

IMMIGRATION PROCEDURE GUIDELINES
FOR INTERNATIONAL POSTGRADUATE STUDENTS ENROLLING AT
UNIVERSITI TEKNOLOGI MALAYSIA

1. APPLICATION FOR STUDENT PASS (NEW)

1.1 International Student Location: Outside Malaysia

Required Documents:

- a) 2 copies of student's passport (in A4 size format)
-main page, page with the latest expiry date of the passport and the latest visa/Visitor stamp.
*For citizens of Pakistan, India and Bangladesh aged 25 and above, please submit every pages
- b) A copy of offer letter from UTM
- c) 2 passport-sized photographs (3.5cm x 5.0cm)

*Identify the nearest location of Malaysia Representative in your country for Single Entry Visa (SEV) collection (If necessary)

* Students from China have to get the approval from the Ministry of Higher Education Malaysia before processing the Student Pass.

Procedure for Student Pass Application:

1. Student submit by post item (a to c) together with Annex 11 as soon as they receive the offer letter from UTM/ 1-2 months before entering Malaysia
2. UTM submit these documents to Malaysia Immigration Office
3. Immigration Office issue Approval Letter of the Student Pass
4. UTM sends a copy of the Approval Letter to student by email
5. Student prints the Approval Letter & brings it upon entrance to Malaysia with UTM offer letter
6. After programme registration date, student submit their original passport & fees to UTM for the endorsement at Immigration Office
7. Passport returned to the student after endorsement completed

**** if your country requires you to apply for Single Entry Visa (SEV) before your entrance to Malaysia, please do so at the nearest Malaysian Embassy in your country even though your Student Pass is already approved**

**** applying for the SEV is a must if the Student Pass is not approved yet before your entrance (without SEV, you will have to pay Journey Performed Visa upon taking the endorsement of the Student Pass in Malaysia)**

****any students who enter Malaysia before applying for the Student Pass will also have to pay the Journey Performed Visa upon taking the endorsement of the Student Pass in Malaysia, even though you make your entrance with SEV.**

****GENERAL RULE: STUDENT PASS APPLICATION SHOULD BE SUBMITTED TO THE MALAYSIA IMMIGRATION DEPARTMENT (THROUGH UTM) BEFORE YOUR ENTRANCE TO MALAYSIA**

1.2 International Student Location: Inside Malaysia (currently studying at any other college/university in Malaysia)

Required Documents:

- a) Release letter from the college/universities
- b) Copy of student's passport (in A4 size format)
- c) Copy of offer letter from UTM
- d) Two passport-size photographs (3.5cm x 5.0cm)

Procedure for Student Pass Application:

1. Cancel the Student Pass under other college/university (the college/ University should do the cancellation at Immigration Office)

*Immigration Office will endorse a new expiry date on the cancelled student pass. Follow the existing expiry date for processing period of the new student pass under UTM.

2. Obtain the release letter from the college/university.

3. Submit documents (a to d) to UTM as soon as possible to process the new student Pass

4. After programme registration date, student submit their original passport & fees to UTM for the endorsement at Immigration Office

5. Passport returned to the student after endorsement completed

***Reminder: New Student Pass (under UTM) will not be issued by Immigration Department without the termination of the old Student Pass**

2. APPLICATION TO EXTEND STUDENT PASS -For existing UTM Students

Required Documents:

- a) A copy of student's passport (in A4 size format)
-main page, page with the latest expiry date of the passport and the latest Student Pass/ visa stamp.
- b) Two passport sized photographs (3.5cm x 5.0cm)-if required
*Reminder: Failure for early submission for the extension of your student pass may lead to extra fees (for Special Pass) / Overstay cases

Procedure to Extend the Student Pass

1. Submit documents (a & b) at least **1-2 months before the expiry date** of the student pass

2. 1 week before the expiry date of the Student Pass, student submit their original passport & fees to UTM for the new endorsement at Immigration Office

3. Passport returned to the student after endorsement completed

3. TRANSFERING THE VALID UTM STUDENT PASS FROM THE OLD PASSPORT TO A NEW PASSPORT

Required Documents:

- a) Old passport
- b) New passport
- c) Fees for Multiple Entry Visa (fees depends on origin countries)

*Any students who replace their old passport to a new passport and the process was done outside Malaysia, please apply for Single Entry Visa (SEV) to re-enter Malaysia to avoid penalties (Journey Performed Visa).

Procedure to Transfer the Valid UTM Student Pass from the Old Passport to a New Passport

1. Submit both old & new passport to UTM

2. Pay the visa fees only

3. Passport returned to the student after transfer completed

***Any students who want to make the transfers & extend the Student Pass at the same time, all documents for student pass extension should also be submitted at the same time.**

4. SPECIAL PASS (For pending application of Student Pass/ Social Visit Pass)

Required Documents:

- a) Original passport
- b) A copy of passport (in A4 size format)
- c) Two passport sized photographs (3.5cm x 5.0cm)

*Maximum applications: Two Times Only

5. NEW / EXTENSION APPLICATION FOR STUDENT PASS (DEPENDANT/ CHILDREN)

- a) A copy of UTM student's passport (father/mother) –A4 size format/ main page & page with the latest student pass stamp only
- b) A copy of dependant passport (A4 size format / main page, page with the latest expiry date of the passport & page with the latest student pass stamp only-if relevant)
- c) Copy of child's birth certificate
- d) Two passport sized photographs of dependant /child (3.5cm x 5.0cm)-for new application only
- e) Letter of approval from School
- f) Letter of approval from State Education Department
- g) Copy of parent's marriage certificate with English/ Malay translation (if relevant)
- h) Student Personal Data Form (For new application only)

* Please submit a copy of your passport (front page & page with the latest Student Pass stamp) to us at least 1-2 months before the expiry date for the extension of the Social Visit Pass.

6. NEW APPLICATION / CALLING VISA FOR SOCIAL VISIT PASS (DEPENDANT: WIFE/HUSBAND/ CHILDREN/ PARENTS)

Required Documents:

- a) Copy of UTM student's passport (A4 size format)
- b) Copy of dependant's passport (A4 size format)-main page, & page with the latest social visit pass stamp only
- c) Two passport sized photographs of all dependants (3.5cm x 5.0cm)
- d) Marriage certificate with English/ Malay translation (if relevant)
- e) Birth Certificate with translation (child only)
- f) Identify the nearest location of Malaysia Representative/ High Commission in your country for Single Entry Visa collection

*Reminder: Please avoid entering Malaysia before getting approval for the Social Visit Pass/ Calling Visa Letter. Failure to do so may cause your dependants to pay penalties of Journey Performed Visa.

*For child who just get a separate passport from their mother (mother already have Social Visit Pass/student Pass) and don't have any passes, please submit the new passport and child's birth certificate to School of Graduate Studies UTM for Application of Special Pass.

Procedure for Social Visit Pass Application:

-Student submit by post item a-f as soon as they receive the offer letter from UTM if they want to bring the dependants at the same time they enter Malaysia

-UTM submit these documents to Malaysia Immigration Office

-Immigration Office issue the Calling Visa letter of the Social Visit Pass

-UTM sends a copy of the Calling Visa letter to student/dependants by email

-Student print the Calling Visa letter & bring it to the nearest Malaysian Embassy to apply for Single Entry

**Any dependants who enter Malaysia without submitting their documents to apply for the Social Visit Pass before the entrance/ don't take the Single Entry Visa before entrance (even though the Social Visit Pass is already approved) will have to pay the Journey Performed Visa upon taking the endorsement of the Social Visit Pass in Malaysia

7. EXTENSION OF SOCIAL VISIT PASS FOR DEPENDANT (WIFE/ HUSBAND/ CHILDREN/ PARENTS)

- a) Copy of UTM Student passport (A4 size format) -main page & page with the latest social visit pass stamp only
- b) Copy of dependant's passport (A4 size format)
- c) Marriage certificate with English/ Malay translation (if relevant)
- d) Birth Certificate for children (if relevant)

* Please submit a copy of your passport to us at least 1-2 months for the extension of the Social Visit Pass.

8. SPECIAL PASS-DEPENDANT (For pending application of Student Pass/ Social Visit Pass)

- a) A copy of student passport (A4 size format)
- b) Original dependants' passport
- c) A copy of dependants' passport (A4 size format)
- d) Two passport sized photographs (dependant) (3.5cm x 5.0cm)

*Maximum application: Two Times Only

FEES

Student Pass	: RM 60.00 per year
Social Visit Pass	: RM 90.00 per year
Multiple Entry Visa (MEV)	: According to Country (refer schedule)
Journey Performed Visa (JPV)	: RM 500.00 per person + SEV (According to Country)
Special Pass	: RM 100.00
Stamp duty	: RM 10.00
Personal Bond	: According to Country (refer schedule)