INTERNATIONAL OFFICE



VISA AND PASS APPLICATION (FIRST STEP)

Type of application:
NEW STUDENT PASS APPLICATION
(VARIATION/PROGRESSION)

APPLICANT NAME:	
NO PASSPORT:	
COUNTRY:	
MOBILE NO.:	

REQUIRED DOCUMENTS

No	Required Documents	No. of copy	Tick (/)
1	Passport (Copy of all pages)	1	
2	Offer Letter	1	
3	Previous Certificate/ Transcript (Master/Bachelor)	1	
3	Health Declaration Form (from EMGS website)	1	
4	Photo with white background (2 pcs)	1	
5	Release Letter and withdrawal/ completion letter from previous University	1	

IMPORTANT NOTES

- 1. Variation (from program A to program B either from the same or different faculty or change University)
- 2. Progression (from Bachelor to Master or from Master to PhD) must first get the approval for a new visa from the Malaysia Immigration Department.
- 3. You **CANNOT** convert the old student pass or carry on studying a different course using the same student pass. This is because the current Student Pass issued contains details of the specific course you are registered for.
- 4. Undertaking studies for a different course or at a different institution would be contrary to the terms of your Student Pass. This is a breach of immigration rules.
- 5. Student must apply this application through institution.

APPLICANT'S DECLARATION

I hereby confirm that the **INFORMATION** provided herein is **ACCURATE, CORRECT** and complete and that the documents submitted along with this application form are **GENUINE**. I have read, **UNDERSTOOD** and **AGREE** to the term and conditions, and also the working procedure and processing timeline as imposed by the **MALAYSIAN IMMIGRATION, EMGS AND UTHM.**

Applicant Signature:	Date:
Track your passaget processing 9 callection status at https	Wie uther adu my/v2/index aba/vice/passport i card

Track your passport processing & collection status at: https://io.uthm.edu.my/v3/index.php/visa/passport-i-card-collection

For any enquiry, please email to visa@uthm.edu.my

STUDENT PASS APPLICATION DURATION PIC (PROGRESSION / VARIATION) (Working Day) Start **Estimated Processing** Time: 35 - 40 days Prepare & submit documents to IO Not complete 10 Applicant 1 day Verify Complete IO released payment Ю 2 days slip Email docs to IO IO process & submit Ю 5 days to EMGS Additional document Upload to EMGS **EMGS** Process Not complete min 14 days **EMGS** Complete 4 **EMGS Approval** (80%)Submit passport to IO Applicant IO process 10 7 days Ю IO submit to MID 1 day Applicant / IO Respond query MID sticker Not endorsed 7 days Endorsed IO collect passport & 10 2 days update IOS Collect passport from Applicant 10 Insurance & iKad: 15 days after pass endorsement IO: International Office UTHM End MID: Malaysian Immigration Department

* day = working days