

INTERNATIONAL OFFICE

STUDENT VISA RENEWAL APPLICATION

Personal Details.

Name		Student ID	
Passport No.		Country	
E-mail Address		Contact No.	
Submitted Passport On		Visa Expiry Date	

Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, UCC Counter 6, and Administrative Building).		
Two (2) copies of passport with the latest entry stamp (All pages).		
Two (2) certified true copy of your current academic results obtained from Academic, UCC Counter 2.		
Three (3) passport photographs [Kindly visit to https://educationmalaysia.gov.my/passport-photo-requirements/ for details of photographs info.]		
Attendance Report (1 original & 1 copy)		
Progress Report (2 copies) – only for Postgraduate students		
Supporting letter (1 original & 1 copy)		
Original Passport		
Payment to EMGS Bank Draft payable to "EMGS Escrow Account 1" Address: Education Malaysia Global Services Sdn. Bhd. 20th Floor Menara TA One, Account No : 514057662341 (Maybank)	Immigration Fees *includes Student Pass fees, Multiple Entry Visa fees and subject to the country's rate.	RM 80.00
	Health Insurance	RM 509.00
	i-Kad	RM 50.00
	Int. Student Admin Fee	RM 140.00
	Sales And Service Tax (SST)	RM 8.40
	TOTAL (SST)	RM 787.40
Special Pass (2 passes needed for application made 1 month before expiry)	Special Pass 1	RM 153.00
	Special Pass 2	RM 206.00
	Special Pass 3	RM 206.00
Late submission of documents charges (If applicable):		
1 month before visa expiry (RM1,000.00), Student official letter and A form (overstay form)		
2 weeks before visa expiry (RM2,000.00), Student official letter and A form (overstay form)		

Declaration & Acknowledgement

I acknowledge and confirm that all information and documents provided by me is true and correct. I hereby consent to UNITEN to collect, process, record, store and/or disclose my personal data in accordance to the mentioned above purposes.

Applicant's Signature:

Date:

IMPORTANT NOTICE:

- Validity of passport should not less than 1 year.
- You are required to renew your student pass at least three (3) month prior to expiry date, otherwise you will be penalize as follows:
 - Less than 1 month but more than 2 weeks - Penalty cost of RM1,000
 - Less than 2 weeks - Penalty cost of RM2,000
- Student who submit their passport a week before expiry date must pay an extra of **RM 153.00** to obtain **Special Pass 1** and/or **Special Pass 2 will cost RM 206 (if requires)**.
- Student, who submits his/ her passport after expiry date, will be referred to the Enforcement Unit of Immigration Department. If implicated, students can be fined between RM100 – RM1, 100 depending on the length of overstay or any other charges imposed by the Immigration Department. All charges related to these fines are to be borne by student.
- Please make your own copy of your passport before the submission of original passport to International Office Counter.
- Kindly visit to *Track My Application System* by <https://visa.educationmalaysia.gov.my/emgs/application/searchForm/> for your application status.
 - Please check your application status concurrently. The system will inform applicant when the EMGS request to submit original passport.
 - Student is responsible to submit original passport to Counter 4, UCC upon request by EMGS through the system.