

VISA APPROVAL LETTER (VAL) APPLICATION

ONLINE APPLICATION THROUGH EMGS

UNIVERSITI TEKNOLOGI MALAYSIA (UTM) welcomes you to further your study at the university. To expedite the student pre-arrival visa application, please follow these instructions:

STEP 1: COMPLETE YOUR DOCUMENTS

Scan and compile your documents listed in APPENDIX A checklist accordingly. [Annex V (iii)].

STEP 2: APPLY & PAY YOUR STUDENT VISA ONLINE

Apply your student visa online through Education Malaysia Global Services (EMGS) at <https://educationmalaysia.gov.my/>. Read the UTM & EMGS user guide before creating an application.

- EMGS visa processing fee is ranging between MYR1550 to MYR1950. Amount may varies according to country.
- EMGS will invoice you once you have completed filling the online application form.
- Select Pay by Credit Card – RM Only (powered ipay88).

Note:

1. If student has difficulties to pay using the credit card, please choose to Pay through the Institution and remit the payment by Telegraphic Transfer to EMGS. Please refer <http://admission.utm.my> for the bank accounts details.
2. Please, email the transaction slip to visa@utm.my

STEP 3: PAY THE ADMIN FEE TO UTM

After submitting your application to EMGS, a student needs to pay UTM the processing fee as follows:
Amount: RM350 (Malaysia Ringgit: Three Hundred and Fifty Ringgit only)

- Online payment via <http://ecommerce.utm.my/ecommerce/>
- Please click: Payment>Read>Action>Visa Approval Letter Payment (code (UTM0195) **RM350**)

Note:

1. Email the transaction slip to visa@utm.my
2. If student has difficulties to pay using the credit card, please make the payment by Telegraphic Transfer to UTM. Please, visit <http://admission.utm.my> for the bank accounts details.

STEP 4: CHECK YOUR VISA APPLICATION STATUS

You may check the status of your visa application [after one (1) week of submission] via <http://educationmalaysia.gov.my>. Once approved, EMGS will send the VAL to UTM and UTM will then email to the student.

Note: Some country requires the original VAL to apply for the Single Entry Visa (SEV). We will courier the original VAL to student.

STEP 5: APPLYING FOR THE SINGLE ENTRY VISA (SEV) TO MALAYSIA

After you have received the Visa Approval Letter (VAL) from UTM, you will need to apply for the Single Entry Visa (SEV) at the Malaysia Representative Office as stated in the VAL. 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 or enquiry@emgs.com.my

NOTE: PLEASE MAKE TRAVEL ARRANGEMENTS NEAR TO YOUR REGISTRATION DATE OR WITHIN THE REGISTRATION PERIOD.

STEP 6: ARRIVAL IN MALAYSIA

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 Visa:

1. Report to UTM International Office (Block S19 for UTM JB or Level 8, Menara Razak, UTM KL) for Medical Check-up arrangement at UTM Health Center within 5 days of arrival and your accommodation (if required).
2. Register as a student at the specific location stated in the offer letter or at Student Recruitment & Admission Department (SRAD, UTM JB) / School of Graduate Studies (UTM KL) .
3. Apply for a STUDENT PASS at UTM International Student Centre (ISC) located at Block S.19 UTM Johor Bahru or at Level 8, Menara Razak at UTM Kuala Lumpur.

Please email to visa@utm.my for any inquiries

OTHER INFORMATION

- 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** are advised to enter Malaysia as a single traveler. Dependent passes can only be applied after a student's pass is issued. Please contact iscjb@utm.my / 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:

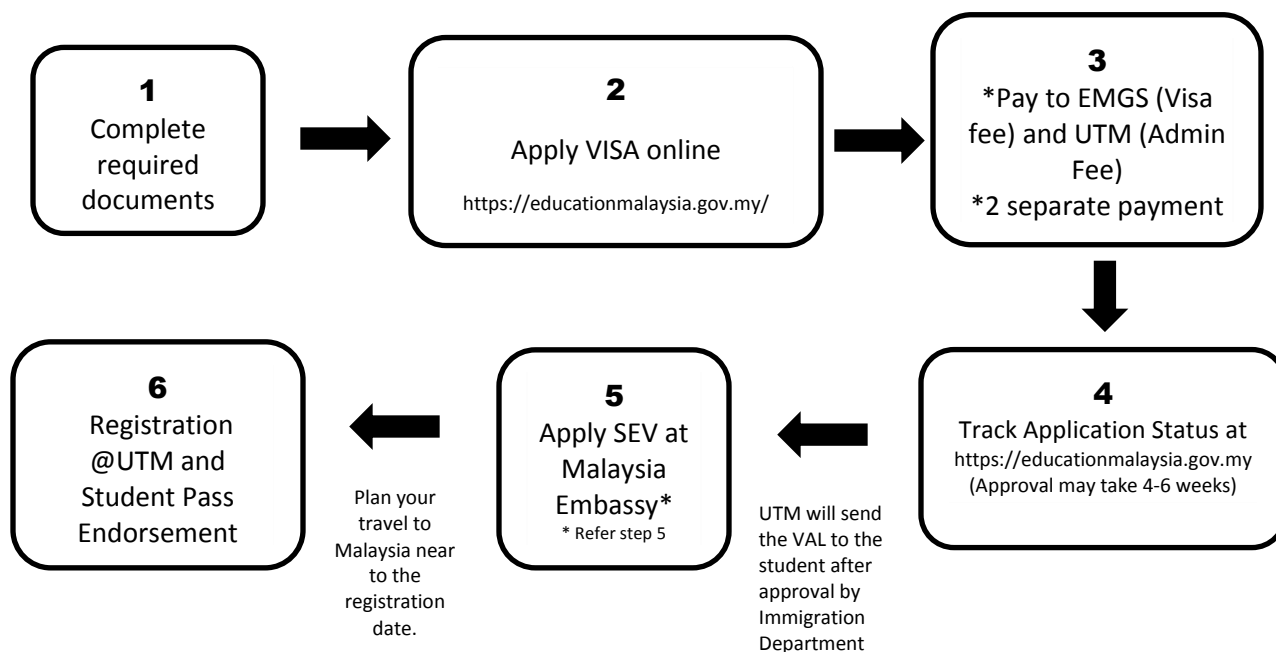
- **DO NOT PURCHASE YOUR FLIGHT TICKET** until you have obtained the VAL & SEV approval.
- Student is advised to travel to **Malaysia WITHIN** the period of the registration date (at least 1 or 2 days before reception date). The Special Pass is given for 30 days only.
- International Students will not be allowed to register with the University if you don't have VAL and SEV.
- Students who have entered Malaysia using Social Visit Pass **MUST** return to their home country and apply for Single Entry Visa (SEV) at the Malaysian Representative Office.
- Students changing from another institution/university within Malaysia, please contact iscjb@utm.my / 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.

APPENDIX A**DOCUMENTS REQUIRED FOR VISA APPROVAL LETTER (VAL) APPLICATION**

No.	Document	Remarks
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 date of visa application</i>	i. Bio-data page (Color) ii. Pages with visa information & Observation page (if any) iii. Special Pass (if any) <i>Student from countries Libya, Iran, Iraq Somalia, Sudan, Syria, Yemen required 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. 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 http://admission.utm.my
7.	Letter of Eligibility (LOE) or No Objection Certificate (NOC)	Applicable for student from Iran and Sudan only. Kindly contact UTM for document preparation.

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

FLOWCHART VISA APPLICATION

User guide for self-application for Visa Approval Letter



A. Complete the online application at <https://educationmalaysia.gov.my/>

1. **Institution Type:** Public Higher Education Institution
2. **Institution Name :** Refer to your offer letter .Select either:
 - a. Universiti Teknologi Malaysia (Johor Bahru) or
 - b. Universiti Teknologi Malaysia (Kuala Lumpur)
1. **Year of Intake :** As per offer letter
2. **Month of Intake:** As per offer letter
3. **Programme type:** Select - Full-Time Program
4. **Course Name :** Select your Course Name (please contact us at visa@utm.my if your program not in the list
5. **Course Duration of Study (months):** Default
6. **Course Level:** Default
7. **Applicant Photo (3.5cm x 4.5cm) :** upload your photo (JPG format & follow the photo specification)
8. **Applicant Name as in Passport (MRZ Format) :** refer to EMGS guide
9. **Applicant Gender:** Select
10. **Applicant Place / Country of Birth :** Select
11. **Applicant Date of Birth (dd/mm/yyyy):** DD/MM/YYYY
12. **Obtain Single Entry Visa (SEV) from :** (refer to note)

Note: 1. If you don't have the Malaysia Embassy/ Consulate in your country; please select the nearest Malaysia embassy.

2. If your country doesn't have Malaysia Embassy, please select the nearest country and student will apply Visa on Arrival for Student (VOAS) at the Kuala Lumpur International Airport/ Entry point
13. **Applicant Nationality:** Select your nationality
14. **Travel Document Type :** Select International passport/ travel document
15. **Travel Document Number :** Write Your Passport/Document Number
16. **Travel Document Place / Country of Issue :** Please select
17. **Travel Document Issued On (dd/mm/yyyy) :** Date of passport issue
18. **Travel Document Valid Until (dd/mm/yyyy) :** Date passport expiry
19. **Extended Student Pass (Duration of Student Pass Sought):** Select- 1 year
20. **Insurance:** Please Select – AXA450 RM20K 12- Month Age12-65 +RM450 or AIA Silver RM20K 12 month age 16-60 +RM400
21. **Sticker Pass Fees :** Please Select :
 - a. if you're offered at UTM Johor Bahru: Jabatan Imigresen Negeri Johor
 - b. if you're offered at UTM Kuala Lumpur: EMGS, xx year pass, +RMxx.xx
22. **Visa Fees:** Default
23. **iKad :** 1 year, courier to institute,+RM60.00
24. **Medical Screening At:** Public University Clinics
25. **VAL Delivery Method :** Courier to Institution +RM10.00
26. **Upload:** Offer letter, Passport Details page & Visa information (>15 month validity), Academic & transcript certificates and Declaration of Health status

B. PAYMENT

Student is required to pay to both EMGS and UTM:

1. Select : **Credit Card- RM only (powered by ipay88)** - Payment to EMGS for the Visa charges **AND**
2. Student have to pay to UTM for administration fee (**Malaysia Ringgit: MYR350**)
Please go online payment at <http://ecommerce.utm.my/ecommerce/>
Please click: Payment > Read > Action> UTM0195 - PROCESSING FEE FOR VAL FOR NEW INTERNATIONAL STUDENT amount **RM350**

A student who does not have a credit card can pay [Visa Approval Letter using Telegraphic Transfer](#).
Please refer to ***http://admission.utm.my*** OR contact us at ***visa@utm.my*** for the bank accounts details.