Process and Procedure for Application, Admission and Termination of International Graduate Members
(Student Handbook for Visa Requirements)
Application for Admission Process

1. Application
2. Screening by School
3. Graduate Committee (Admission)
4. Candidate apply for Visa Approval Letter (VAL)
5. Offer for admission or rejection letter
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

1. Application for VAL (pre-arrival visa) to EMGS (home country)
2. Approval by Immigration Dept. Malaysia
3. Pay visa processing fee to EMGS
4. Pay personal bond fee to UIM
5. Apply Single-Entry Visa (SEV) at Malaysian Embassy*
6. Make travel arrangement to Malaysia
7. On arrival at entry point get Special Pass Stamp (Airport)
8. UIM Personnel pick up at the airport & register at UIM
9. Apply for student visa
Explanations 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 Cancelation of Student Visa

1. Student status completed / terminated*
2. Issuance of Letter
3. UIM apply checkout memo*
4. Student leave Malaysia
5. EMGS cancel student visa
Explanation on Student Visa Cancelation

- **Student status completed / terminated***
  - Student status can be completed / terminated by the following ways
    1. Completion of Study
    2. Failure and Terminated
    3. Disciplinary Action Leading To Termination
    4. Health Reason
    5. 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 Cancelation (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.