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	VISA AND PASS APPLICATION (SECOND STEP)	Type of application: NEW STUDENT APPLICATION (VARIATION/PROGRESSION)

APPLICANT NAME:	
NO PASSPORT:	
COUNTRY:	
MOBILE NO.:	

REQUIRED DOCUMENTS

No	Required Documents	No. of copy	Tick (/)
1	Original Passport	1	
2	Copy of detail pages	2	
3	Copy of current visa	2	
4	Copy of Confirmation Letter (refer CGS or Academic Office)	1	
5	Copy of eVal	1	

IMPORTANT NOTES

1. Variation (from program A to program B either from the same or different faculty or change University)
2. Progression (from Bachelor to Master or from Master to PhD) must first get the approval for a new visa from the Malaysia Immigration Department.
3. You **CANNOT** convert the old student pass or carry on studying a different course using the same student pass. This is because the current Student Pass issued contains details of the specific course you are registered for.
4. Undertaking studies for a different course or at a different institution would be contrary to the terms of your Student Pass. This is a breach of immigration rules.

APPLICANT'S DECLARATION

*I hereby confirm that the **INFORMATION** provided herein is **ACCURATE, CORRECT** and complete and that the documents submitted along with this application form are **GENUINE.** I have read, **UNDERSTOOD** and **AGREE** to the term and conditions, and also the working procedure and processing timeline as imposed by the **MALAYSIAN IMMIGRATION, EMGS AND UTHM.***
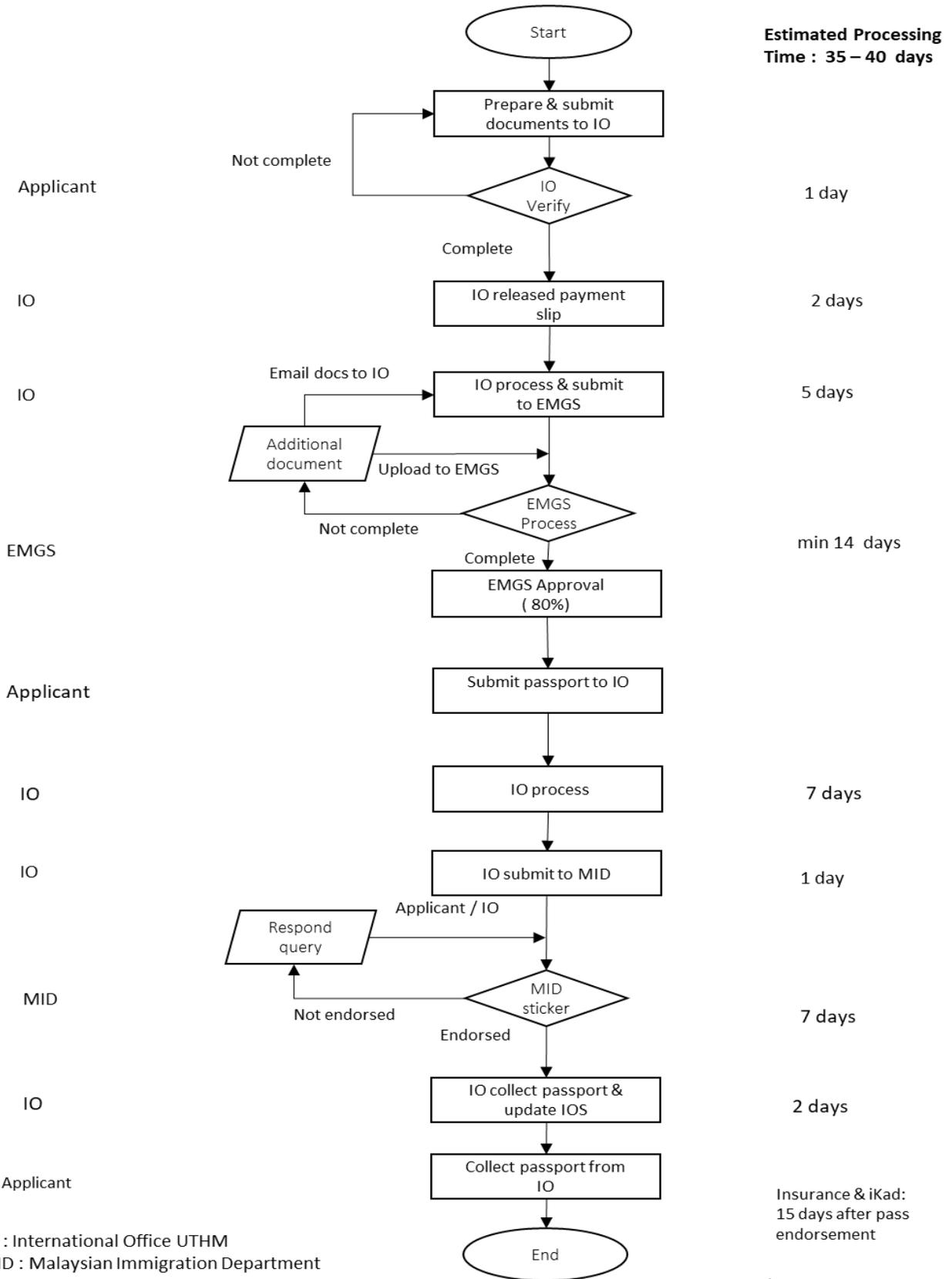
Applicant Signature: _____   Date: _____

Track your passport processing & collection status at: https://io.uthm.edu.my/v3/index.php/visa/passport-i-card-collection

For any enquiry, please email to visa@uthm.edu.my

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PIC	STUDENT PASS APPLICATION (PROGRESSION / VARIATION)	DURATION (Working Day)

Start

Estimated Processing Time : 35 – 40 days

Prepare & submit documents to IO

Applicant

Not complete

IO Verify

1 day

Complete

IO

IO released payment slip

2 days

IO

Email docs to IO

IO process & submit to EMGS

5 days

Additional document

Upload to EMGS

EMGS Process

Not complete

EMGS

min 14 days

Complete

EMGS Approval (80%)

Applicant

Submit passport to IO

IO

IO process

7 days

IO

IO submit to MID

1 day

Applicant / IO

Respond query

MID sticker

Not endorsed

MID

7 days

Endorsed

IO

IO collect passport & update IOS

2 days

Applicant

Collect passport from IO

Insurance & iKad: 15 days after pass endorsement

End

IO : International Office UTHM
MID : Malaysian Immigration Department

* day = working days