

International Office VISA RENEWAL APPLICATION

Mandatory Requirements

Minimum CGPA more than 2.00 for Undergraduate and 3.00 for Postgraduate program

Attendance for each subject taken **MUST** be 80% and above

Progress report for Ph.D / Master, Structure A must Satisfactory

Compulsory Additional Documents

PhD / Master Student (Structure A) All Programs

Supporting Letter (SL)

Email to : SSarah@uniten.edu.my to request SL

Progress Report

Structure A - MUST be "Satisfactory"

Master (Structure B & C) All Programs

Supporting Letter (SL)

Email to : SSarah@uniten.edu.my to request SL

Attendance Report

Including Subject for Project

IEP to Main Program All Programs

Supporting Letter (SL)

Email to : SSarah@uniten.edu.my to request SL when latest semester result on IEP program has no subject(s) taken.

Attendance Report

Including Subject for Project

Final Year Student Degree & Diploma

Supporting Letter (SL)

Email to : SSarah@uniten.edu.my to request SL
Program SN, SW, CS, VM, IS, GM, BE, EN, DM, DC
- 3rd year student or/and to apply 3rd visa application
Program CE, ME, EE, EP
- 4th year student or/and to apply 4th visa application

Attendance Report

Including Final Year Project & Internship

Foundation Programs All Programs

Supporting Letter (SL)

Email to : SSarah@uniten.edu.my to request SL
To apply 2nd visa application or/ and duration of study more than 1 year

Attendance Report

Including Subject for Project

Latest semester result with Subject status failed, withdrawn or BS All Programs

Supporting Letter (SL)

Email to : SSarah@uniten.edu.my to request SL
To apply 2nd visa application or/ and duration of study more than 1 year

Attendance Report

Including Subject for Project



34 WORKING DAYS

Estimated minimum number of working days required

1 WORKING DAY

Student submit application

- Fill out Renewal Form sent from reminder email from IO staff.
- Upload all document asked in the form

3 WORKING DAY

Checking, apply and submit documents to EMGS

- Student will be notified for incomplete documents
- Process may delay due to response from student/college
- Student may check app via EMGS web/apps

7 WORKING DAYS

Payment verification by EMGS

- Some delay may occur due to EMGS verification of payment
- If online banking only 2 working days
- Oversea transfer - Money Exchange Agency (7 working days)

3 WORKING DAYS

IO response to EMGS or/and inform student on additional documents

- Some delay may occur due to EMGS verification of payment

1 WORKING DAY

Student submit passport to IO at UCC Counter 5

2 WORKING DAYS

IO Submit passport to EMGS

14 WORKING DAYS

Document/Passport under process by EMGS/Immigration Dep.

- May delay due to additional document required

2 WORKING DAYS

Passport collection from EMGS

1 WORKING DAY

IO inform student for passport collection

- Student collect passport at UCC Counter 5
- (Student to bring acknowledgement receipt)

Links :

EMGS Website : <https://visa.educationmalaysia.gov.my/>