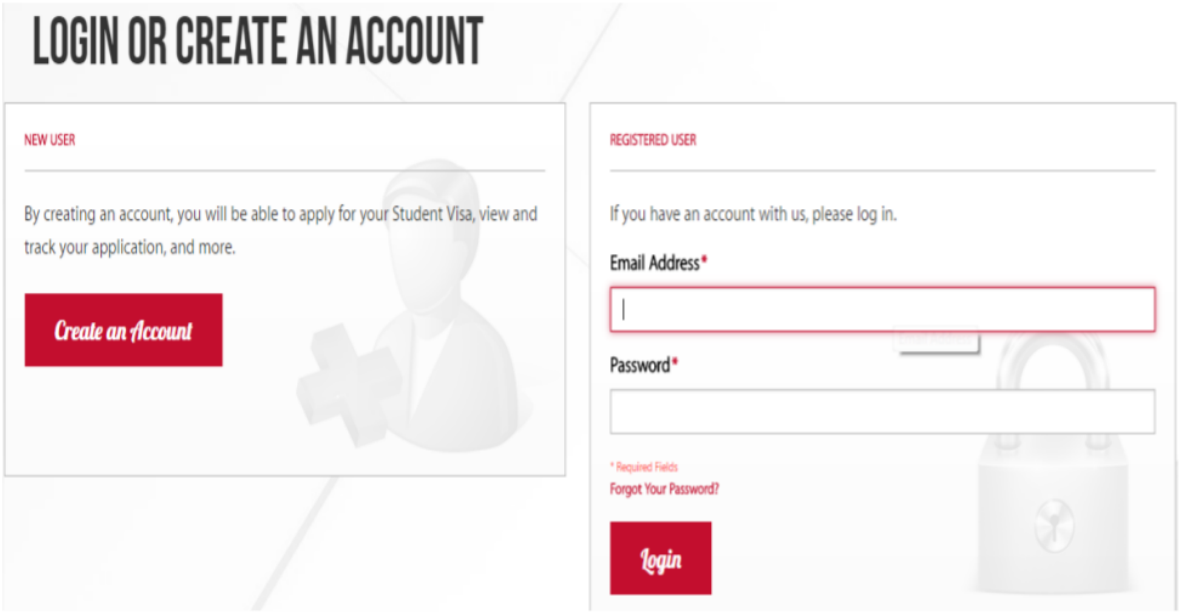
GUIDELINES TO APPLY FOR THE STUDENT PASS (MOBILITY PROGRAMME) THROUGH EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) WEBSITE

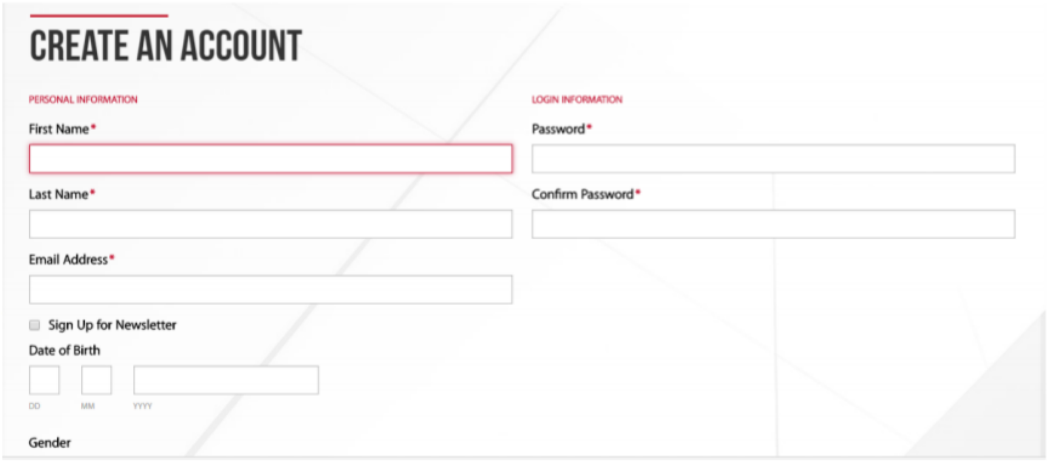
There are three (3) parts to the application process.

STEP 1

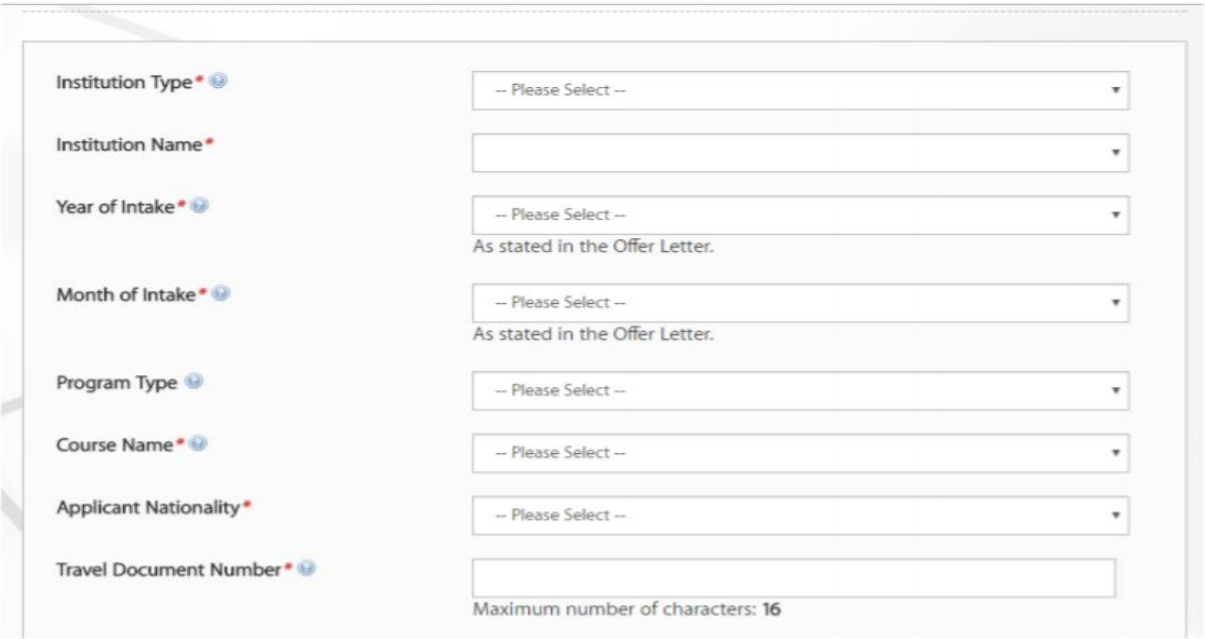
Create an account

Before you can apply for the Student Pass, you are required to create an account at https://educationmalaysia.gov.my/pass-application.html.





STEP 2



Please fill in the details below:

1) Institution Type

Select **Private Higher Educational Institution**.

2) Institution Name

Select **Universiti Kuala Lumpur (UniKL).**

3) Year of Intake

Select the year that you will join the mobility programme. Please refer to your Letter of Offer.

4) Month of Intake

Select the month that you will join the mobility programme. Please refer to your Letter of Offer.

5) Program Type

Select **Mobility Program**.

6) Course Name

Select the course that you will be joining at UniKL. Please refer to your Letter of Offer. Please ensure that you select the same course that is stated on the Letter of Offer.

7) Applicant Nationality

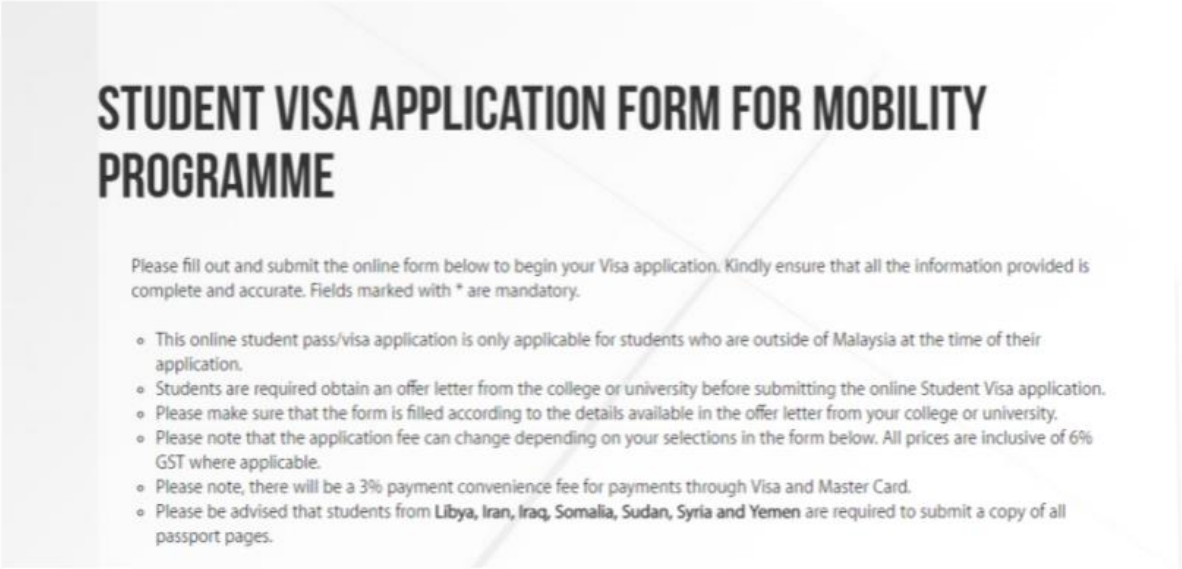
Please select your nationality.

8) Travel Document Number

Type your passport number. Please make sure that this is the same passport that you will be using to travel to Malaysia.

Click **APPLY NOW** to proceed to Step 3.

STEP 3: STUDENT VISA APPLICATION FORM FOR MOBILITY PROGRAMME



The following information is required for STEP 3:

1) Course Duration of Study

Refer to your Letter of Offer for your course duration.

2) Course Level

Select **Degree / Master**

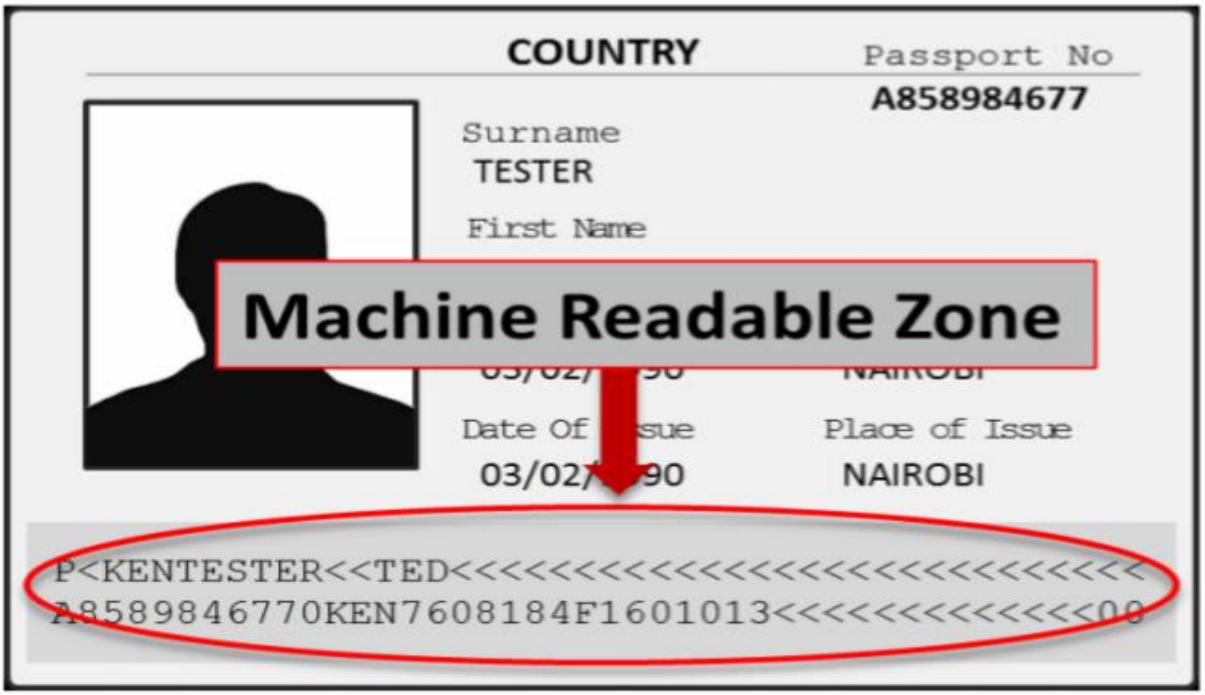
3) Partner University

Select your home institution.

4) Applicant Photo

Upload your passport photo. Please ensure that your passport photo is professionally taken with white background and in JPEG format. Please refer to https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/ for requirements on the passport photo.

5) Applicant Name as in Passport Machine Readable Zone (MRZ) Format



6) Applicant Gender

Select your gender as per your passport.

7) Applicant Place/ Country of Birth

Select the country where you were born. This should be the same as the country listed in your passport.

8) Applicant Date of Birth

Type in your date of birth in the provided format. This should be the same as the one listed in your passport. Take note that the date format should be followed EXACTLY as it appears. For example if your Date of Birth is 3rd January 1995, you should type 03/01/1995 rather than 3/1/1995.

9) Obtain Single Entry Visa from:

Foreign students with the 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 to travel to Malaysia, 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. Please click here for countries that are exempted from applying for the Single Entry Visa:
http://www.imi.gov.my/images/pdf/2.%20NONVISA%20REQUIRED%20NATIONAL.pdf

If you require a visa to travel to Malaysia but you are not in your home country, you can select the nearest Malaysian embassy to you 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 your nationality.

10) Applicant Nationality:

Scroll to select your nationality.

11) Travel Document Type

Please select **International Passport**

12) Travel Document Number

Your passport number will already be filled in from Step 2.

13) Travel Document Place/ Country of Issue:

Select the country where your passport was issued. This should match the field in your passport.

14) Travel Document Date of Issue (dd/mm/yyyy)

Select the date when your passport was issued. This should match the date in your passport.

15) Travel Document Valid Until (dd/mm/yyyy):

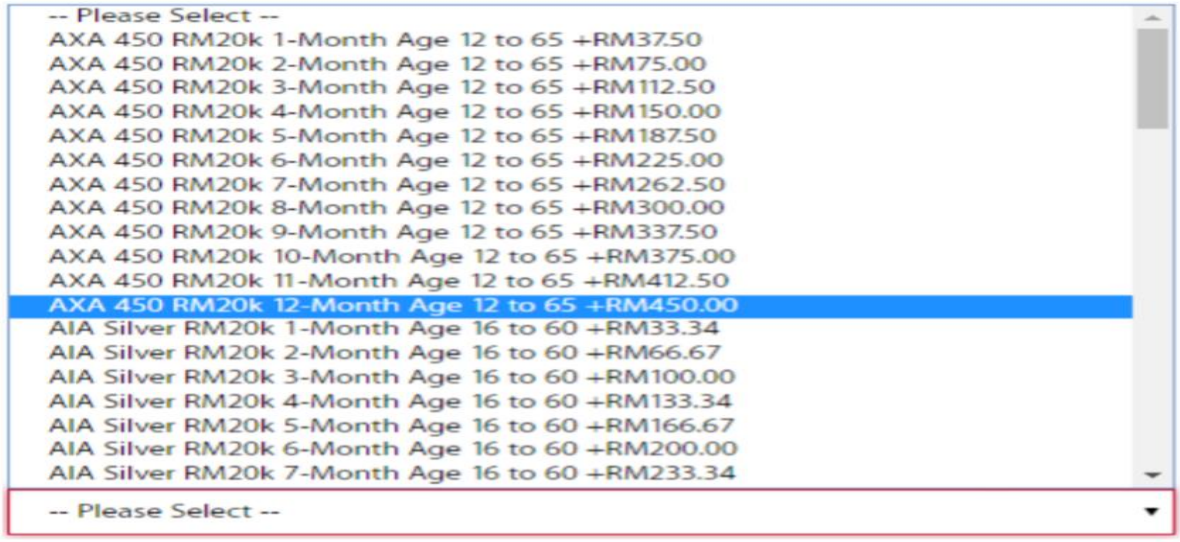
Select the date when your passport will expire. This should match the date in your passport.

16) Insurance

Select the following:

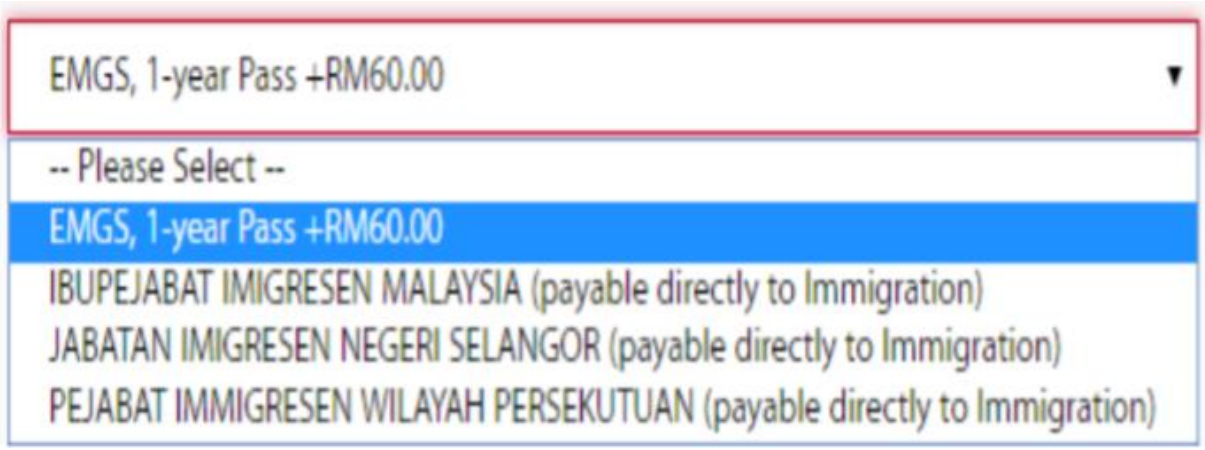
For 1 semester:

For 2 semesters:



17) Sticker Pass Fees

Select the following:

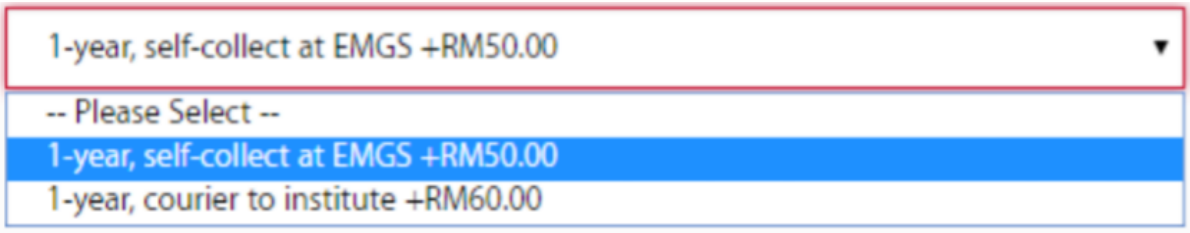


18) Visa Fee:

A Multiple Entry Visa fee is charged by the department of Immigration depending on the Student's nationality.

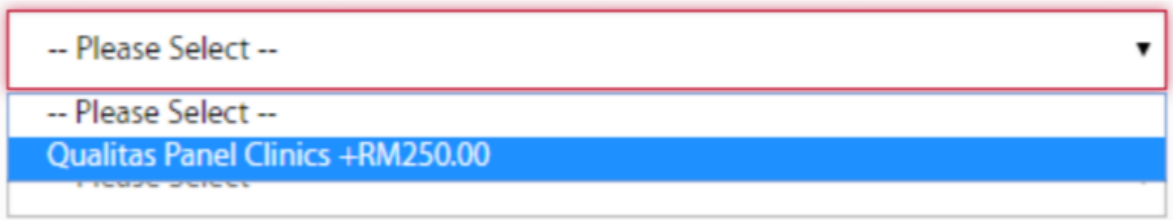
19) iKad

Select the following:



20) Medical Screening at

Select the following:



21) VAL Delivery Method

Select the following:

22) 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.

23) Passport Data Page

Please upload a scanned copy of your Passport Data Page and the Observation Page (If it shows any extensions, clarifications of name, and previous passport numbers), and any pages which contain visa information. Please ensure that all required pages are scanned and uploaded as **ONE PDF** file. The maximum file size allowed by the system is 2000KB.

24) Confirmation Letter

Submit a letter from your home university stating that you are enrolled as a full-time student or a copy of your student matriculation card (certified as true copy by your home university)

25) Pre-arrival Medical Report (Only from non-registered overseas clinics):

Mobility student who are citizens of the 15 countries listed below are exempted from the

Pre-Arrival Medical Screening. Please submit the Declaration of Health Form.

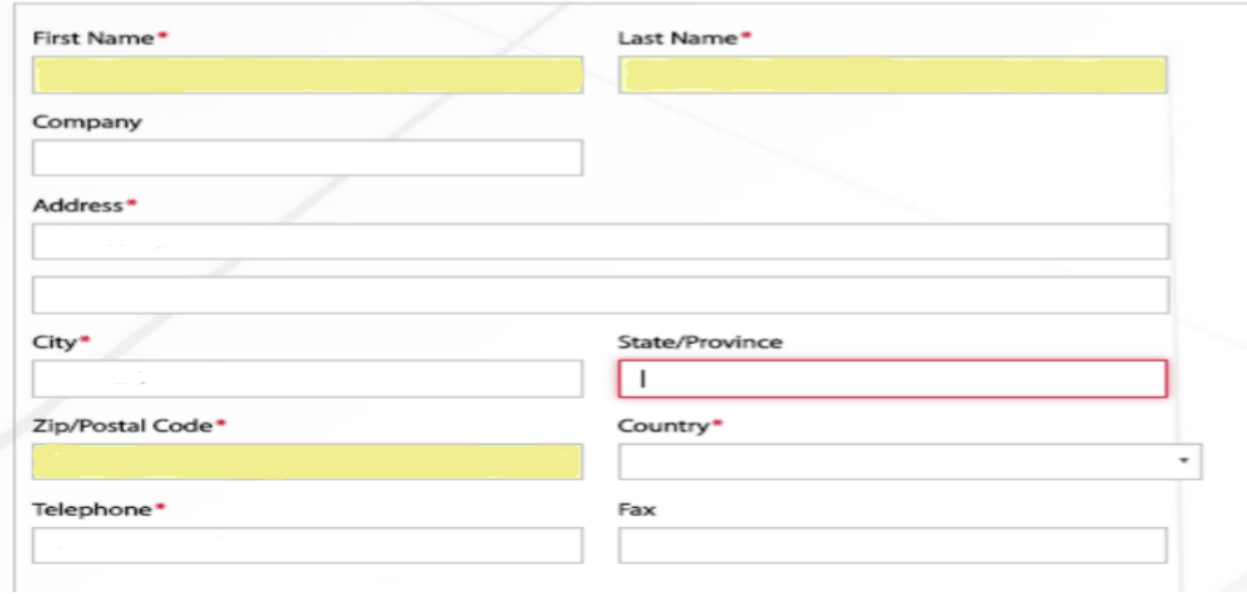
Denmark	United Kingdom	United States of America	Japan
South Korea	Belgium	Finland	France
Germany	Netherlands	Spain	Sweden
Switzerland	Turkey	Australia	

Students from other countries are required to attend the Pre – Arrival Medical Screening. If you have attended the Pre-arrival Medical clinic in a non-registered clinic you will be required to upload the Medical Examiner's Report. Please ensure that the pages of the Medical Examiners Report, the Lab Report, and the Chest X-ray Report are scanned and uploaded as **ONE PDF** file. **The Medical Examiners Report, the Lab Report, and the Chest X-ray Report must be in ENGLISH.**

Click **APPLY NOW** to proceed.

26) 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.

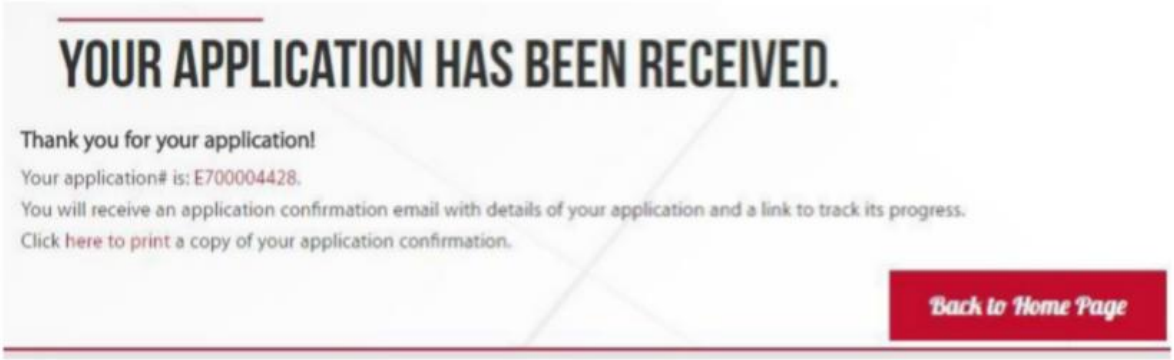
If you have not registered a billing address in your account, you will be required to create one before proceeding with the application.



Select Credit Card and click Continue.

28) Check and verify the total figure

You will be redirected to iPay88 (Mobile88.com) secure payment page once you have confirmed the application details. Payment is calculated in Malaysian Ringgit (RM). Click Proceed once you have entered all the correct details.

29) 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.

30) An email with the application details and the payment confirmation will also be sent to the email address you used to register.