMK International Office, Universiti Malaysia Kelantan, Locked Bag No. 36, Pengkalan Chepa, 16100 Kota Bharu, Kelantan