

FLOWCHART: MOBILITY ONLINE APPLICATION

RESPONSIBILITY	WORKFLOW	WORK PROCESS	RECORD / DOCUMENTATION
OIA		Send Mobility Package Documents to Partner University <ul style="list-style-type: none"> Mobility Information Application Form Confirmation of Student Status template 	
PARTNER UNIVERSITY		Submit nominations to OIA: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 	Approve application through EMGS STARS System	
OIA	Reject 	Appeal to EMGS	
OIA	Approve 	Send eVAL via email to students or Students can print the eVAL via EMGS Apps	Validity of eVAL for only 6 months