STUDENT PASS APPLICATION GUIDE FOR NEW INTERNATIONAL STUDENTS

Contact Us – UTHM International Office

Contact Details

Email: visa@uthm.edu.my

Facebook: UTHM International

Phone: +6079509874

WhatsApp: +6074533339

Address

Universiti Tun Hussein Onn Malaysia (UTHM)
86400 Parit Raja, Batu Pahat,
Johor, Malaysia

UTHM International Office Counter Operation Hours

Monday – Thursday:	8.30am – 12.45pm
Friday:	8.30am – 12.00pm
Saturday / Sunday / Public Holiday:	Closed

How to Enter Malaysia as Student

Pre-Arrival				Post-Arrival		
Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**
Apply for Student Pass via Education Malaysia Global Service (EMGS) website	Download EMGS Approval Letter & eVisa Approval Letter (eVAL) from EMGS Hub Apps	Apply for Single Entry Visa (SEV) or eVISA for Student *SEV/ eVISA Required Country	Purchase one way flight ticket to Malaysia	Entering Malaysia with eVAL & eVISA/SEV	Complete Post Arrival Medical Examination	Proceed with Student Pass Sticker Endorsement
EMGS Visa Process Completion Status: 0-80%				**EMGS Status: 80%**		**EMGS Status: 100%**

There are also Nationalities who may directly enter Malaysia without Single Entry (SEV) but student are required to obtain the electronic Visa Approval Letter (eVAL) prior arrival to Malaysia. Student are highly advise to present the eVAL & offer letter upon arrival at Immigration Counter (Entry Point/Airport) to get a special pass of entry.

PRE-ARRIVAL

3 Essential Visa Documents Before Entering Malaysia

Document 1	Document 2	Document 3
EMGS Approval Letter	Electronic Visa Approval Letter (eVAL)	Single Entry Visa (SEV) or eVISA for Student

How to Apply Student Pass

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- As a new international student, you need to apply for the student pass before making arrangement to travel to Malaysia for your registration. Please note that you need to apply for the student pass at least **THREE (3) MONTHS BEFORE** the commencement of your studies or **REFER TO YOUR OFFER LETTER**.

- You can only **initiate your Student Pass** application **after receiving an offer letter** from UTHM.

Document Required

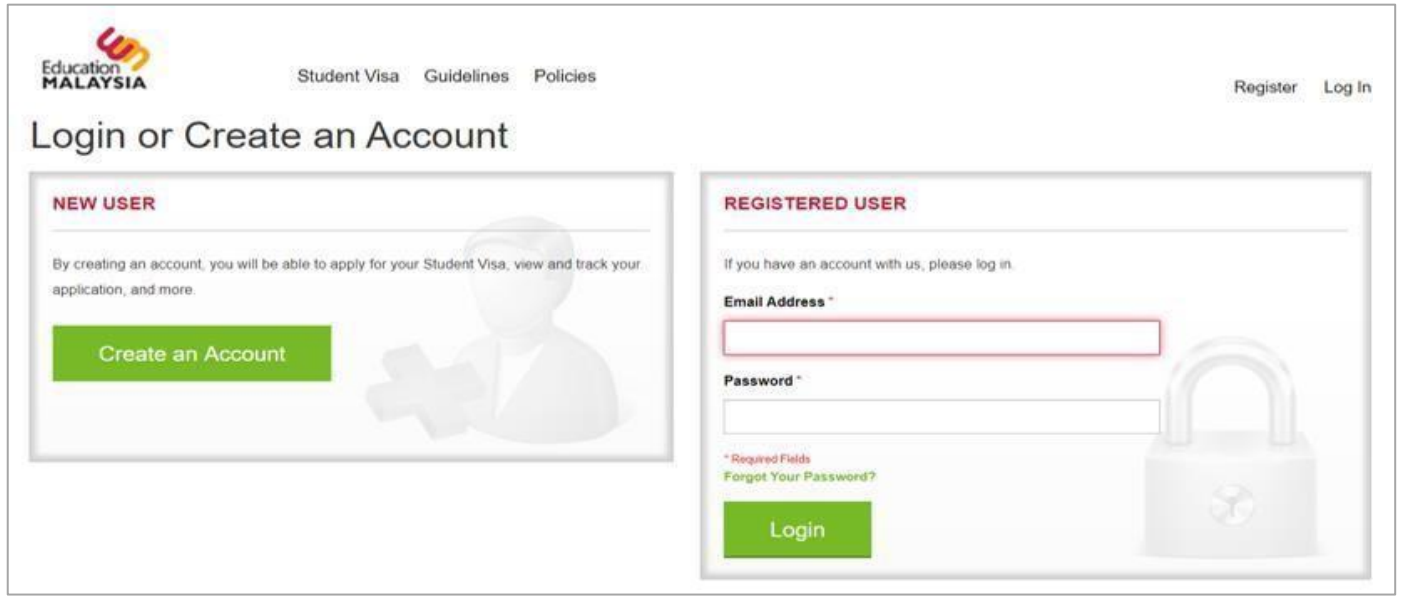
No.	Documents	Remarks
1	Offer letter	Original or copy of offer letter
2	Photo	1 passport size photograph with WHITE background (35mm X 45mm). Please refer to the Photo Requirement.
3	Passport	Passport copy: i. Passport data page (bio-data page) ii. All pages with visa information (Required to submit all passport pages : Libya, Iran, Iraq, Somalia, Sudan, Syria, Yemen) iii. Observation page (showing any extensions, clarifications) iv. Passport validity duration must be 18 months and above. v. Special Pass or Exit Stamp (if applicable)
4	Academic Certificate	A copy of Academic Certificate. You can check the requirement provided by your home institution.
5	Academic Transcript	A copy of Academic Transcript. You can check the requirement provided by your home institution.
6	Letter of Eligibility (LOE)	Applicable for candidates from IRAN only. UTHM will request from the Embassy of The Islamic Republic of Iran in Kuala Lumpur. Email io.intake@uthm.edu.my with subject LOE Application (<Your Name>) including: i. Copy of Offer Letter ii. Copy of All Passport Pages iii. Copy of academic
7	No Objection Certificate (NOC)	Applicable for candidates from Sudan only. UTHM will request from Sudanese Embassy in Kuala Lumpur. Email io.intake@uthm.edu.my with subject NOC Application (<Your Name>) including: i. Copy of Offer Letter

Online Application Steps via EMGS

New students who need to apply your student pass directly through the Education Malaysia Global Services (EMGS) website, please log in to the EMGS visa portal at https://visa.educationmalaysia.gov.my/ and complete the application form. Any incomplete application cannot be processed

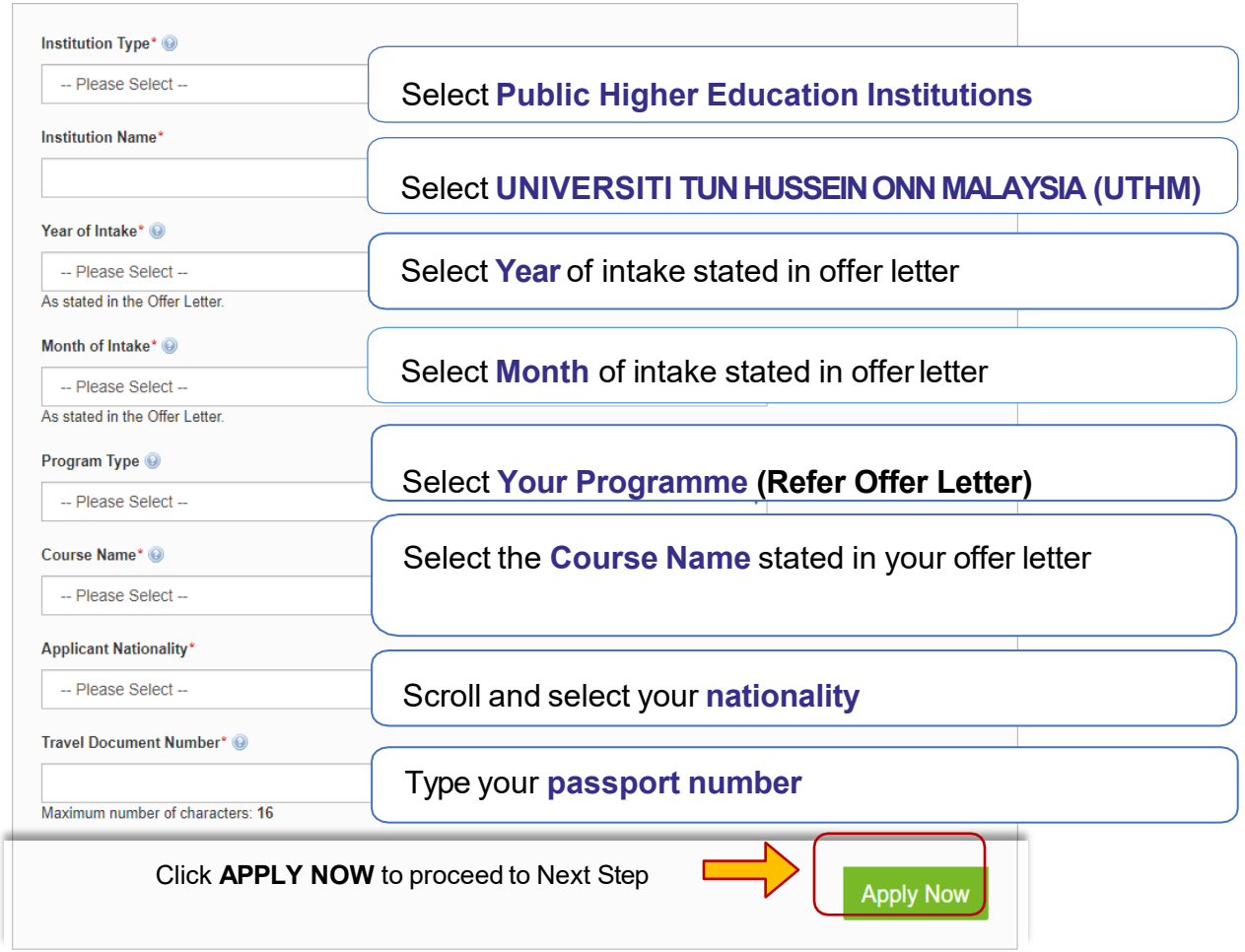
1. Create an Account

- If you have not created an account, you can register your account before proceeding with the application.



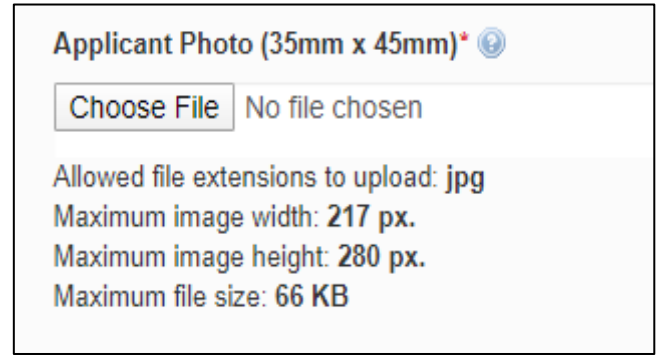
2 Complete the application form

Complete the relevant fields and upload all required documents into the system.

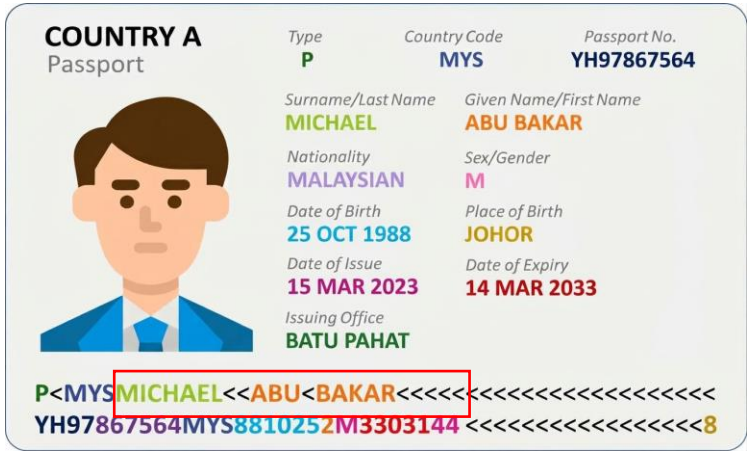


2 Complete the application form

1. Upload the **Applicant Photo** (3.5 x 5 cm) by clicking **'Choose File'.**
   The passport-size photo must be professionally taken with WHITE background to ensure it follows the image guidelines:
   (Photo size: 35 mm × 45 mm).
   Only photo with jpg extension is accepted.
   Please refer to the **Photo Requirement**.



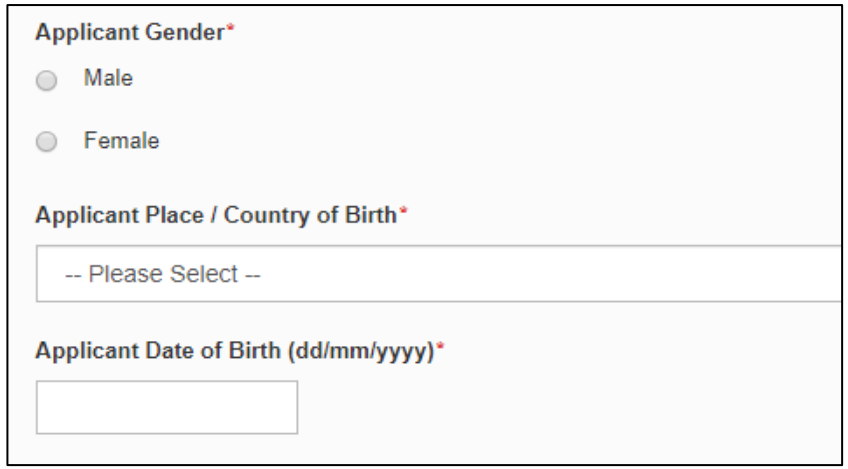
2. Enter your name as it appears in the **Machine Readable Zone (MRZ)** of your passport.



Full Name must be typed according to Passport MRZ Format.
Sample : MICHAEL ABU BAKAR

2 Complete the application form

3. Select your **Gender, Place/Country of Birth and Date of Birth**

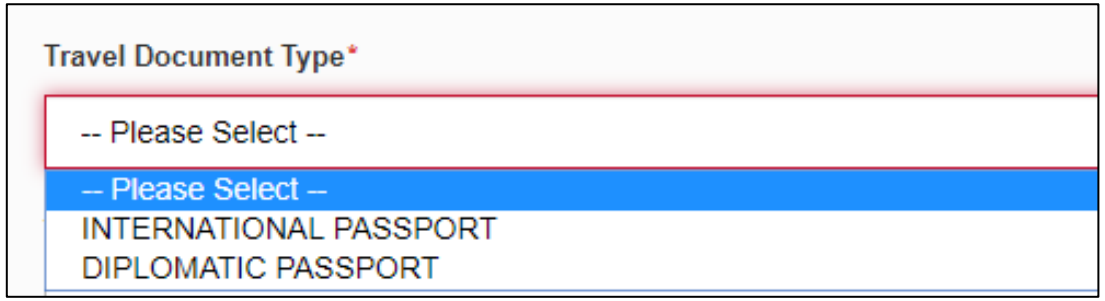


4. Select the **nearest embassy** where you can obtain the Single Entry Visa (SEV).
[List of Malaysian Missions to Obtain Single Entry Visa From.]



2 Complete the application form

5. Select your **Nationality** and **Travel Document Type.**

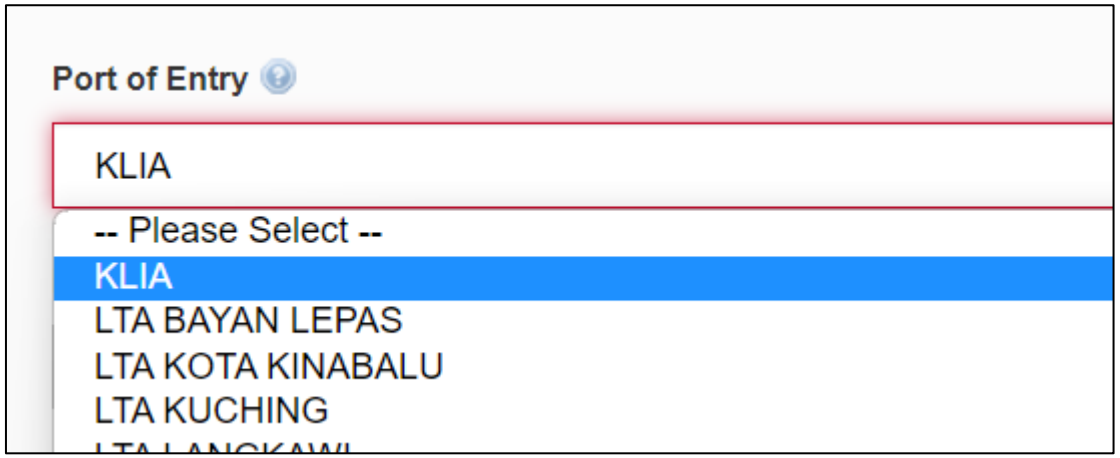


6. Enter your **Passport Number** for Travel Document Number. Select the **Country for Travel Document Place / Country of Issue**. Enter the **Issue and Expiry Date.**.

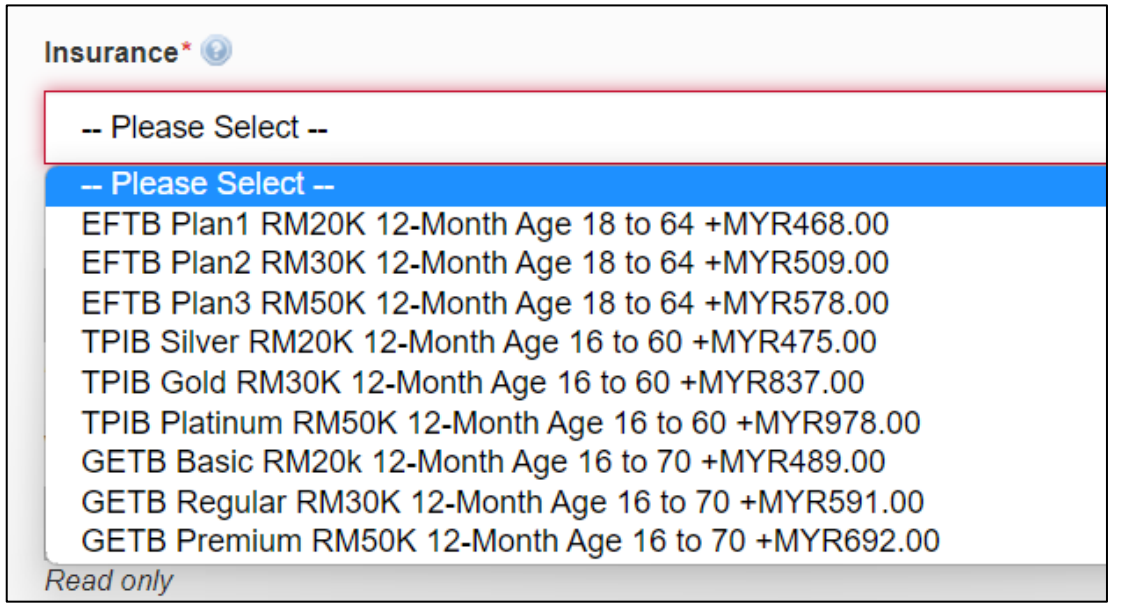


2 Complete the application form

7. Please choose ONLY KLIA (Kuala Lumpur International Airport) as the **Port of Entry.**

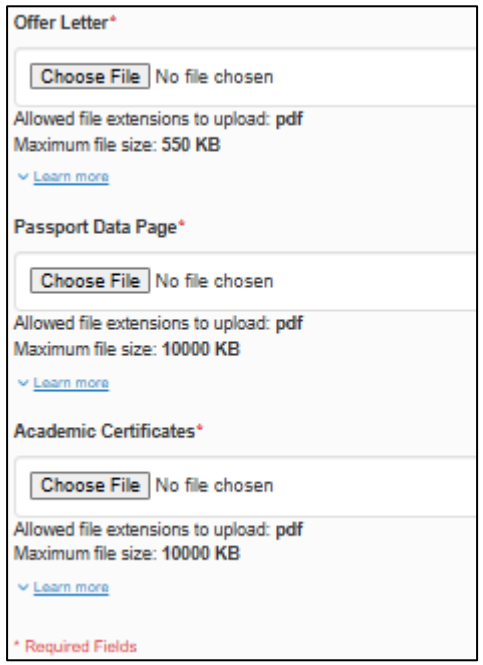


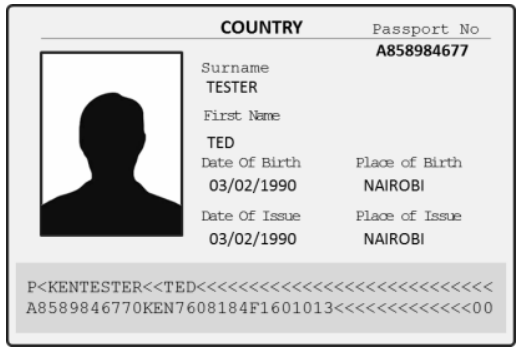
8. Select the **Insurance package** according to your preference.



2 Complete the application form

9. Upload the files by clicking 'Choose File' for **Offer Letter**, **Passport Data Page**, and **Academic Certificates**





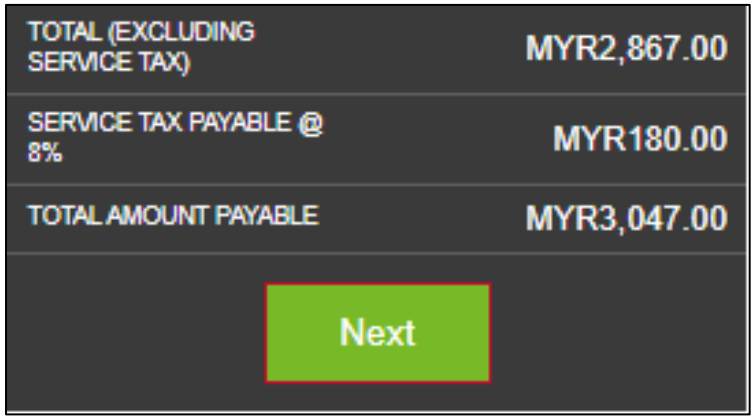
Passport Data Page

10. Once you have completed the required fields, click **'Apply Now'**

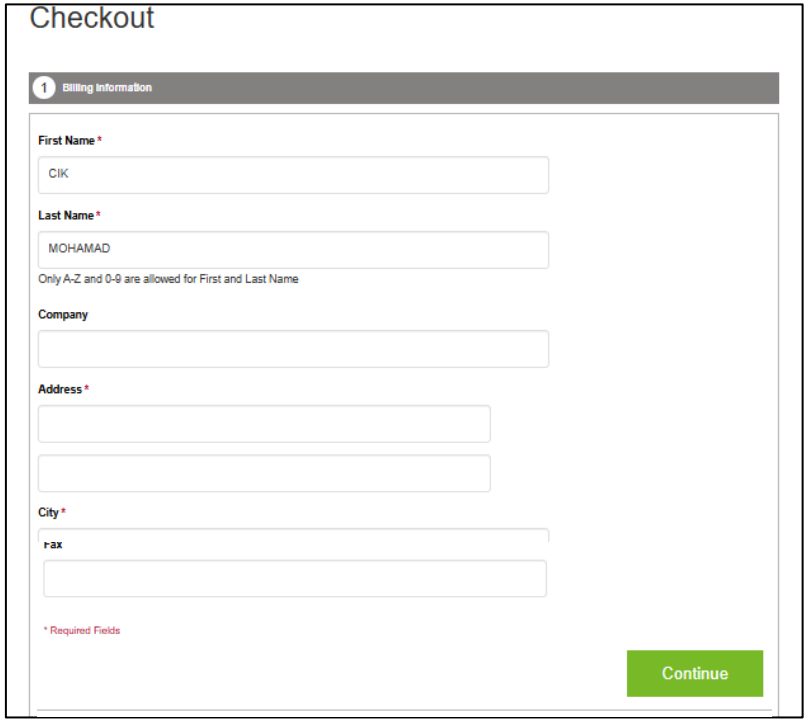


2 Complete the application form

11. You will then be required to confirm your application details. Click **'Next'** to proceed after reviewing the details and required payment amount. Please note that there will be a 8% Malaysian Government Tax charged on the application.

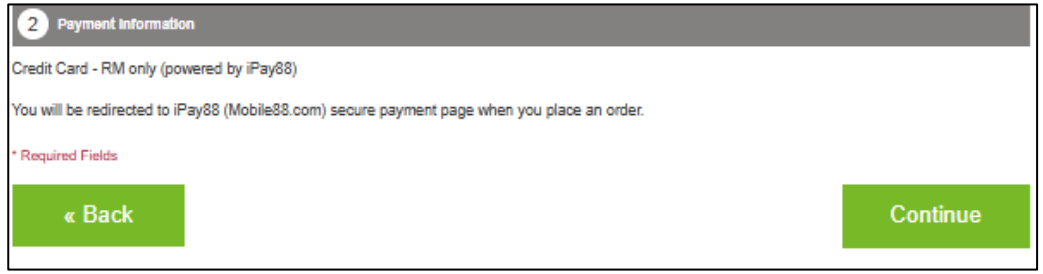


12. Enter the required details in the Billing Information tab and click **'Continue'** to proceed.

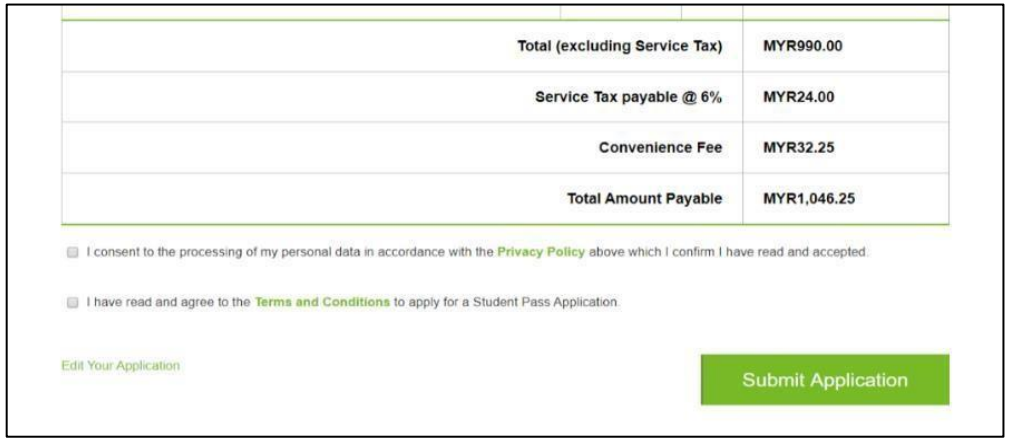


2 Complete the application form

13. You are advised to pay online directly to EMGS by **Credit Card**. Students are required to make full amount of the total payment either via Credit Card.

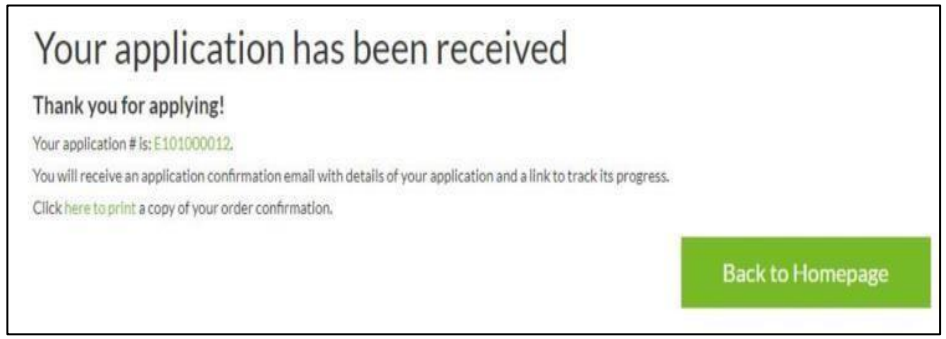


14. Verify your application details, read the Terms and Conditions and click "**Submit Application**" after selecting the checkbox to confirm your consent to the processing of your personal data by EMGS.



2 Complete the application form

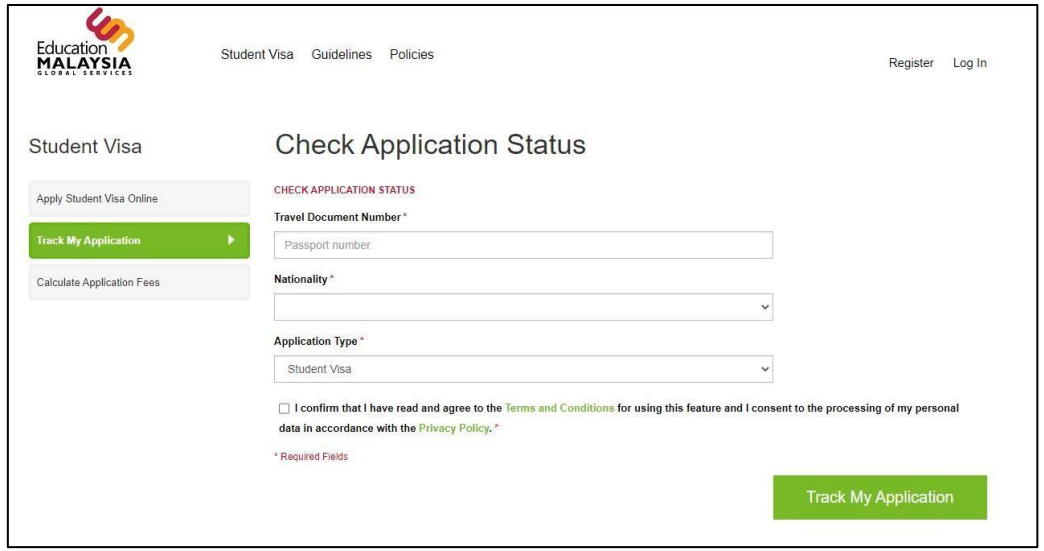
15. Once payment is complete, your application will be submitted to EMGS for processing and you will receive the notification below. An email regarding your application will also be sent to the registered email.



16. Any additional document required for your application EMGS will notify you by email and submit all the required to International Office UTHM for us to facilitate the submission to EMGS **(visa@uthm.edu.my)**

3 Track your visa application status

You may track the status of your visa application via https://visa.educationmalaysia.gov.my/emgs/application/searchForm/ or EMGS Hub Platform





Download on the App Store

GET IT ON Google Play

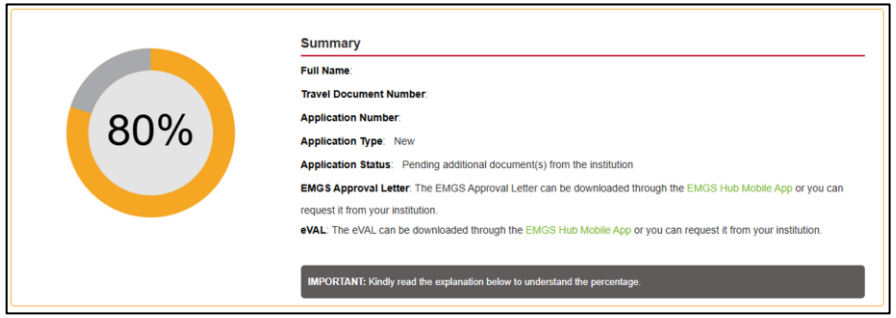
4 Apply Single Entry Visa (SEV) / eVISA

- Once your application for **Electronic Visa Approval Letter (eVAL)** has been **approved** by Malaysian Immigration Department, please **download** your **Electronic Visa Approval Letter (eVAL)** from your application status via **EMGS Hub Platform.** Then apply **SEV / eVISA (https://malaysiavisa.imi.gov.my/evisa/login)**.

- A Malaysia **eVISA** typically takes **2 to 7 working days** to process through the website.

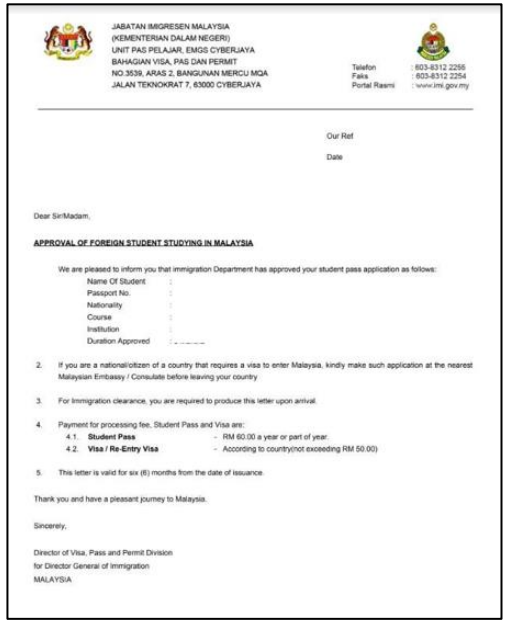
- Please note that the **eVAL is valid for six (6) months from the date of issuance**. Make sure you make an arrangement to **travel to Malaysia** for registration **within the validity of the eVAL.**

- At the moment, student application status at **EMGS is 80% complete**. The **remaining 20%**, student need to **submit all documents required to the International Office UTHM** after registration to get an endorsement of **student pass**.



4 Apply Single Entry Visa (SEV) / eVISA

SAMPLE OF eVAL



JABATAN IMIGRESEN MALAYSIA
(KEMENTERIAN DALAM NEGERI)
UNIT PAS PELAJAR, EMGS CYBERJAYA
BAHAGIAN VISA, PAS DAN PERMIT
NO.3539, ARAS 2, BANGUNAN MERCU MQA
JALAN TEKNOKRAT 7, 63000 CYBERJAYA

Telefon : 603-8312 2255
Faks : 603-8312 2254
Portal Rasmi : www.imi.gov.my

Our Ref

Date

Dear Sir/Madam,

APPROVAL OF FOREIGN STUDENT STUDYING IN MALAYSIA

We are pleased to inform you that immigration Department has approved your student pass application as follows:

Name Of Student :
Passport No. :
Nationality :
Course :
Institution :
Duration Approved :

2. If you are a national/citizen of a country that requires a visa to enter Malaysia, kindly make such application at the nearest Malaysian Embassy / Consulate before leaving your country

3. For Immigration clearance, you are required to produce this letter upon arrival.

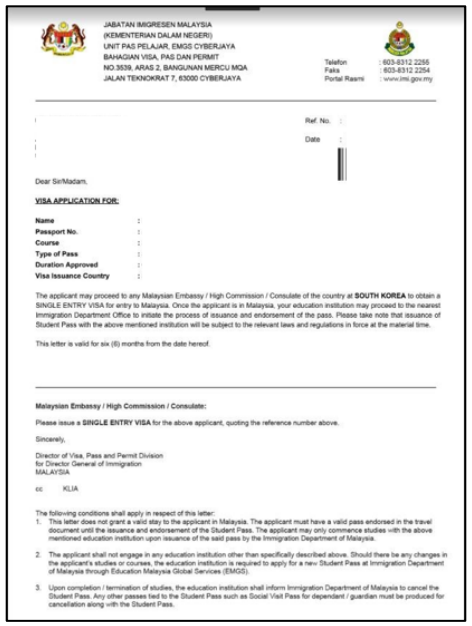
4. Payment for processing fee, Student Pass and Visa are:
   4.1. **Student Pass** - RM 60.00 a year or part of year.
   4.2. **Visa / Re-Entry Visa** - According to country(not exceeding RM 50.00)

5. This letter is valid for six (6) months from the date of issuance.

Thank you and have a pleasant journey to Malaysia.

Sincerely,

Director of Visa, Pass and Permit Division
for Director General of Immigration
MALAYSIA



JABATAN IMIGRESEN MALAYSIA
(KEMENTERIAN DALAM NEGERI)
UNIT PAS PELAJAR, EMGS CYBERJAYA
BAHAGIAN VISA, PAS DAN PERMIT
NO.3539, ARAS 2, BANGUNAN MERCU MQA
JALAN TEKNOKRAT 7, 63000 CYBERJAYA

Telefon : 603-8312 2255
Faks : 603-8312 2254
Portal Rasmi : www.imi.gov.my

Ref. No. :
Date :

Dear Sir/Madam,

VISA APPLICATION FOR:

Name :
Passport No. :
Course :
Type of Pass :
Duration Approved :
Visa Issuance Country :

The applicant may proceed to any Malaysian Embassy / High Commission / Consulate of the country at **SOUTH KOREA** to obtain a SINGLE ENTRY VISA for entry to Malaysia. Once the applicant is in Malaysia, your education institution may proceed to the nearest Immigration Department Office to initiate the process of issuance and endorsement of the pass. Please take note that issuance of Student Pass with the above mentioned institution will be subject to the relevant laws and regulations in force at the material time.

This letter is valid for six (6) months from the date hereof.

Malaysian Embassy / High Commission / Consulate:

Please issue a **SINGLE ENTRY VISA** for the above applicant, quoting the reference number above.

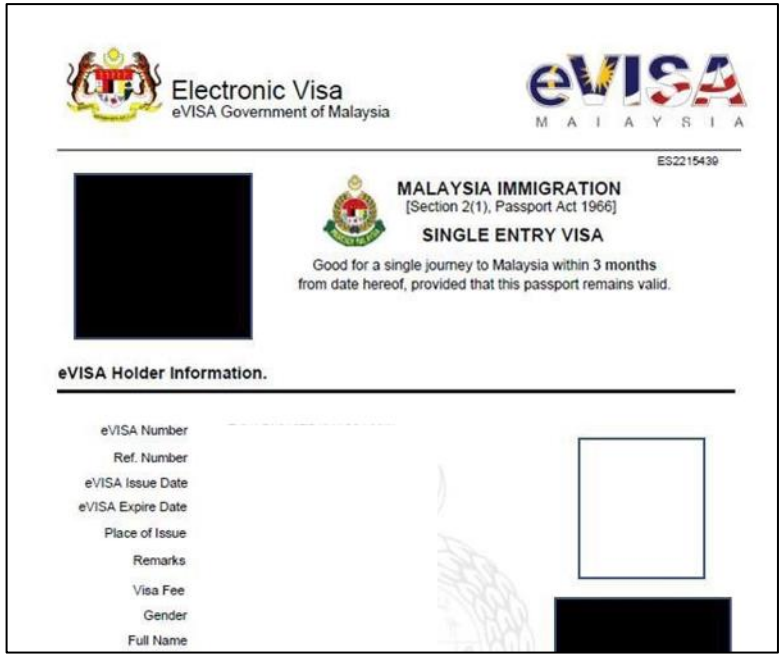
Sincerely,

Director of Visa, Pass and Permit Division
for Director General of Immigration
MALAYSIA

cc KLIA

The following conditions shall apply in respect of this letter:
1. This letter does not grant a valid stay to the applicant in Malaysia. The applicant must have a valid pass endorsed in the travel document until the issuance and endorsement of the Student Pass. The applicant may only commence studies with the above mentioned education institution upon issuance of the said pass by the Immigration Department of Malaysia.
2. The applicant shall not engage in any education institution other than specifically described above. Should there be any changes in the applicant's studies or courses, the education institution is required to apply for a new Student Pass at Immigration Department of Malaysia through Education Malaysia Global Services (EMGS).
3. Upon completion / termination of studies, the education institution shall inform Immigration Department of Malaysia to cancel the Student Pass. Any other passes tied to the Student Pass such as Social Visit Pass for dependant / guardian must be produced for cancellation along with the Student Pass.

SAMPLE OF eVISA



Electronic Visa
eVISA Government of Malaysia

eVISA MALAYSIA

ES2215439

[redacted]

MALAYSIA IMMIGRATION
[Section 2(1), Passport Act 1966]
SINGLE ENTRY VISA

Good for a single journey to Malaysia within 3 months
from date hereof, provided that this passport remains valid.

eVISA Holder Information.

eVISA Number
Ref. Number
eVISA Issue Date
eVISA Expire Date
Place of Issue
Remarks
Visa Fee
Gender
Full Name

[redacted]

An **eVAL** (Electronic Visa Approval Letter) issued by **EMGS** (Education Malaysia Global Services) is an official digital document from the Malaysian Immigration Department that pre-approves an international student to enter Malaysia for studies

4 Apply Single Entry Visa (SEV) / eVISA

IMPORTANT NOTES BEFORE BOOKING YOUR FLIGHT

1. Students are advised to **purchase a one-way ticket to Malaysia**. Please check the applicable entry requirements before making travel arrangements. The return flight should be arranged later based on the validity period of the Student Pass endorsed by the Malaysian Immigration Department **after the Student Pass Sticker Endorsement process is completed**.

2. If you are from a country that **requires a Single Entry Visa (SEV) or eVISA**, **DO NOT book your flight to Malaysia until your SEV or eVISA for student has been issued**.Students who arrive in Malaysia without the required SEV or eVISA for student may be issued a **Not To Land (NTL)** order by the Immigration Department at the Malaysian airport and may be required to return to their home country.

PRE-ARRIVAL CHECKLIST:

Document 1	Document 2	Document 3
EMGS Approval Letter	Electronic Visa Approval Letter (eVAL)	Single Entry Visa (SEV) or eVISA for Student

5 Malaysia Digital Arrival Card (MDAC)



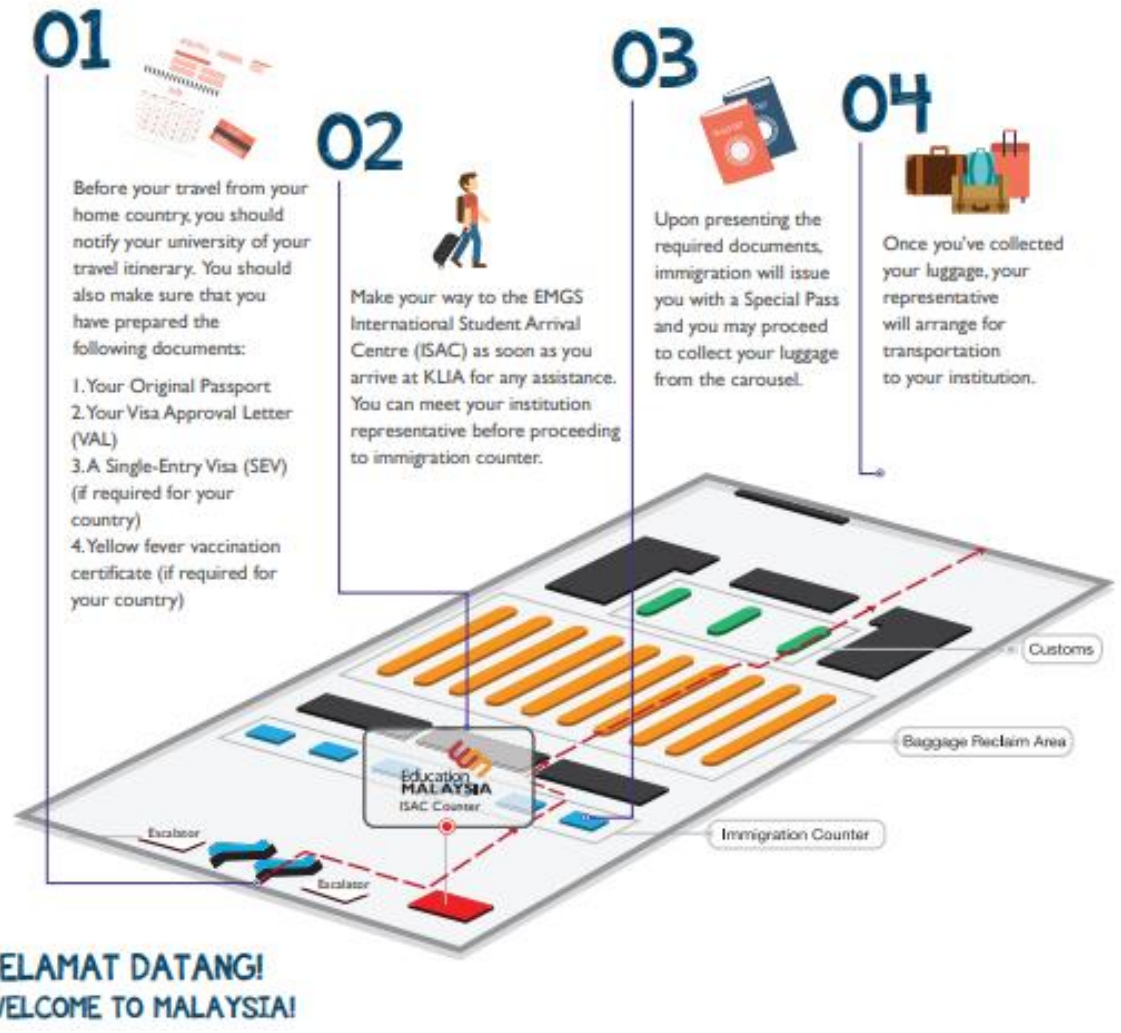


ON-ARRIVAL

6 Entering Malaysia:

Upon arrival at Kuala Lumpur International Airport (KLIA) or KLIA Terminal 2 (KLIA2), please proceed to the **EMGS International Student Arrival Centre (ISAC)** for assistance and further guidance.

📍 **ISAC is available to assist international students upon arrival before the Immigration Clearance.**



6 Entering Malaysia:

ARRIVAL AT MALAYSIA ENTRY POINT

Prepare these documents for Immigration:

- Valid **Passport**
- UTHM **Offer Letter**
- **Visa Approval Letter** (VAL/eVAL)
- **SEV / eVISA** , where applicable
- **MDAC** (Malaysia Digital Arrival Card)

Immigration Clearance:
You will generally receive an **Entry Special Pass / SP Entry Stamp** for approximately **30 days.**



ENTRY DATE

VALIDITY

POST-ARRIVAL

7 What you need to do before getting the student pass:

1. Undergo a **Medical Check-up / screening** at UTHM Health Centre or any clinic. The examining doctor will certify and issue certification letter if you are **Fit or Not Fit to Study.**

2. Report and **register** yourself to **Academic Management Office (PPA) for undergraduate student** or **Centre for Graduate Studies (CGS) UTHM for postgraduate student**.

3. After completing Medical Check-up & Academic Registration, **please fill in 80% Form [CLICK HERE]**

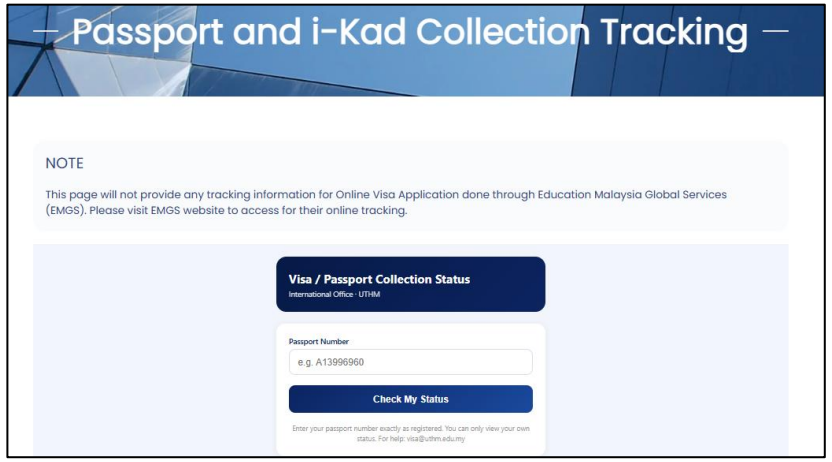
4. Submit the following documents to the International Office UTHM after **EMGS indicate the application 100%** :
   - Original Passport
   - Copy of Passport detail page
   - Copy of eVISA / SEV / Journey Perform
   - Copy of Visa Approval Letter (eVal)
   - Copy of Entry stamp
   - Confirmation letter (Centre for Graduate Studies or Academic Management Office)

***All these processes should be completed within 30 days of arrival in Malaysia.**

7 What you need to do before getting the student pass:

7. After submitting your passport to the International Office, you can track the processing status through the **UTHM Passport and iKad Tracking System**.You may visit the Visa Counter to collect your passport once the status shows **"Passport Ready to Collect".**

8. Information on the **collection of your iKad and insurance** documents will be **provided separately** by the International Office.



Universiti Tun Hussein Onn Malaysia

Trustworthy
Professional
Innovative

With Wisdom, We Explore

unesco
UNEVOC Network Member

Malaysia's Best TVET University Award
(TRANSPORTATION TECHNOLOGY)

Technopreneurship University
Of The Year Award 2025
Brand Of The Year Awards 2025

KEBOLEHPASARAN
Employers Choice
Of University 2025

Brand of The Year
Excellence in Technical & TVET
Higher Education 2025-2026

Anugerah Kecemerlangan KPT 2025
NO. 1 UNIVERSITI TERBAIK
KEUSAHAWANAN 2025

Sustainability
& CSR Malaysia
Awards 2026