ANNEX II

HOW TO APPLY STUDENT VISA (FULL-TIME PROGRAM) THROUGH EMGS WEBSITE

Firstly, you must register your account before proceeding with the application.
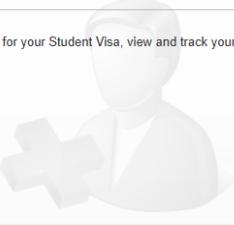

Login or Create an Account

NEW USER

By creating an account, you will be able to apply for your Student Visa, view and track your application, and more.

Create an Account

REGISTERED USER

If you have an account with us, please log in.

Email Address *

Email Address

Password *

Password

* Required Fields

Forgot Your Password?

Login

Create an Account

PERSONAL INFORMATION

First Name *

Last Name *

Only A-Z and 0-9 are allowed for First and Last Name

Email Address *

Date of Birth

DD   MM   YYYY

Gender

Nationality *

HOW TO FILL OUT THE APPLICATION FORM

STEP 1

You will be required to fill out details regarding the course and institution which you are applying to. The following fields are required:

1. **Institution Type**: Select Public Higher Education
2. **Institution Name**: Select Universiti Malaysia Pahang Al- Sultan Abdullah (UMPSA)
3. **Year of intake**: as per offer letter
4. **Month of intake**: as per offer letter
5. **Program Type**: Select Full Time Program/ Mobility (for mobility student)
6. **Course Name**: Select your Course Name as per offer letter
7. **Applicant's Nationality**: Scroll to select your nationality
8. **Travel Document Number**: Type your passport number (this number should match the passport number appearing on your offer letter). Please make sure that this is the same passport that you will be using to travel to Malaysia

Click **Apply Now** to proceed to the next step

STEP 2

Once you have filled out the first step, additional fields will be provided to proceed with your application. You will still be able to see the fields you have completed in the first step, but we recommend that you do not change the date you have entered. If you need to make any changes, click **'Back'** on your browser and fill out **Step 1** again.

Before proceed to **Step 2**, please ensure that you already have all these required documents in electronic version of PDF format, thus it can be uploaded smoothly.

a) **Offer Letter**
(The maximum file size allowed by the system is 550KB. Please ensure that all pages of the offer letter are scanned and uploaded as ONE PDF file)

b) **Passport Pages (all pages)**
(The maximum file size allowed by the system is 2000KB. Please ensure that the image is clear and all details are visible)

c) **Passport photo**
Please ensure that the maximum width is 217px and maximum height is 280px. Only jpg extension is accepted. Please note that only photos with a **WHITE** background are accepted. Please refer Passport Photo Guideline

d) **Academic Transcripts and Certificates**
(Please ensure that all Academic Transcripts and Certificates are scanned and uploaded as ONE PDF File. The maximum file size allowed by the system is 1000KB)

e) **Health Declaration Form**
(Please ensure that you fill up Health Declaration Form)

The following additional fields are required for **Step 2**:

1. **Course Duration of Study (months):** This field will be automatically filled based upon the course you selected.
2. **Course Level**: This field will be automatically filled based upon the course you selected. Please do not adjust this figure
3. **Applicant's Photo**: EMGS recommends that the photo is professionally taken to ensure that it follows the ICAO image guidelines. Please ensure that the maximum width is 217px and maximum height is 280px. Only jpg extension is accepted. Please note that only photos with a **WHITE** background are accepted. Please refer Passport Photo Guideline
4. **Applicant's Name**: Please enter the name as it appears in the machine readable zone (MRZ) of your passport. For the purpose of student visa applications, we will only focus on the first line which contains the name of the student. The name is entirely upper case. Punctuation (like hyphens) are replaced with the filler character (<) The surname is given first, then the filler character twice (<<), then the remainder of given names

Please follow the name on the first line after the country code: e.g the name that shall be put as referred to the above image is Tester Ted. KEN is the country code of KENYA

5. **Applicant's Gender**: Specify your gender as per your passport
6. **Applicant's Place / Country of Birth**: Select the country where you were born. This should be the same as the country listed in your passport
7. **Applicant's Date of Birth (DD/MM/YYYY)**: This should be the same as stated in your passport
8. **Obtain Single Entry Visa Form**:

    (Foreign students with approved Visa Approval Letters (VAL) have to obtain a Single Entry Visa from Malaysia Representative Offices overseas before entering Malaysia. However, not all countries citizens require a visa to travel to Malaysia)

    * If you are a citizen of a country that requires a Single Entry Visa (SEV), please select the nearest Malaysian Embassy from where you can obtain the Single Entry Visa once the Visa Approval Letter (VAL) has been issued

    *If you are a citizen of a country that does not require a Visa to travel to Malaysia, you may select your own country in this field

    Remember: If you require a visa to travel to Malaysia but you are not in your home country, you can select the Nearest Malaysian Embassy from where you can obtain the Single Entry Visa once your Visa Approval Letter (VAL) has been issued

    ** Please select this field first before selecting the Nationality of the Student

9. **Applicant's Nationality**: Scroll to select your nationality
10. **Travel Document Type**: Select your passport / travel document (Most students will be using an International Passport)
11. **Travel Document Number**: Your passport number will already be filled in form Step 1. Please make sure that this number is correct and is a match for the passport number appearing on your offer letter
12. **Travel Document Place of Issue**: Select the country where your passport was issued. This should match the field in your passport
13. **Travel Document Date of Issue (DD/MM/YYYY)**: Select the date when your passport was issued
14. **Travel Document Expiry Date (DD/MM/YYYY)**: Select the date when your passport will expire. This should match the date in your passport
15. **Extended Student Pass** (Duration of Student Pass Sought): Choose ONE-OFF or 1 YEAR FOR DURATION OF STUDENT PASS SOUGHT

16. **Insurance**: The insurance package provided meets the minimum coverage requirements set out by the Ministry of Higher Education (MOHE). You may choose your preferred package, can opt to either one of the following Medical Insurances offered by
    - Etiqa Family Takaful Berhad (EFTB)
    - Great Eastern Takaful Berhad (GETB)
    - The Pacific Insurance Berhad (TPIB)

    (kindly note that insurance cover is paid on a yearly basis, please be informed that the insurance must be renewed annually)

17. **Sticker Pass Fee**: Please select: Jabatan Imigresen Pahang (payable direct too Immigration Department).
    UMPSA will pay directly to the Immigration Department the Immigration fee of RM60.00
18. **Visa Fee**: Default.
    A Multiple Entry Visa Fee is charged by the Immigration Department depending on the student's nationality. UMPSA will pay directly to the Immigration Department (Refer Annex III).
19. **iKad**: Please select : Courier to Institution : +RM60.00)
    The iKad is an identification card for foreign students can be used as such in Peninsular Malaysia. Please note however, that the **iKad is not a replacement** of your passport; your passport may still be requested by the government authorities.
20. **Medical Screening At**: Select: Public University Clinics
    New International Students are required to attend a Medical Screening in Malaysia within 7 days from the entry date at any clinic/hospital approved by the Ministry of Health, Malaysia. The complete medical report will have to get verification from UMPSA Medical officer. A medical screening fee is fully borne by the students

21. **eVAL: Default (Processing fee +RM150.00**
    Once the application is approved by Immigration, an eVAL notification will be sent to the student and the institution (No physical VAL will be printed). The student should download and print the eVAL for their reference. Students from countries which require Single Entry Visa (SEV) to enter Malaysia can submit the eVAL to the Malaysian Embassy/Mission as part of their SEV application. Students who do not require SEV to enter Malaysia can travel to Malaysia with the eVAL; and Upon arrival to Malaysia, the student will present the printed copy of the eVAL for the Immigration Officer at the entry point to verify the validity of the eVAL and issue a special pass for the student's entry into the country

22. **Delivery Method**: Select: Courier to Institution: +RM10.00
    EMGS charges a standard courier fee of RM10 to send the VAL to the institution
23. **Offer Letter**: Please upload a scanned copy of the offer letter in PDF format only. The maximum file size allowed by the system is 550KB. Please ensure that all pages of the offer letter are scanned and uploaded as ONE PDF file
24. **Passport Pages**: Kindly upload a scanned copy of all your Passport pages in ONE PDF file. The maximum file size allowed by the system is 2000KB. Please ensure that the image is clear and all details are visible
25. **Academic Transcripts and Certificates**: Please ensure that all Academic Transcripts and Certificates are scanned and uploaded as ONE PDF File. The maximum file size allowed by the system is 1000KB
26. **Health Declaration Form**: If the application is FREE from any of the diseases / conditions, please proceed by ticking under "YES" column.
27. Click **'Apply Now'** to proceed
28. You will then be required to confirm the details of the application. Click 'Next' to proceed after reviewing the details and the required payment amount. Note that there will be a 6% Malaysian Government Tax charged on the application
29. If you have not yet registered a billing address in your account, you will be required to create one before proceeding with the application
30. Select the **Payment method** you will use in Payment information step and click 'Continue'. There are two ways through which you can pay for your Visa application
    a) **Through your education institution**: You have to pay to EMGS account through Telegraphic Transfer / Wire Transfer. Please refer Attachment (VISA FEE). The copy of payment proof should be sent to UMP Centre for International Relations for verification. UMPSA Centre For International Relations will verify and sent the proof of payment to EMGS
    b) **Online Credit Card payment using a Visa or MasterCard** on the educationmalaysia.gov.my website. Please note that if you select this payment method, there will be a 3% surcharge added to the total amount requested for your application
31. Check and verify the total figure and application details in the **'Application Review'** tab. **Read the Terms and Conditions** and click '**Submit Application'** after selecting the checkbox to confirm that you consent to the processing of your personal data by EMGS. Please note that you will not be able to proceed without providing your consent

32. If you have chosen to pay through your institution, your application will be submitted to EMGS for processing. You will receive notification with your application number for your reference. An email with the application details will also be sent to the email address you used to register

33. If you choose to pay online directly to EMGS, select the 'Credit Card' payment option, you will be redirected to iPay88 (Mobile88.com) secure payment once you have confirmed the application details. Payment is calculated in Malaysian Ringgit (RM). Click **'Proceed'** once you have entered all the correct details

34. Please do not navigate away from the page until the payment is complete. Once the payment has been approved by your bank, you will be redirected back to the Application Form to complete the application. Your application will be submitted to EMGS for processing and you will receive the notification below with your application number for your reference. An email with the application details and the payment confirmation will also be sent to the email address you used to register

WHAT's NEXT?

1. You need to submit all the required documents to UMPSA Visa Unit to continue the process. Once you create your student visa application, EMGS will notify the UMPSA Visa Unit that you have submitted the information through the website. The UMPSA Visa Unit will confirm your application is valid to EMGS only after receiving a set of hardcopy documents of application from your side.

2. You can use the application tracker on EMGS website/ application EMGS Hub from Apple Apps Store/ Google Play to keep track of the application status.