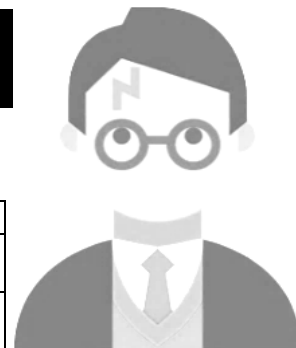


# NEW STUDENT PASS APPLICATION FORM

(STUDENT MUST BE IN MALAYSIA DURING AND ENTIRE THE APPLICATION)

UPDATED: June 2025  
AASC/UPPA/BR001/2021

New	Holding a Student Pass/ Employment Pass/ Dependent Pass/ Others
Progression	From Degree to Master / Master to PhD <i>(Student Pass Validity should be in 2 months until the registration date)</i>
Variation	Change course/ Institution <i>(Must be within 1 year of study and at least completed 1 semester)</i>



## A. STUDENT'S DETAILS (Capital Letter)

1. Full Name as per MRZ in the passport			
2. Email			
3. Passport Number		6. Country	
4. Level of Study		7. Student No.	
5. Faculty		8. Contact Number	

## B. DOCUMENTS CHECK LIST (PROVIDED BY STUDENT)

*Please arrange the documents according to the sequence of the check list*

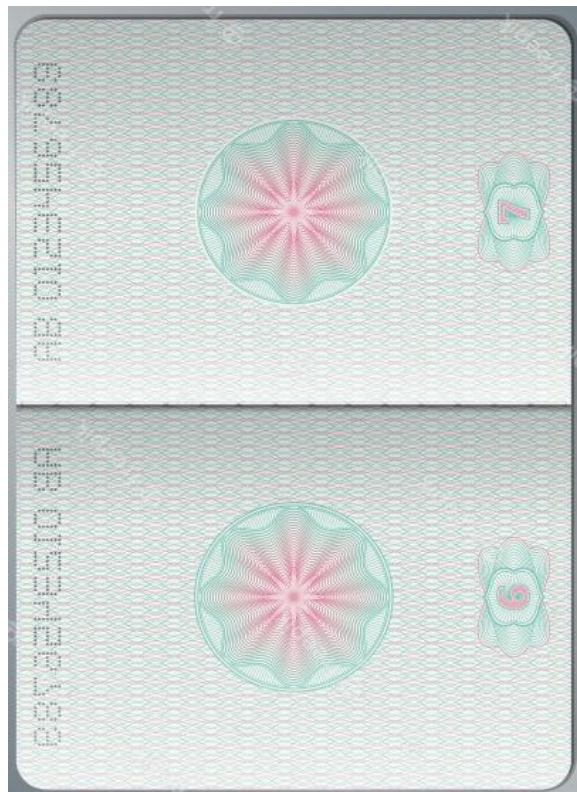
	For office used ONLY
1. Two (2) pieces of recent <b>passport photo</b> (3.5cm x 5.0cm) with <b>white colour background</b> . Refer to the guidelines <a href="#">here</a> .	
2. Two (2) sets of <b>passport</b> to be copied in all pages including blank pages in <b>one sided</b> of A4 paper. Only <b>front details &amp; current visa</b> must be copied in <b>coloured copy</b> . <b>18 months of passport validity</b> and above 6 blank pages left in the passport. <i>Passport pages must be scanned in one A4 size paper for each page in the booklet.</i> <i>Camera taken pages shall be rejected.</i>	
3. Two (2) copies of UM Offer Letter	
4. Two (2) copies of Latest Academic Transcript and Certificate from previous University/School - For New, Variation and Progression Application - Additional document for Variation application, must provide the previous academic result and attendance report	
5. Two (2) copies of Release Letter and Withdrawal Letter from previous University - For Variation application	
6. <b>RM50.00</b> for Visa Processing Fee. (Not refundable) (payable through UM ePAY at <a href="http://epay.um.edu.my">epay.um.edu.my</a> )	
7. Health Declaration Form (Please get at the Visa Counter)	
8. Letter of Eligibility (LOE) requested from the Embassy in Malaysia (For student from <b>IRAN, LIBYA, OMAN</b> and <b>SUDAN ONLY</b> )	

**FOR OFFICE USED ONLY:**

Current Pass Validity Date: \_\_\_\_\_

## IMPORTANT NOTE (PLEASE READ)

- ✓ The eVAL application process will take **minimum 21 working days** from date of complete application and payment (not inclusive of Visa Unit internal process). Once your documents are accepted, you may start tracking your application at the Education Malaysia Global Services (EMGS) website at [visa.educationmalaysia.gov.my](http://visa.educationmalaysia.gov.my). All approved eVAL applications will be issued with an Electronic Visa Approval Letter (e-VAL), and you may download the e-VAL from the EMGS Hub App once it is approved. Since the e-VAL is issued by the Immigration Department, the processing time is at the discretion of the Immigration Department. **UM Visa Unit has no authority or influence over this process.**
- ✓ The requirement to leave the country depends on the type of the pass you are holding at the time of application, as well as the type of institution you are transferring to or from. Please be reminded that UM Visa Unit will only accept passport submission once you are registered as a student. Therefore, if you have shortened your previous Student Pass from your previous institution, please ensure that you have sufficient period to remain in Malaysia, until the date of registration. If you do not have a valid pass during this transition period, **you are required to return** to your home country and apply for a new e-VAL under “New” category.
- ✓ Passport pages must be scanned in one A4 size paper for each page in the booklet.
- ✓ The Visa Unit will send the **invoice issued by the EMGS within 3 working** days through WhatsApp or email after the complete documents are received at the counter.



**SAMPLES OF PASSPORT MUST BE SCANNED IN ONE A4 SIZE PAPER**