INTERNATIONAL STUDENT PASS AND VISIT APPLICATION REQUIREMENTS

Greetings from Taylor’s University!

We would like to bring to your attention the submission requirements for International Student Pass and Visa applications, which cover renewal, progressing, inter-programme transfer and deferment of studies.

Under the new rules implemented by Ministry of Education (MoE), all international students are required to submit their Student Pass and Visa applications through their institution of higher education to Education Malaysia Global Services (EMGS). EMGS is a one-stop centre established by MoE to process all Student Pass and Visa applications in a standardized manner. Once applications are processed, EMGS submits students’ applications to the Malaysian Immigration Department for endorsement of the Student Pass and Visa.

Hence it is crucial that international students are aware of their current Student Pass and Visa expiry, and they submit their complete application in a timely manner to ensure smooth processing of their Student Pass and Visa. Please refer to the Appendix as attached for the different Student Pass and Visa application process where applicable.

Please note that the requirements of the Student Pass and Visa are subject to change based on the changes made by EMGS and Immigration Malaysia. Students should always consult International Office Counter for the latest update.

Should you need any further clarification, please contact International Office at 03-5629 5000 ext. 5038 / 5039 or by email at emgs.io@taylors.edu.my.

Thank you.

Yours faithfully,

LEONARD LIM
Senior Manager, International Office
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Taylor’s University Lakeside Campus
1. **Renewal of Student Pass and Visa**

   All international students are required by the EMGS to liaise with International Office on submission of renewal of Student Pass and Visa at least 3 months before the Student Pass and Visa expiry date.

   If students wish to return to home country, you are **NO** longer allowed to come back to Malaysia with TOURIST VISA (after student visa expiry date). Malaysian Immigration Department is no longer accepting the conversion of TOURIST VISA to student pass and visa. Reapplication of new Student Pass and Visa will be required if the student insists to come back with the Tourist Visa, and new visa application fees will be imposed.

   International Office will inform students to do a medical health check after the renewal application has been submitted to EMGS (usually between 3 – 4 weeks after students submit to International Office). The medical health check is to be done at the panel clinic appointed by EMGS. Should the report not meet the health requirements, the Student Pass and Visa will not be renewed and students are not allowed to commence class.

   There will be a charge of RM390.00 imposed by EMGS for the annual Student Pass renewal which includes the Student Pass and Visa application fee (RM140) and medical health check (RM250).

   The following documents are required for Student Pass and Visa Renewal Application:

   1) 2 clear sets of Full Passport Photocopy (All pages including blank pages & cover page) - (passport must have a minimum 15 months validity).
   2) 2 passport size photo (with Blue background) – 3.5cm wide x 5cm height.
   3) 1 copy of passport particular page and latest student visa page (to be certified true copy by International Office and keep by students).
   4) Special Pass payment (RM350) if submission of renewal of Student Pass and Visa is done less than eight (8) weeks of expiry.

   **Note:** The above requirements are subject to change depending on EMGS and Immigration Malaysia. Please always refer to International Office at Level 2, Block A for more details and updates.
APPENDIX 2

2. Progression of studies

After students have registered for a new programme, International Office will proceed to cancel their current Student Pass and Visa and reapply a new Student Pass and Visa under the new programme.

The following documents are required for the reapplication:

5) 2 clear sets of Full Passport Photocopy (All pages including blank pages & cover page) - (passport must have a minimum 15 months validity from the commencement date of intake)
6) 6 passport size photo (with Blue background) – 3.5cm wide x 5cm height
7) Proof of payment of Registration Fee/ EMGS Visa Application Fee RM1,750/USD620 (i.e. Receipt)
8) Academic Results (Please obtain the Certified True Copy transcript from Exam Centre)
9) Attendance Report – (Please obtain from School Academic Services)
10) Visa Grant On Arrival (VGOA) - Please identify which Malaysian Embassy (eg. Indonesia : Jakarta; China: Beijing) you will apply for your Single Entry Visa (SEV) after VAL approved.
11) Non-Objection Certificate (NOC) – (Applicable for Sub-Sahara Countries)
12) Passport Visa Cancellation page & Exit Stamp for students returning to home country (After returning to home country, please photocopy/scan the student visa page with the new expiry date plus the exit stamp page, then email it to the admission officer)

Note: The above requirements are subject to change depending on EMGS and Immigration Malaysia. Please always refer to International Office at Level 2, Block A for more details and updates.
APPENDIX 3

3. Inter-Programme Transfer

After the students have registered for the new programme, International Office will proceed to cancel their Student Pass and Visa and reapply a new Student Pass and Visa under the new programme.

The following documents are required for the reapplication:

1) 2 clear sets of Full Passport Photocopy (All pages including blank pages & cover page) - (passport must have a minimum 15 months validity from the commencement date of intake)
2) 6 passport size photo (with Blue background) – 3.5cm wide x 5cm height
3) Visa Grant On Arrival (VGOA) - Please identify which Malaysian Embassy (eg. Indonesia: Jakarta; China: Beijing) you will apply for your Single Entry Visa (SEV) after VAL approved.
4) Proof of payment (i.e. receipt) for EMGS Visa Application Fee of RM1750/USD620
5) Academic Results (Please obtain the Certified True Copy of transcript from Exam Centre)
6) New Letter of Acceptance (LOA) – (Please obtain from School Academic Services, SAS)
7) Approved IPT form – (Please obtain it from SAS)
8) Approved IPT Letter – (Please obtain it from SAS)
9) Attendance Report – (Please obtain it from SAS)
10) Explanation Letter (of the reason for the request to transfer/change programmes)
11) Non-Objection Certificate (NOC) – (Applicable for Sub-Sahara Countries)
12) Passport Visa Cancellation page & Exit Stamp for students returning to home country (After returning to home country, please photocopy/scan the student visa page with the new expiry date plus the exit stamp page, then email it to the admission officer)

Note: The above requirements are subject to change depending on EMGS and Immigration Malaysia. Please always refer to International Office at Level 2, Block A for more details and updates.
APPENDIX 4

4. Deferment of Studies

For deferred students, they are required to return to the home country during the deferment period (if more than 3 months). Submission of original passport and copy of flight ticket for cancellation of student pass and visa to International Office counter are required at least two (2) weeks before the travelling date.

The following documents are required for the Student Pass and Visa application:

1) 2 clear sets of Full Passport Photocopy (All pages including blank pages & cover page) - (passport must have a minimum 15 months validity from the commencement date of intake)
2) 6 passport size photo (with Blue background) – 3.5cm wide x 5cm height
3) Visa Grant On Arrival (VGOA) - Please identify which Malaysian Embassy (eg. Indonesia: Jakarta; China: Beijing) you will apply for your Single Entry Visa (SEV) after VAL approved (applicable for selected countries that required by Immigration Malaysia to apply SEV to enter Malaysia).
4) Proof of payment of EMGS Visa Application Fee RM1750/USD620 (i.e. receipt)
5) Academic Results (Please obtain the Certified True Copy of transcript from Exam Centre)
6) Approved Deferment form – (Please obtain from School Academic Services)
7) Approved Deferment Letter – (Please obtain from SAS)
8) Non-Objection Certificate (NOC) – (Applicable for Sub-Sahara Countries)
9) Passport Visa Cancellation page & Exit Stamp for students returning to home country (After returning to home country, please photocopy/scan the student visa page with the new expiry date plus the exit stamp page, then email it to the admission officer)

Note: The above requirements are subject to change depending on EMGS and Immigration Malaysia. Please always refer to International Office at Level 2, Block A for more details and updates.