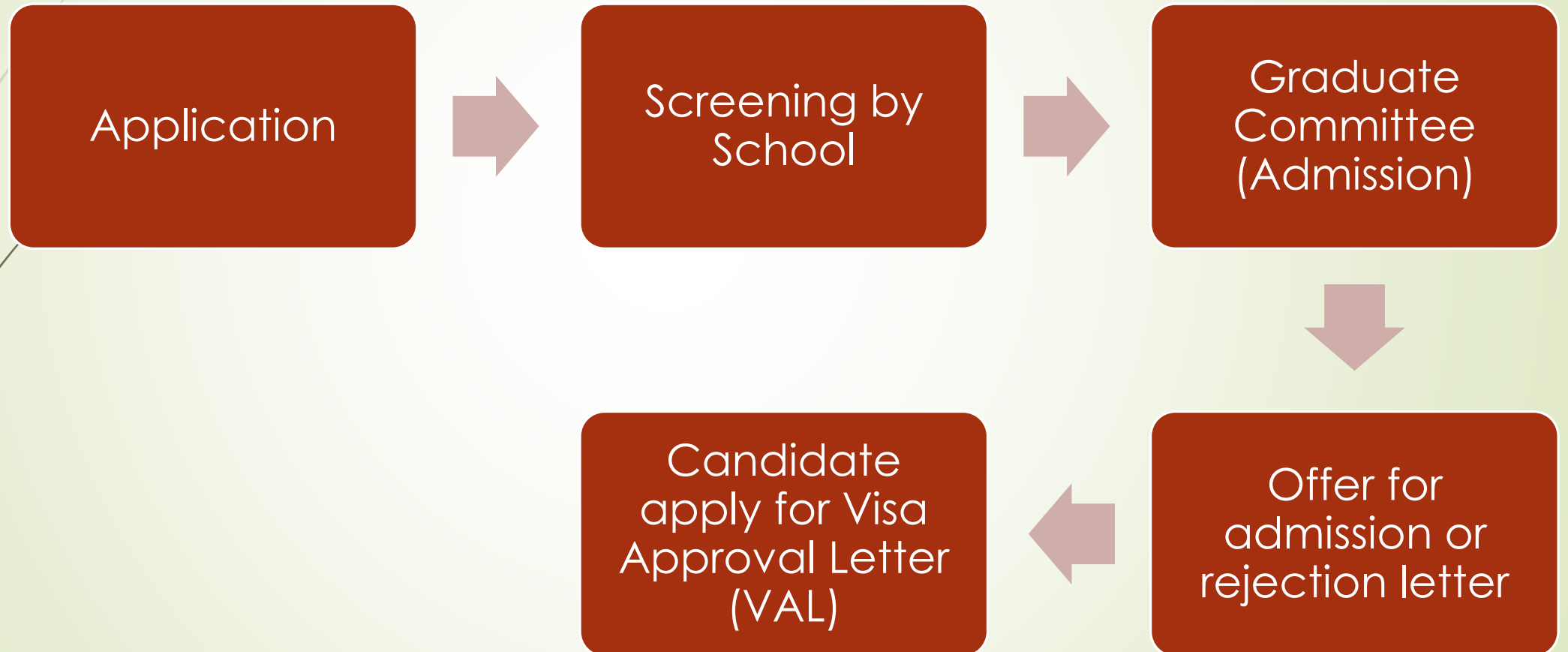




# **Process and Procedure for Application, Admission and Termination of International Graduate Members**

(Student Handbook for Visa Requirements)

# Application for Admission Process

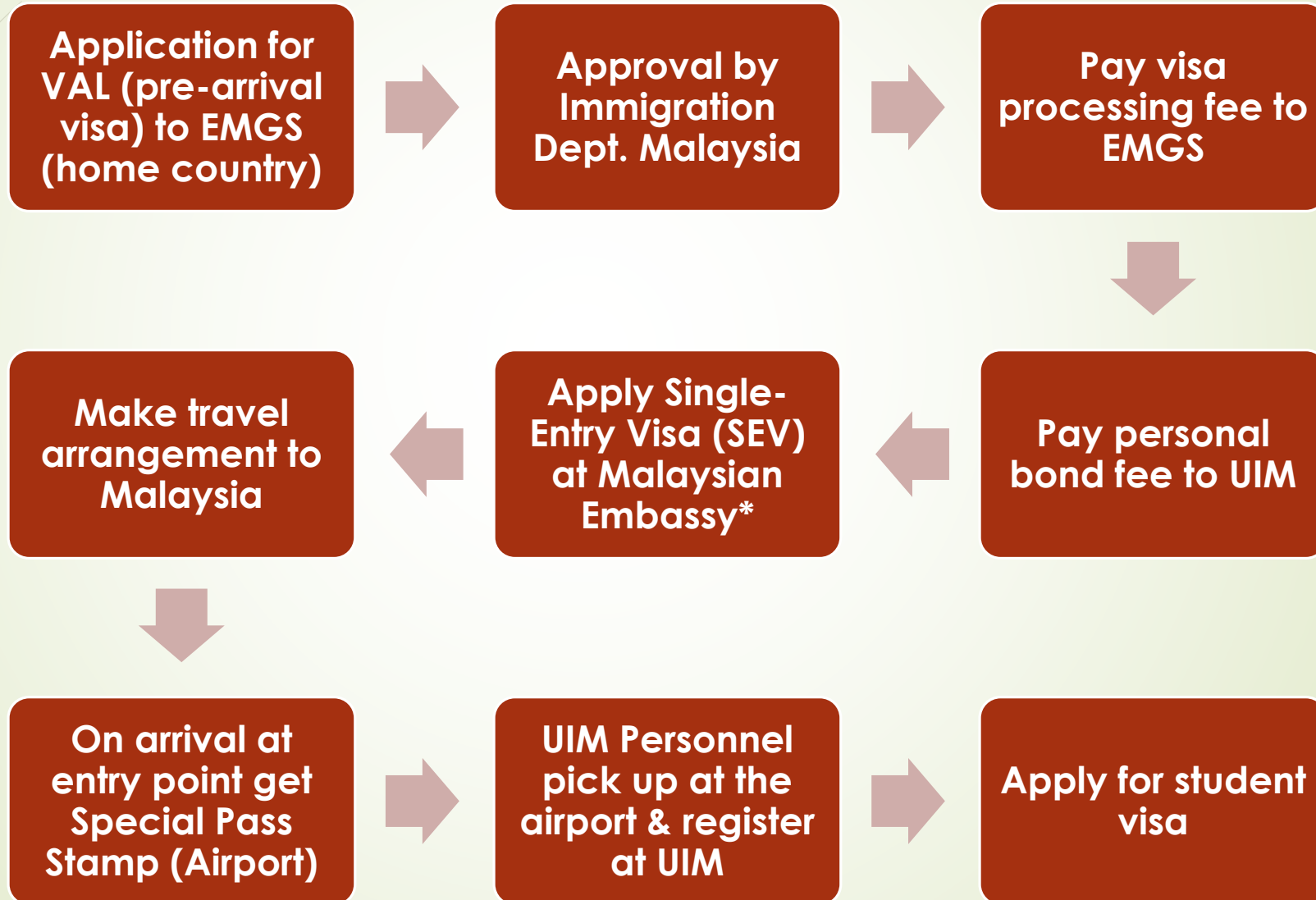




# Explanation of the application for admission process

- ▶ **Application (online):**
  - ▶ All necessary documents – academic certificate and transcripts, passport-sized photo, passport front pages, academic referral letter, financial guarantee and support, etc.
- ▶ **Screening by School:**
  - ▶ Decisions by the School – accept, reject or require further information
- ▶ **Graduate Committee (Admission):**
  - ▶ Endorsement by the Graduate Committee
- ▶ **Offer for admission or rejection letter:**
  - ▶ Official letter is sent to the candidate
  - ▶ The successful candidate will make official acceptance in writing
- ▶ **Candidate apply for Visa Approval Letter (VAL):**
  - ▶ The successful candidate will apply for VAL

# Visa Application Process & Procedure



# Explanation for Student Visa Application

## ➤ Application for VAL (pre-arrival visa) to EMGS

- All necessary documents – UIM offer letter, academic certificate and transcripts, passport-sized photo, passport detail page and page, health declaration form, etc.

## ➤ Approval by Immigration Dept. Malaysia

- Decisions by the Immigration Dept. Malaysia – accept, reject or require further information

## ➤ Pay visa processing fee to EMGS

- EMGS visa processing fee may vary according to country (range MYR 1,650 – MYR 2,200)

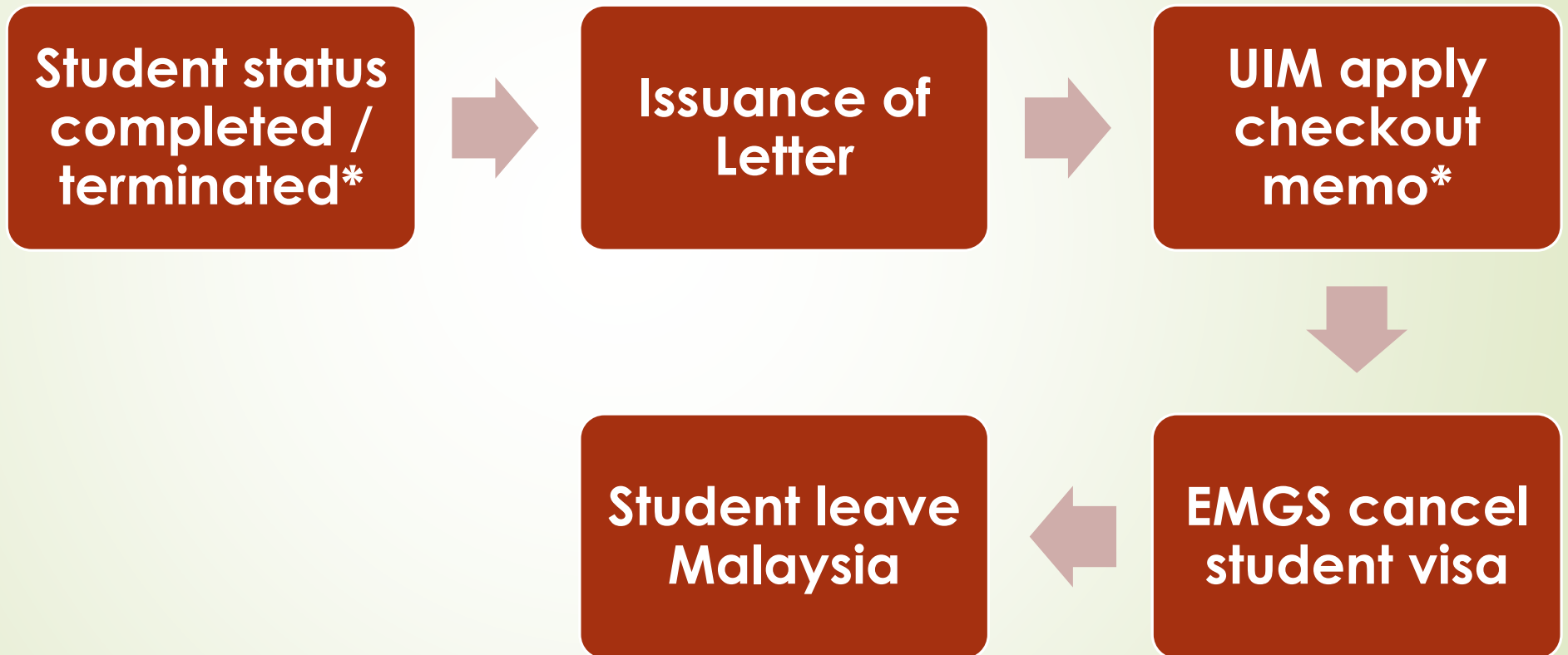
## ➤ Pay personal bond fee to UIM

- EMGS personal bond fee may vary according to country (range MYR 200 – MYR 2,000)

# Explanation for Student Visa Application (continue)

- **Apply Single-Entry Visa (SEV) at Malaysian Embassy**
  - Apply for SEV at Malaysia Representative Office (stated in eVAL).
  - Visa on Arrival for Student (VOAS) at entry point if no Malaysia Representative Office in the country.
  - All necessary documents – eVAL, UIM Offer Letter and Passport.
- **Make travel arrangement to Malaysia**
  - Book a flight ticket to Malaysia according to SEV
  - Inform flight schedule and detailed information to UIM
- **On arrival at entry point get Special Pass Stamp (Airport)**
  - Special Pass endorsed by Immigration is for 30 days
  - All necessary documents – VAL and UIM Offer Letter
- **UIM Personnel pick up at the airport & register at UIM**
  - Report for Medical Check –Up arrangement within 7 days of arrival.
  - Register at the UIM Academic Office
- **Apply for student visa**
  - Apply student pass at Student Affair Unit

# Completed / Termination of Study and Cancellation of Student Visa



# Explanation on Student Visa Cancellation

## ➤ Student status completed / terminated\*

➤ Student status can be completed / terminated by the following ways

- i. Completion of Study
- ii. Failure and Terminated
- iii. Disciplinary Action Leading To Termination
- iv. Health Reason
- v. Other reasons as determined by UIM or requested by the student.

➤ Once the student is terminated , the process for check out memo will be initiated.

➤ For the student who wish to stay for convocation ceremony, can apply for special permission.

## ➤ Issuance of Letter

➤ Student who is terminated by the above mentioned reason will be issued a letter of termination

➤ HES will be informed to proceed with the application of check out memo to EMGS.





# Explanation on Student Visa Cancellation (continue)

- ▶ **HES apply checkout memo\***

- ▶ Check out of the student can be through check out memo or shortened check out memo.

- ▶ **EMGS cancel student visa**

- ▶ Once the student is issued the check out memo or shortened check out memo, the student visa will be cancelled

- ▶ **Student leave Malaysia**

- ▶ UIM set for arrangement for student to leave Malaysia. For the student with dependent will be arranged by the student himself/herself.