

INTERNATIONAL STUDENT PASS AND VISA GUIDELINES



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1.0 GENERAL

- 1.1 It is mandatory for international students to apply for Student Pass and obtain a Visa Approval Letter (VAL) or Eval before entering Malaysia. Conversion of an existing Social Pass (Tourist Visa) to Student Pass is strictly not allowed.
- 1.2 Students shall submit a visa application between 8 - 10 weeks before the registration date.
- 1.3 Application for Visa/ Student pass can be categorised into 2 categories;
- 1.4 **EMGS** : via EMGS online platform [[click here](#)] 1.4.1 Strictly for new students currently in their home country OR students who completed study from Language / Training Centre OR students with a Work Permit.

1.4.2 Detail procedures to apply for VAL / Student Pass are available on the IO website [[click here](#)].
- 1.5 **UTHM** : via online portal [[click here](#)] or email at visa@uthm.edu.my 1.5.1 Strictly for new students currently in Malaysia (except Language/ Training Centre) OR long-term pass holder (dependent/ employment/ KPI Yemen). New / Variation / Progression [[click here](#)].
- 1.6 Students need to ensure that they are registered with a programme that matches the one stated in the Eval/Student Pass. Failure to comply with this will result in serious consequences e.g. pass revocation and penalty, during Student Pass renewal procedures.
- 1.7 Married students must enter Malaysia as single travellers, without dependents e.g. spouse, children, etc. Dependent Pass (for Postgraduate Only) can only be applied upon completion of Student Pass as the principle pass.

2.0 STUDENT PASS RENEWAL

- 2.1 All international students are responsible for the validity of their Student Pass while studying at UTHM.
- 2.2 Student Pass renewal application shall be submitted 3 months before and no later than 30 days before the expiry date. Failure to comply with this requirement will result in the suspension of recurring semester course registration, a penalty by UTHM and the Immigration Department.
- 2.3 Student needs to be in Malaysia during the process of Student Pass renewal.
- 2.4 Approval of Student Pass renewal is at the discretion of the Immigration Department which is primarily based on:
 - i) Active student;
 - ii) Attendance report > 80%; and
 - iii) Good academic progress e.g. CGPA > 2.00.
- 2.5 Overstaying or late document submission is a serious offense that will result in a penalty of RM1,000.00 – RM10,000.00 by the Immigration Department.
- 2.6 Student who has completed his/her study or graduated or has been terminated or deferred study is not entitled to apply for Student Pass renewal.

3.0 I-KAD & INSURANCE RENEWAL

- 3.1 I-KAD and Insurance are issued to all international students, including one-off student pass holders on yearly basis. It is compulsory to ensure valid I-KAD and Medical Insurance throughout the period of study in Malaysia.
- 3.2 Students with expired I-KAD & Insurance policies will be denied for semester registration at UTHM.

- 3.3 Failure to comply with this requirement will result in the revocation of the Student Pass without prior notice.
- 3.4 The renewal application shall be submitted 3 months before, and no later than 30 days before the expiry date.

4.0 VARIATION AND PROGRESSION OF ACADEMIC MATTERS

- 4.1 International students who wish to apply for Variation and Progression in academic matters need to apply for a new Student Pass through the International Office UTHM (“IO”). Detailed procedures are available on the IO Website. [[click here](#)]
- **Variation:** Changing a program at the same academic level from program A to program B, either within the same or different faculty / institution.
 - **Progression:** Progress to the next academic level e.g. from Bachelor to Master or from Master to Ph.D.
 - **New:** for a valid long-term pass holder (dependent/ employment/ KPI Yemen). Progress to the next academic level e.g. from Bachelor to Master or from Master to Ph.D.
- 4.2 Students shall hold a valid pass at the point of submission for the Variation & Progression application. Student without a valid pass will not be entertained and may be subject to the Immigration Department’s legal procedures.
- 4.3 Application of Variation shall be submitted:
- i. within 30 days from the date of approval to change the programme, AND
 - ii. within the period of 12 months from the issuance of the existing Student Pass.
- 4.4 One-off Student Pass holders can only apply Variation within the same institution. For different institutions, students will be required to exit Malaysia and apply for a new EVAL with the new institution.

- 4.5 Approval of Variation / Progression is at the discretion of the Immigration Department.

5.0 DEPENDENT PASS (for Postgraduate Only)

- 5.1 Dependent Pass is strictly for postgraduate students only and restricted for a spouse and children below 17 years old OR mother OR father. Detailed procedures are available on the IO Website. To download the Dependent Pass Procedure please [click here](#).
- 5.2 Undergraduate students are not entitled to apply for Dependent Pass.
- 5.3 Passport and supporting documents for Dependent Pass endorsement shall be submitted to IO UTHM within 7 days upon arrival in Malaysia. Late submission will result in serious consequences e.g. additional charges/ penalties and deportation to the home country.
- 5.4 Application for Dependent Pass would require supporting documents of a bank statement with a balance NOT LESS than RM1500.00 for three (3) consecutive months.
- 5.5 Application for a Dependent Pass for a newborn baby in Malaysia shall be made within 3 months from the date of birth.
- 5.6 Student (principle) shall renew the student pass before submitting a renewal application for the dependents.

6.0 VISA / PASS TRANSFER

- 6.1 Students who have been issued a NEW passport, shall apply for Pass Transfer to transfer the current valid pass from the old to the new passport. Detailed procedures are available on the IO Website. Please [\[click here\]](#) for the detailed procedures.
- 6.2 Students or dependents may be denied to enter or exit Malaysia if the valid visa is not transferred to the new passport
- 6.3 Should student change his / her passport in their home country, the student is required to submit an application document for Pass Transfer to the IO UTHM within 3 days upon arrival in Malaysia.

7.0 CANCELLATION / SHORTEN OF PASS/ CHECK OUT MEMO (COM)

- 7.1 It is mandatory for students to cancel their student pass and dependent pass (if applicable) for the following circumstances:
 - i) completion of study/ graduation;
 - ii) withdrawal/ termination/ deferment of study;
 - iii) change program within faculty or UTHM;
 - iv) change university/ institution; and
 - v) change to other types of pass e.g. dependent/ employment pass.
- 7.2 Students will be subject to serious consequences if leaving Malaysia without cancelling the student and dependent passes such as forfeiture of personal bond and a future travel ban into Malaysia.
- 7.3 Students may also be denied to exit Malaysia at the KLIA if fail to comply with the required pass cancellation procedure.

8.0 DEFERMENT OF REGISTRATION

- 8.1 Students will be required to defer registration should they fail to obtain VAL in due time upon the registration day.
- 8.2 Please submit student visa application 10-12 weeks before the registration date as visa processing may take up to 8 weeks to be approved.

9.0 OVERSTAY

- 9.1 Overstay is an offence and shall be avoided. It will lead to serious legal consequences as follow:
 - i) Penalty ranging from RM1,000.00 to RM10,000.00;
 - ii) Jail term of up to 5 years;
 - iii) Immediate deportation to home country;
 - iv) Future travel ban into Malaysia.
- 9.2 Overstay can be avoided by renewing your Student Pass as early as 3 months before the expiry date.

10.0 SPECIAL PASS

- 10.1 A special pass is a temporary pass issued by the Immigration Department and is usually valid for a maximum period of 30 days.
- 10.2 Student may need to apply for a Special Pass if the current valid pass has expired or less than 7 days before the expiry date.
- 10.3 Approval for a special pass is at the discretion of the Immigration Department of Malaysia.

11.0 INSURANCE

- 11.1 It is compulsory for international student to stay protected with a valid insurance policy throughout the period of study in Malaysia. Student shall monitor the expiry date of the insurance policy to avoid undesirable implications concerning health.
- 11.2 A valid insurance policy is a mandatory document for Student/ Dependent Pass renewal.

12.0 PERSONAL BOND PAYMENT & REFUND

- 12.1 All international students are required to pay for Personal Bond (refundable) as prescribed in Regulation 18 of the Immigration Regulations 1963. The payment shall be made to the Bursary Office UTHM. [[click here](#)]
- 12.2 Upon completion of study (graduation) or withdrawal of study, student may claim for Personal Bond refund from Bursary Office after fulfilling the Visa Cancellation / COM procedure.

13.0 VISA PROCESSING FEES & FINES

- 13.1 Complete visa processing fees and fines are published in on IO website [[click here](#)]

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