

## VISA APPROVAL LETTER (VAL) APPLICATION

### STEP 1

Complete required documents

Scan and compile your documents listed in **Annex V (ii)** checklist accordingly.

### STEP 2

Apply VISA & pay your student visa online

Apply your student visa online through Education Malaysia Global Services (EMGS) at <https://educationmalaysia.gov.my>. Read the EMGS & UTM user guide before creating an application. EMGS will invoice you once you have completed filling the online application form and please note that EMGS visa processing fee may varies according to country. Student can select by Credit Card (powered ipay88) or Payment through institution (telegraphic transfer to EMGS).

*Note: If student has difficulties to pay using the credit card, please choose to pay trough the institution and remit the payment by Telegraphic transfer to EMGS, refer <http://admission.utm.my> for bank account details and email the transaction slip to [visa@utm.my](mailto:visa@utm.my)*

### STEP 3

Pay the Admin Fee to UTM

After submitting your application to EMGS, pay the **ADMIN FEE** to UTM of processing fee **RM350** (Malaysian Ringgit: Three Hundred and Fifty Ringgit Only) **before we can approve your submission of application.**

Online payment via <http://ecommerce.utm.my/ecommerce> and please click payment>read>submit>code UTM0195 fee RM350

*Note: If student has difficulties to pay using the credit card, please make the payment by Telegraphic Transfer to UTM (refer [admission/utm.my](http://admission/utm.my) for bank account details) and email the transaction slip to [visa@utm.my](mailto:visa@utm.my)*

### STEP 4

Track application status at <https://educationmalaysia.gov.my>

You may check the status of your visa application [after one (1) week of submission] via <https://educationmalaysia.gov.my>. Effective 1<sup>st</sup> January 2018, Immigration Malaysia will issue electronic Visa Approval Letter (eVAL) which can be download ay EMGS website. Once approved, please print the eVAL to obtain Single-Entry Visa (refer step 5).

*Please note at 80% stage the VAL is approved. The other 20% is to be fulfilled after the registration at UTM*

### STEP 5

Apply SEV at Malaysia Embassy

After your eVAL can be downloaded, you will need to apply for the Single-Entry Visa (SEV) at the Malaysia Representative Office as stated in the eVAL. However, some countries without the Malaysia Representative Office can have the Visa on Arrival for Student (VOAS) at entry point.

*If you have any queries about the procedure, email to [visa@utm.my](mailto:visa@utm.my) or [enquiry@emgs.com.my](mailto:enquiry@emgs.com.my)*

**NOTE: PLEASE MAKE TRAVEL ARRANGEMENTS NEAR TO YOUR REGISTRATION (i.e. 1-2 days before the reception date).**

### STEP 6

Registration at UTM and Student Pass Endorsement (POST ARRIVAL)

Upon arrival in Malaysia, please ensure that the Special Pass endorsed by the Immigration is for 30 days. Ensure immigration officers stamps Special Pass on your passport **NOT** Visit Pass. Within the 30 days period of the Special Pass, you will need to complete the following to obtain a Student Pass Endorsement :-

- 1) Report to UTM International Office (Block S 19 for UTM JB or 8<sup>th</sup> Floor, Menara Razak for UTM KL) for medical check-up arrangement at UTM Health Center within 5 days of arrival and accommodation (if required).
- 2) Register as student as stated at offer letter (SRAD for UTM JB and School of Graduate Studies for UTM KL)
- 3) Apply for **STUDENT PASS**. Refer website <http://isc.utm.my> or contact [iscjb@utm.my](mailto:iscjb@utm.my)/[isckl@utm.my](mailto:isckl@utm.my)

## DOCUMENTS REQUIRED FOR VISA APPROVAL LETTER (VAL) APPLICATION

No.	Documents	Remarks
1.	UTM Offer Letter	Original UTM Offer Letter
2.	Photo	Softcopy of passport photograph (3.5cm x 4.5cm) with <b>WHITE</b> background only. <i>Note: Please follow Photo Requirement Guidelines</i>
3.	Passport  <i>Note: Passport validity is 18 months from date of visa application</i>	i. Bio-data page (Color) ii. Pages with visa information & Observation page (if any) iii. Special Pass (if any) <b>Student from countries <i>Nigeria, Libya, Iran, Iraq Somalia, Syria &amp; Yemen</i> are required to provide ALL passport pages.</b>
4.	Academic Certificates	i. Degree - Highest School Certificate ii. Master – Degree Certificate iii. Ph.D. – Degree & Master Certificate
5.	Academic Transcripts	i. Degree- High School Transcript/ Exam Result ii. Master – Degree Transcript iii. Ph.D – Degree & Master Transcript
6.	Health Status Declaration Form	Please download template of Declaration of Health Status at <a href="http://admission.utm.my">http://admission.utm.my</a>
7	Letter of Eligibility (LOE) or No Objection Certificate (NOC)	Applicable for student from <b>Iran and Sudan</b> only. Kindly contact UTM for document preparation.

Please refer to <http://admission.utm.my> for details on the document requirement

<b>OTHERS INFORMATION</b>
---------------------------

- Accommodation can only be provided to you from the date of reception (refer to ISC website <http://isc.utm.my>). Students arriving after 5.00pm (Malaysia time) or during public holiday/ weekend are advised to organize their own accommodation.
- **Married students MUST** enter Malaysia as a single traveler. Dependent passes can only be applied after a student's pass is issued. Please contact [iscjb@utm.my](mailto:iscjb@utm.my) / [isckl@utm.my](mailto:isckl@utm.my) for inquiries on this particular subject.
- International Student Society (ISS) is a society for international students. Please visit <http://isc.utm.my/iss> for updates on ISS.

**IMPORTANT NOTES:**

- **DO NOT PURCHASE YOUR FLIGHT TICKET** until you have obtained the VAL & SEV approval.
- Student is advised to travel to **Malaysia WITHIN** the period of the registration date (at least 1 or 2 days before reception date). The Special Pass is given for 30 days only.
- International Students **WILL NOT BE ALLOWED** to register with the University if you don't have VAL and SEV.
- Students changing from another institution/university within Malaysia, please contact [iscjb@utm.my](mailto:iscjb@utm.my) / [isckl@utm.my](mailto:isckl@utm.my) for variation/progression visa processes and procedures.

The Immigration Law of Malaysia **DOES NOT ALLOW** foreigners entering Malaysia on a Social Visit Pass to apply for Student Pass. UTM will not be responsible, and or directly or indirectly liable, in any way for the misuse of the Social Visit Pass.