

GUIDE FOR VISA APPROVAL LETTER (VAL) APPLICATION

STEP 1

Complete your documents

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

STEP 2

Apply VISA & pay your student visa online

Apply and track application status at <https://visa.educationmalaysia.gov.my>

1. Apply your student Visa Approval Letter (VAL) online at <https://visa.educationmalaysia.gov.my>
2. Track application status after 1 week of application
3. Immigration Malaysia will issue electronic Visa Approval Letter (eVAL) which can be downloaded at EMGS website after approval of VAL.
4. Print the eVAL to obtain Single-Entry-Visa (SEV) (refer step 3).

Noted: It may take 3-6 weeks for VAL approval.

STEP 3

Apply SEV at Malaysia Embassy

After VAL approved, please apply Single Entry Visa (SEV) at Malaysia Representative Office* as stated in eVAL.

Countries without the Malaysia Representative Office need to obtain Visa on Arrival for Student (VOAS) at VOA counter located at Arrival Hall / Malaysia entry point upon arrival. Check countries granted VOAS at <https://www.utm.my/international/visa-approval-letter-val/>

*If you have any queries about the procedure, email to visa@utm.my or enquiry@emgs.com.my

NOTE: After approval of VAL and apply SEV, you may plan your travel. **PLEASE PLAN TRAVEL ARRANGEMENTS NEAR TO YOUR RECEPTION DATE (i.e. 1-2 days before reception date).**

STEP 4 (POST-ARRIVAL)

Post-arrival Medical Check-up, Registration and Student Pass Endorsement

Upon arrival at Malaysia (Immigration counter), show **your eVAL, SEV and Offer Letter** to the Immigration Officer. The Special Pass stamp will be endorsed by the Immigration for 30 days. Within the 30 days period of the Special Pass, you are required to complete the following step to obtain a Student Pass endorsement: -

- 1) Report to UTM International Office (Block S19 for UTM JB or 8th Floor, Menara Razak for UTM KL) for post-arrival medical check-up arrangement at UTM Health Center within 3 days of arrival.
- 2) Register as student as stated at offer letter (SRAD for UTM JB or School of Graduate Studies for UTM KL).
- 3) Submit document for **STUDENT PASS ENDORSEMENT within 7 days of arrival at UTM International**. Refer website <https://www.utm.my/international/> for documents checklist .

NOTE: It should take **22 working days (or minimum 4 weeks)** upon receipt of a complete documents for student pass endorsement. The student pass application must get Supporting Letter from EMGS prior submit to Immigration Department. If student exit Malaysia (for any reason) without complete the student pass endorsement, your VAL and SEV will be **VOID**. You have to cancel previous VAL, apply new VAL and repeat the same process if you required to obtain for student pass in future.

DOCUMENTS REQUIRED FOR VISA APPROVAL LETTER (VAL) APPLICATION

NO.	DOCUMENTS	REMARKS (scan the document in pdf format)
1.	UTM Offer Letter	Original UTM Offer Letter
2.	Photo	Softcopy of passport photograph (3.5cm x 4.5cm) with WHITE background only. <i>Note: Please follow Photo Requirement Guidelines</i>
3.	Passport <i>Note: Passport validity is 18 months from application date</i>	i. Bio-data page (Color) ii. Pages with visa information & Observation page (if any) iii. Special Pass (if any) <i>Student from countries Nigeria, Libya, Iran, Iraq Somalia, Sudan, Syria & Yemen are required to provide ALL passport pages.</i>
4.	Academic Certificates	i. Degree - Highest School Certificate ii. Master – Degree Certificate iii. Ph.D. – Degree & Master Certificate
5.	Academic Transcripts <i>Note: to submit together with academic certificate</i>	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 https://www.utm.my/international/visa-approval-letter-val/
7.	Letter of Eligibility (LOE) or No Objection Certificate (NOC) or No Objection Letter (NOL)	Applicable for student from Iran, Sudan and Oman only. Please refer https://www.utm.my/international/ > visa & pass for documents preparation.

OTHERS INFORMATION

- **[Postgraduate only] Married students MUST** enter Malaysia as a single traveler. Dependent passes can only be applied after a student's pass is issued. Visit <https://www.utm.my/international/dependent-pass/> for details
- If VAL did not approve within specific time registration period, you are advised to postpone your study to the following semester. Kindly contact admission office at ugrad@utm.my or pgad@utm.my for details on registration.
- Please visit <http://isc.utm.my/iss> for International Student Society (ISS) contact details.

IMPORTANT NOTES:

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

**BANK ACCOUNT
EDUCATION MALAYSIA GLOBAL SERVICE (EMGS)**

If student did not have a credit card, you have an option to pay VAL processing fee through **Telegraphic Transfer (USD only)** or **Pay Through Institution (Malaysia Local Bank)**. Details EMGS bank account as follows:

Bank Name : **MALAYAN BANKING BERHAD (MAYBANK)**
Account Number : **514057662341**
Account name : **EMGS Escrow Account 1**
Swift Code : **MBBEMYKLXXX**
Bank Address : **Ground & Mezzanine Floor, Bangunan UTMSPACE,
195A, Jalan Tun Razak, 50450 Kuala Lumpur**

Note:

1. Send proof of payment (.pdf) to visa@utm.my by providing your **name, country, passport number** and **VAL application number** (i.e E7010xxxxx).
2. Visa fee is range between RM1,6xx to RM2,xxx. Amount varies according country and visa duration.

HEALTH DECLARATION FORM FOR APPLICANTS

I hereby declare that I am free from the following diseases/condition:

ITEMS	SELF		IF NO, PLEASE STATED
	YES	NO	
Tuberculosis			IF YOU HAVE SOUGH CONSULTATION FOR ANY OF THE LISTED DISEASES/CONDITION, YOU ARE REQUIRED TO SUBMIT YOUR MEDICAL HISTORY/REPORT FROM THE TREATING PHYSICIAN TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) PANEL CLINIC/ UNIVERSITY HEALTH CENTRE.
Hepatitis B			
Hepatitis C			
HIV			
Drug use/abuse of:			
1. Opiates			
2. Cannabinoids			
3. Amphetamine			
4. Methamphetamine			
Sexually Transmitted Diseases			
Congenital or Inherited Disorder			
Cancer			
Epilepsy			
Psychiatric Illness			
Other Illness			

I declare that I will submit myself for compulsory Post-Arrival Health Examination as per Malaysia regulations. In the event that I should be diagnose with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirement on the visit pass and exit before the pass expiration, or any deadline given to me whichever earlier.

I declare that in the event I should be diagnose with any conditions that does not required my removal from Malaysia but required medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any all cost relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS Panel Clinic/University Health Centre shall not be responsible in any manner or whatsoever, arising out of EMGS Panel Clinic/University Health Centre certified of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS Panel Clinic/University Health Centre harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS Panel Clinics/University Health Centre from any loss or liability arising from this decision.

.....
Date (dd/mm/yyyy)

.....
Name of applicants as indicate in the passport

.....
Applicant's signature

.....
Applicant's passport number

Kindly ensure all information requested in this form is complete and updated in English Language.