POSTGRADUATE
Online Visa Application Manual

http://oia.uitm.edu.my
1. REQUIREMENT TO APPLY FOR STUDENT PASS (FULL TIME – POSTGRADUATE)

Section 10 of the Immigration Regulations 1963 requires all international students (including the mobility students) who wish to study at any higher education institutions in Malaysia to obtain Student Pass before entering Malaysia. Students are required to submit application for Student Pass at the Education Malaysia Global Service (EMGS*) online system at https://educationmalaysia.gov.my/pass-application.html

* (students must be residing outside of Malaysia at the time of their application).

2. STEP BY STEP GUIDELINES

(1) Creating an Account

To Start the Student Pass (Mobility) application, go to Login or Create an Account screen at https://educationmalaysia.gov.my/pass-application.html

(2) How to Fill in the Application Form

The application form is divided into three (3) steps

STEP 1
Fill in details about the course and institution which you received offers of admission.

Institution Type: select Public Higher Education Institution
Institution Name: select UNIVERSITI TEKNOLOGI MARA (UiTM)
Year of Intake: select Refer to your Letter of Offer
Month of Intake: select Refer to your Letter of Offer
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Programme Type: select Full-Time Programme
Course Name: select The course name in your Letter of Offer
Applicant’s Nationality: select Scroll and select your nationality
Travel Document Number: select Type your passport number

*Please make sure your passport is valid more than 18 months from the date you received your Letter of Offer and please ensure that you are using the same passport when travelling to Malaysia. It is important for you to inform us if the passport number is different from the Letter of Offer.

Click APPLY NOW to proceed to STEP 2

STEP 2
Once completed Step 1, proceed to Step 2 to continue the application process. (If you need to make any changes, click “Back” on your browser and fill in Step 1 again. The form in Step 2 differs depending on the programme/course you selected in Step 1. Keep an eye on the Form Header to make sure you are continuing with the correct application).

The following information is required for STEP 2

Course Duration: Refer to the UiTM’s Letter of Offer for the course duration
Course Level: This field will automatically filled based upon the course you selected
Applicant’s Photo: Go to the following link for the passport size photo guidelines: http://educationmalaysia.gov.my/how-to-apply/passport-how-to-guidelines.html/

*the passport sized photo must be professionally taken with WHITE BACKGROUND to ensure it follows the image guidelines: max. width = 217px and max. height = 31px. Only photo with JPG extension is accepted

Applicant’s Name: Use only English letters, with no special punctuation. The system DOES NOT ACCEPT special characters such as ~ or accent marks – Type your name as it appears in the MACHINE READABLE ZONE (MRZ) of your passport.
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*these are the two (2) lines of text with number and chevrons (<<<) at the bottom of the personal information page with the passport bearer’s picture. For the purpose of Student Pass applications, EMGS will only capture the first line which contains the student’s name

The NAME is typed with upper case. Punctuation (i.e. hyphen) is replaced with the filler character < The SURNAME is given first, then the filler character twice (<<), then the remainder of given names. The surname and the given name are separated with the filler character < The filler character < pads out the field to fill the remaining characters. Suffixes (Jr, Sr, II, III, etc.) are encoded as part of the last name, without punctuation.

The form will not display any punctuation marks in the name field. Therefore, typing a hyphen or apostrophe will be converted into a space.

Gender : Specify your GENDER as per your passport

Country of Birth : Select the COUNTRY where you were born
*this should be the same as the country listed in your passport

Date of Birth (DOB) : Type DOB in this format (DD/MM/YYYY)
*this should be the same as written in your passport. Take note that the date format should be EXACTLY as it appears. For example, if your date of birth is 3rd January 1995, you should type 03/01/1995 rather than 3/1/1995

Obtain Single Entry Visa (SEV) : Select Malaysian Embassy / Consulate / High Commission or Representative Offices in your country

*International students with approved Visa Approval Letter (eVAL) have to obtain the Single Entry Visa from Malaysian Embassy/ Consulate/ High Commission or Representative Offices before entering Malaysia. However, not all countries’ citizens require a visa to travel to Malaysia.

If you are a citizen of a country that requires a Single Entry Visa to travel to Malaysia, please select the nearest Malaysian Embassy from where you can obtain the Single Entry Visa once you printed the Visa Approval Letter (eVAL) through EMGS website. Please click here for the list of countries that requires a visa to enter Malaysia.

Note: if you require a visa to travel to Malaysia but you are not in your home country, you can select the nearest Malaysian Embassy/Consulate/ High Commission or Representative Offices to you from where you can obtain the Single Entry Visa once you printed the Visa Approval Letter (eVAL) through EMGS website.
If you are a citizen of a country that does not require a visa to travel to Malaysia, you may select your own country in this field. Please click [here](#) for the list of countries.

**Nationality**: Scroll and select your NATIONALITY

**Travel Document Type**: A travel document refers to your PASSPORT. *select the type of passport you are using.

**Travel Document Number**: Your passport number will already be filled in from STEP 1. *please make sure that this number is correct and matches the passport number appearing in your Letter of Offer

**Travel Document Place of Issue**: Select name of COUNTRY where your passport was issued. *this should match the field in your passport

**Travel Document Date of Issue**: Select the DATE (DD/MM/YYYY) when your passport was issued. *this should match the date in your passport

**Travel Document Expiration Date**: Select the DATE (DD/MM/YYYY) when your passport will expire. *this should match the expiry date on your passport

**Insurance**: Select AIA Silver RM20k 12-month Age 16 to 60 +MYR400.00. *please choose from EMGS website

**Sticker Pass Fee**: Select JABATAN IMIGRESEN NEGERI SELANGOR (payable directly to Immigration)

**Visa Fee**: Select your COUNTRY to determine the MULTIPLE ENTRY VISA fee

**iKAD**: Select 1-year, self-collect at EMGS +RM50.00

**Medical Screening**: Select 1-year self-collect at EMGS +RM50.00 / 1-year courier to institute +RM60.00
Medical Screening: Select PUBLIC UNIVERSITY CLINICs

Medical Screening At:
- Please Select

eVAL Delivery Method: Select collect at EMGS

Letter of Offer: Upload your Letter of Offer
*Student Pass can only be submitted once a student receives Letter of Offer from UiTM

Passport Detail Page: UPLOAD a scanned copy of all passport pages with the passport holder details, including pages that show extension of passport validity, clarification of name and/or previous passport number, and all blank pages. (Please ensure there are at least 6 empty blank pages remaining on your passport)
The image below shows an example of the Passport Data Page.

Click **APPLY NOW** to proceed to **STEP 3**

**STEP 3**

**PAYMENT** for application - once you click **APPLY NOW** in STEP 2, a page indicating the total amount of payment to be made will be displayed and students are required to make full payment either via credit card or telegraphic transfer to the EMGS account stated on the invoice.

**Payment Method**

Payment by Cheque / Bank Draft / Bank Transfer
Payable to: EMGS Escrow Account 1
Account Number: 514057662341
Swift Code: MBEMYKLXXX
Bank: MALAYAN BANKING BERHAD (MAYBANK)
Bank Address: Lot 1.01 Ampang Park Jalan Ampang
50450 Kuala Lumpur, Malaysia

Check details of your application and click ‘NEXT’ to proceed after confirming the accuracy of your details.

Sample Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL (EXCLUDING GST)</td>
<td>RM560.00</td>
</tr>
<tr>
<td>GST PAYABLE @ 0%</td>
<td>RM0.00</td>
</tr>
<tr>
<td>TOTAL AMOUNT PAYABLE</td>
<td>RM560.00</td>
</tr>
</tbody>
</table>

**Billing Information**: If you have not yet registered a billing address in your account, you will be required to create one before proceeding to the next step.

Check Out : Select **Credit Card – RM only powered iPay88 (Mobile88.com)** type of payment in this step and click ‘CONTINUE’

(Choose **Payment through EMGS** Payable to: EMGS Escrow Account 1, through Account Number: 514057662341)
Application Review: Check and verify the total figure (there is a 3% surcharge added to the total amount requested for payment using Visa or MasterCard).

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. (Your application will not be processed without this consent).

You will receive the notification above with your Application Number for your reference. An email with the application details will also be sent to the email address you used to register. Please email the Application Number to errol@salam.uitm.edu.my with copy to erroloiauitm@gmail.com and faizwanuar@gmail.com

WHAT'S NEXT?

Once EMGS received a complete Student Pass application from you, the Universiti Teknologi MARA (UiTM) will be notified and is required to verify your student status. The payment of the application fee must be made
by this time if you have not paid using a credit card. You can use the application tracker on EMGS’s website or through the EMGS Mobile App to keep track of your application status.

Once you have obtained the e-Visa Approval Letter (eVAL) from the EMGS system, the next step is to plan your travel to Malaysia and make arrangement to collect your SINGLE ENTRY VISA at the nearest Malaysian Embassy/Consulate/High Commission or Representative Office in home country before you travel to Malaysia.

**What is e-Visa Approval Letter (eVAL)**

eVAL is an approval letter issued by the Malaysian Immigration Department in Kuala Lumpur, Malaysia to the Malaysian Mission overseas and to the student to inform about the approval of the Student Pass application. Student must bring both copies (eVAL and Admission Letter) to the nearest Malaysian Mission in his/her home country which has been identified during the application process to get the SINGLE ENTRY VISA stamped in their passport.

We wish to inform that the information on visa requirements given here and on the EMGS website is intended as a guide only. For more accurate and up-to-date information on the visa requirements, please go to: http://www.imi.gov.my/index.php/ms/pas.html?id=278 or http://www.kln.gov.my/web/guest/mission

**CONTACT INFORMATION**

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INTERNATIONAL STUDENTS DEVELOPMENT (ISD)
OFFICE OF INTERNATIONAL AFFAIRS (OIA), UNIVERSITI TEKNOLOGI MARA (UiTM)

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<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>WORKFLOW</th>
<th>WORK PROCESS</th>
<th>RECORD / DOCUMENTATION</th>
</tr>
</thead>
</table>
| **OIA**        |          | Send Mobility Package Documents to Partner University  
• Mobility Information  
• Application Form  
• Confirmation of Student Status template |
| **PARTNER UNIVERSITY** |          | Submit nominations to OIA:  
• Application Form  
• Passport Detail Page  
• Transcript  
• Confirmation of Student Status  
• CV |
| **OIA**        |          | Submit to respective Faculty for Acceptance Letter |
| **FACULTY**    |          | Receive Acceptance Letter from respective Faculty  
1 week |
| **OIA**        |          | Send Letter of Offer and Guidelines on how to apply for the Single Entry Visa to Partner University |
| **PARTNER UNIVERSITY / STUDENTS** |          | Apply Visa through EMGS website; upload the following documents  
• Offer Letter  
• Photo  
• CV  
• Passport  
• Transcript & Certificate (English version)  
• Medical Health Report  
Submit Visa payment as per guideline given.  
Submit Visa proof of payment to enquiry@emgseducation.com.my  
(cc: erroloiauitm@gmail.com) & International Bond payment to erroloiauitm@gmail.com  
14 working days  
Note:  
• If there are corrections related to documents submitted, process will take more than 14 working days  
• Each document that requires correction will take 3 working days to be updated  
• EMGS will notify OIA if there are corrections  
• Students can check their eVAL progress via EMGS Apps |
| **OIA**        |          | Approve application through EMGS STARS System |
| **OIA**        |          | Appeal to EMGS |
| **OIA**        |          | Send eVAL via email to students or Students can print the eVAL via EMGS Apps  
Validity of eVAL for only 6 months |