

INTERNATIONAL STUDENT SERVICES UNIT  
ACADEMIC ADMINISTRATION AND SERVICES CENTRE  
UNIVERSITY OF MALAYA

## GUIDELINES TO APPLY FOR STUDENT PASS (MOBILITY PROGRAMMEME)

### 1. REQUIREMENT TO APPLY FOR STUDENT PASS (MOBILITY PROGRAMME)

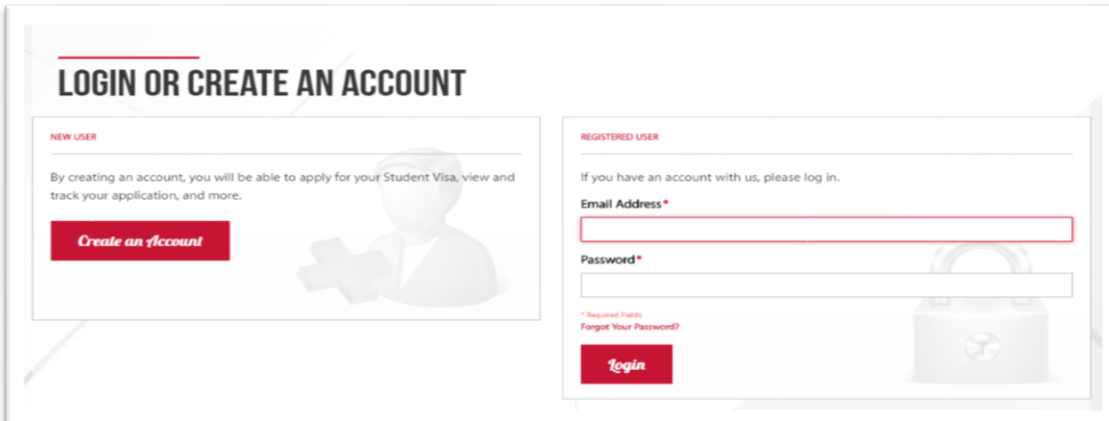
Section 10 of the Immigration Regulations 1963 requires all international students (including the mobility students) who wish to study at any higher education institutions in Malaysia to obtain Student Pass before entering Malaysia. Students are required to submit application for Student Pass at the 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).

- **The duration for student to hold a Student Pass (Mobility) is from 3 – 12 months. There will be no extension allowed as it is restricted to one programme at a time.**

### 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>



**LOGIN OR CREATE AN ACCOUNT**

**NEW USER**

By creating an account, you will be able to apply for your Student Visa, view and track your application, and more.

**Create an account**

**REGISTERED USER**

If you have an account with us, please log in.

**Email Address\***

**Password\***

\* Required Fields  
[Forgot Your Password?](#)

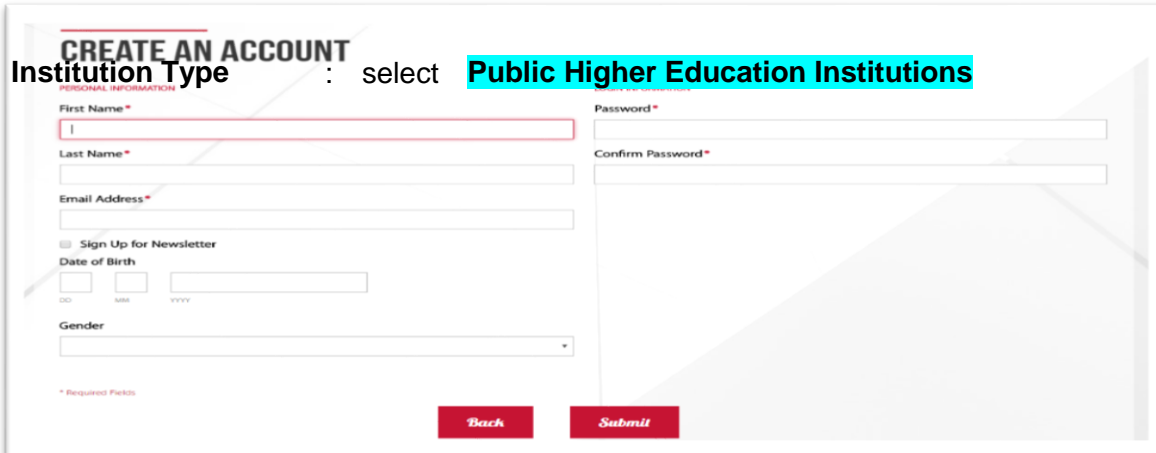
**Login**

## (2) HOW TO FILL IN THE APPLICATION FORM

The application form is divided into **3 STEPS**.

### A. STEP 1

Fill in details about the course and institution which you received offer of admission.



**Institution Name** : select **UNIVERSITI MALAYA (UM)**  
**Year of intake** : select **year** you will join the UM's Mobility Programme  
**Month of intake** : select **month** you will join the UM's Mobility Programme  
**Programme type** : select select **Mobility Programme**  
**Course Name** : select select the **course name** that appear in your admission letter.

### **EXCHANGE PROGRAMME**

**Applicant's Nationality** : select scroll and select your nationality  
**Travel Document Number** : select type your **passport number** (*Please make sure your passport has a validity period of more than 15 months if you have been accepted for a two semester (12 months) mobility programme and please ensure you are using the same passport when travelling to Malaysia. It is important for you to inform us should the passport number is different from the one written on the admission letter)*)

Click **APPLY NOW** to proceed to the **STEP 2**.

### B. 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 NAME is typed with upper case. Punctuation (ie. 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** : 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 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.

Please select this field first before selecting the Nationality of the student.

- Nationality** : scroll and select your **nationality**
- Travel Document Type** : A travel document refers to your Passport. (*Select type of passport you are using. Most students will be using an International Passport*)
- Travel Document Number** : Your **passport number** will already be filled in from Step 1. (*Please make sure that this number is correct and is a match*)

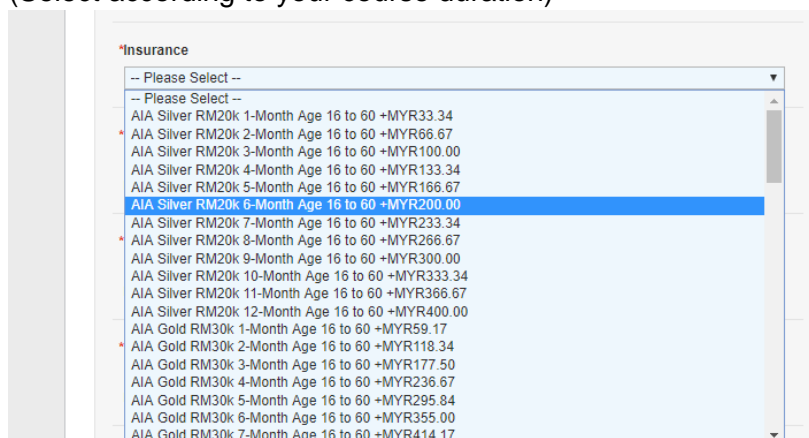
for the passport number appearing on your offer letter)

**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 in your passport*)

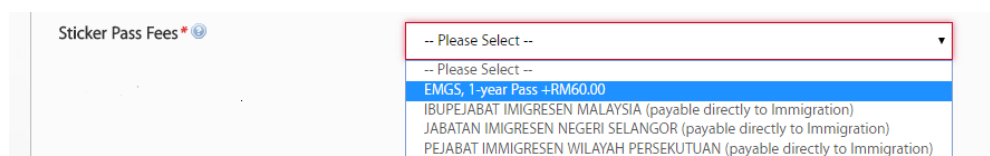
**Insurance** : Please choose **ONLY** from EMGS panel of insurance provided. (Select according to your course duration)



\*Insurance

- Please Select --
- Please Select --
- AIA Silver RM20k 1-Month Age 16 to 60 +MYR33.34
- \* AIA Silver RM20k 2-Month Age 16 to 60 +MYR66.67
- AIA Silver RM20k 3-Month Age 16 to 60 +MYR100.00
- AIA Silver RM20k 4-Month Age 16 to 60 +MYR133.34
- AIA Silver RM20k 5-Month Age 16 to 60 +MYR166.67
- AIA Silver RM20k 6-Month Age 16 to 60 +MYR200.00**
- AIA Silver RM20k 7-Month Age 16 to 60 +MYR233.34
- \* AIA Silver RM20k 8-Month Age 16 to 60 +MYR266.67
- AIA Silver RM20k 9-Month Age 16 to 60 +MYR300.00
- AIA Silver RM20k 10-Month Age 16 to 60 +MYR333.34
- AIA Silver RM20k 11-Month Age 16 to 60 +MYR366.67
- AIA Silver RM20k 12-Month Age 16 to 60 +MYR400.00
- AIA Gold RM30k 1-Month Age 16 to 60 +MYR59.17
- \* AIA Gold RM30k 2-Month Age 16 to 60 +MYR118.34
- AIA Gold RM30k 3-Month Age 16 to 60 +MYR177.50
- AIA Gold RM30k 4-Month Age 16 to 60 +MYR236.67
- AIA Gold RM30k 5-Month Age 16 to 60 +MYR295.84
- AIA Gold RM30k 6-Month Age 16 to 60 +MYR355.00
- AIA Gold RM30k 7-Month Age 16 to 60 +MYR414.17

**Sticker Pass Fee** : Select **EMGS, 1- year Pass +RM60.00** (a RM60 fee charged by the Malaysian Immigration Department for the Student Pass (Mobility))

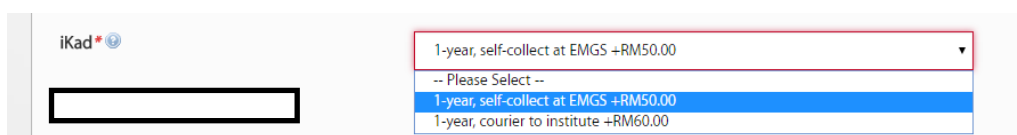


Sticker Pass Fees \*

- Please Select --
- Please Select --
- EMGS, 1-year Pass +RM60.00**
- IBUPEJABAT IMIGRESEN MALAYSIA (payable directly to Immigration)
- JABATAN IMIGRESEN NEGERI SELANGOR (payable directly to Immigration)
- PEJABAT IMMIGRESEN WILAYAH PERSEKUTUAN (payable directly to Immigration)

**Visa Fee** : Select your **country** to determine the **Multiple Entry Visa** fee

**iKad** : Select **1- year, Self-collection at EMGS +RM50.00** (*iKad is an identification card for foreign students and can be used as such in Peninsular Malaysia. However, iKad is not a replacement of your passport; please visit EMGS website to learn more*)



iKad \*

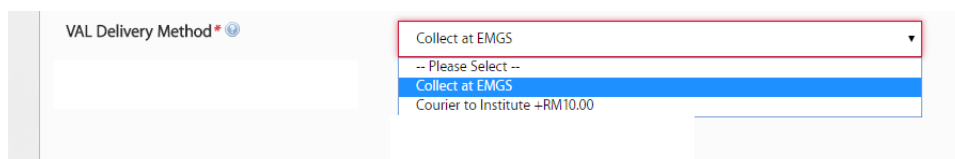
- 1-year, self-collect at EMGS +RM50.00
- Please Select --
- 1-year, self-collect at EMGS +RM50.00**
- 1-year, courier to institute +RM60.00

**Medical Screening** : Select **Qualitas Panel Clinic**  
*(New international students are required to perform a medical screening in Malaysia within 7 days from the date of arrival in Malaysia.)*  
 Effective from 1st June 2019, all International Students are no longer required to undergo the Pre-Arrival Medical Screening when applying for a student pass application to Malaysia.

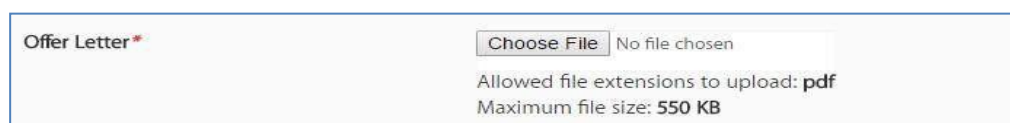
However, the institute or student is required to submit the "Health Declaration Form" in place of the Pre-Arrival Medical Screening Report.

Please note that if the student is diagnosed with a medical condition that is deemed unsuitable for studies in Malaysia when undergoing the compulsory Post-Arrival Medical Screening, they will be required to bear the cost of leaving Malaysia. The students are also required to exit Malaysia before the expiration of their current pass.

**eVAL Delivery Method** : Select **Collection at EMGS**  
*(Once the eVAL is approved, students have to print the eVAL through EMGS website and bring the copies to the nearest Malaysian Embassy/Consulate in your country of origin or near to you)*



**Offer Letter** **Upload** a scanned copy of the admission letter  
*(Student Pass application can only be submitted once student receives admission letter from UM)*



**Passport Data 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 in your passport)*



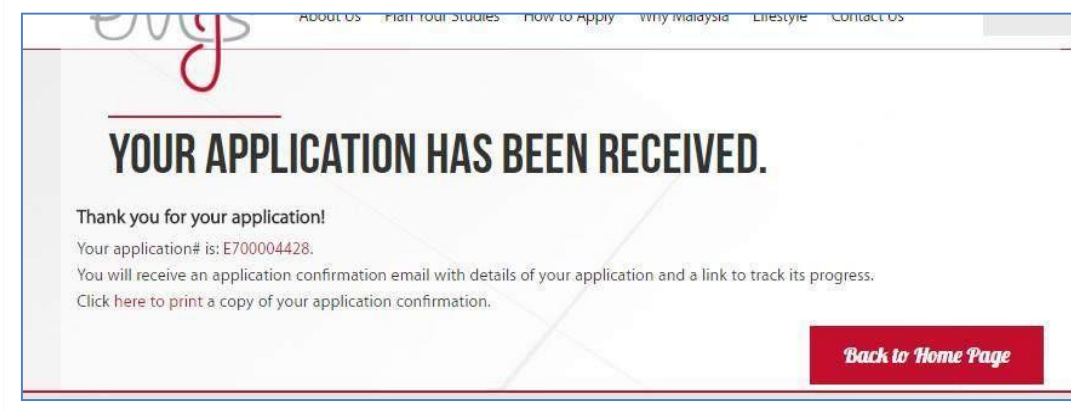
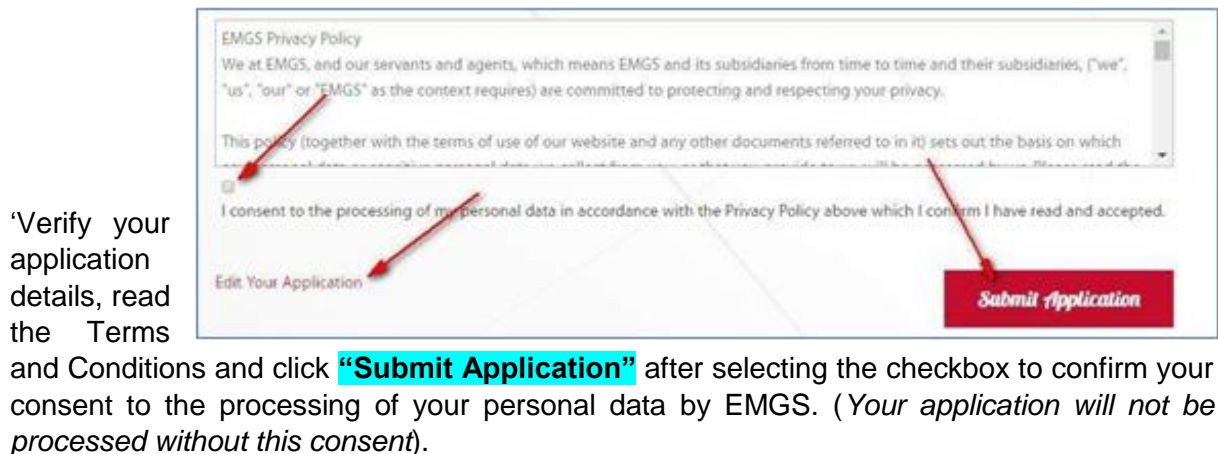


**Check Out** : Select **Credit Card – RM only powered iPay88 (Mobile88.com)** type of payment in this step and click **“Continue”**

(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*)





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 [iss\\_aasc@um.edu.my](mailto:iss_aasc@um.edu.my) with copy to [studyabroad@um.edu.my](mailto:studyabroad@um.edu.my) and [lizakk12@um.edu.my](mailto:lizakk12@um.edu.my)

## WHAT'S NEXT?

Once EMGS received a complete Student Pass application from you, the University of Malaya will be notified and is required to verify your student status. The payment for the application fee must be made by this time if you have not paid using 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 enter 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 into their passport.

Countries Required Single Entry Visa (SEV)	Countries Required Visa On Arrival (VOA)
<ul style="list-style-type: none"> <li>○ Student submit eVAL to any Malaysian Embassy/Mission as part of their SEV application in your country</li> </ul> <p>Check list of countries, please click: <b><a href="http://www.imi.gov.my/images/pdf/PERLU%20VISA-new.pdf">http://www.imi.gov.my/images/pdf/PERLU%20VISA-new.pdf</a></b></p>	<ul style="list-style-type: none"> <li>○ Student travel to Malaysia and upon arrival, the student will present the printed copy of the eVAL to Immigration officer at the entry point to verify the validity of the eVAL and issue a <b>Special Pass</b> for the student's entry to Malaysia.</li> </ul> <p>Check list of countries, please click: <b><a href="http://www.imi.gov.my/images/pdf/NEGARA%20TIADA%20MALAWAKIL-OK-new.pdf">http://www.imi.gov.my/images/pdf/NEGARA%20TIADA%20MALAWAKIL-OK-new.pdf</a></b></p> <p><i>Failure to produce the VAL may result in students not being allowed to enter Malaysia.</i></p>

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/quest/mission>

### CONTACT INFORMATION

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