

**STUDY APPROVAL GUIDE FOR INTERNATIONAL STUDENTS  
IN OPEN AND DISTANCE LEARNING (ODL) PROGRAMMES**

**STEP 1**

Preparation of documents

- Prepare soft copies of all required documents listed in Appendix A checklist.



**STEP 2**

Approval to Study Application

- Apply for your Approval to Study at <https://visa.educationmalaysia.gov.my>
- Track your application status at <https://visa.educationmalaysia.gov.my>



**STEP 3**

Download the Approval to Study Letter

- Download your EMGS Approval Letter and upload it along with other required documents during your online registration at [cgsoffer.uthm.edu.my](http://cgsoffer.uthm.edu.my)

## DOCUMENTS REQUIRED FOR APPROVAL TO STUDY APPLICATION

NO.	DOCUMENTS	REMARKS (Prepare the document in pdf format)
1.	UTHM Offer Letter	UTHM Offer Letter
2.	Student's Identification	i. Passport Data Page (biographical page), or ii. National ID (original and English-translated copy), or iii. Driver's License (original and English-translated copy)
3.	Academic Certificates	i. For Bachelor's Degree applicants – Highest School Certificate ii. For Master's Degree applicants – Bachelor's Degree Certificate iii. For Doctoral Degree applicants – Bachelor's and Master's Degree Certificates
4.	Academic Transcripts	i. For Bachelor's Degree applicants – High School Transcript / Exam Result ii. For Master's Degree applicants – Bachelor's Degree Transcript iii. For Doctoral Degree applicants – Bachelor's & Master's Degree Transcripts

*Please refer to <https://io.uthm.edu.my> for details*

**NOTES**

- If you do not obtain the EMGS Approval Letter (*Approval to Study for International Students*) before the registration date, you are advised to defer your studies to the following semester. For further details on ODL Program, please contact UTHM BITARA at [odl@uthm.edu.my](mailto:odl@uthm.edu.my).
- You **will not be allowed** to register with the University if you do not obtain the EMGS Approval Letter (*Approval to Study for International Students*).