



**International Mobility & Collaboration Centre (Visa Section)**

**Division of Academic & International Affairs**

**-New and Extension of Student Pass/Visa-**  
**DEGREE and Intensive English Program [I.E.P]**  
**With Education Malaysia Global Services [EMGS]**

**Document Required :-**

**Please Submit the Document Below :-**

**3 MONTHS BEFORE THE EXPIRY DATE OF YOUR STUDENT PASS**

<b>No</b>	<b>Document Required By EMGS</b>	<b>Quantity</b>	<b>Remark (/)</b>
<b>1</b>	<b>Photograph. Must Be :</b> <b>- 3.5 cm x 5.0 cm in size -in color</b> <b>-WHITE Background</b> <b>-Taken in full-face view directly facing the camera</b>	<b>3 Photo - Extension</b>	
<b>2</b>	<b>Photocopy of passport (New or Extension)</b> <b>ALL PAGES - Including passport cover and empty pages in order number</b>	<b>2 Sets</b> <b>[2 books]</b>	
<b>3</b>	<b>Previous Offer Letter from Admission Unit (Degree/I.E.P)</b>	<b>2 Sets</b>	
<b>4</b>	<b>Insurance Coverage (Covering Letter)</b> <b>[Make sure the duration must be 1 year after expiry</b>	<b>2 Copies</b>	

	visa]		
5	Campus Online - Student data & latest result (For Degree Student Only)	2 Copies each	
6	Latest Academic Transcript and Certification (For IEP only)	2 Copies	

**\*Once Complete, Please Submit to Visa Unit**

**\*MAKE SURE VALIDITY OF PASSPORT IS ONE YEAR AND ABOVE**

**PAYMENT FOR RENEWAL (RM 222.60) ACC NO : 514057662341 - (MAYBANK)**

**Payable to : EMGS Escrow Account 1**

**Student are required to make payment via BANK DRAFT at CIMB BANK or Any Bank ==  
MUST BE === BANKER'S CHEQUE**



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Extension of Student Pass / Visa - (Post Graduate Student)

No.	Documents Required	Quantity	Remark (/)
1.	Photo ( 3.5 cm x 5.0 cm with <b>WHITE</b> Background)	3 Photo	
2.	Photocopy of Passport ( sort by in order number of page )	ALL PAGES - 2 set	
3.	Confirmation Letter from IPS	1 Original 1 Photocopy	
4.	Overall Letter from IPS	1 Original 1 Photocopy	
5.	Insurance Coverage (MUST BE VALID 1 YEAR)	2 Copy	

**PAYMENT METHOD**

**Cheque / Bank Draft / Bank Transfer**

**EMGS Escrow Account 1 : 514057662341 ( AMOUNT RM 222.60 ) MAYBANK**

**IMPORTANT INFORMATION - \*PLEASE READ\***

- I. Those document mention above are **Subject to Change** depending on immigration department's procedure.
- II. Please Submit the above document **THREE MONTH BEFORE** the expiry date of your student pass / visa.
- III. All document submitted to VISA UNIT are **NOT REFUNDABLE**.

CONSULTATION HOURS

<b>DAY : MONDAY - THURSDAY</b>	
MORNING	8.30 AM - 12.30 PM
AFTERNOON CLOSE	
<b>DAY : FRIDAY</b>	
MORNING	8.30 AM - 11.45 AM

OFFICER WILL BE AT IMMIGRATION DEPT ON

<b>DAY : TUESDAY</b>		
MR.	ZULKIFLI	WHOLE DAY
SAAD		



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**FAMILY CHECKLIST**

**PLEASE SORT THE DOCUMENTS ACCORDING TO THIS CHECKLIST NUMBER!**

<b>No</b>	<b>Documents required</b>	<b>Quantity</b>	<b>Remark (/)</b>
1	Photo ( 3.5 cm x 5.0 cm with Blue Background)	1	
2	Confirmation Letter from IPS	1 copy	
3	Overall letter from IPS	1 copy	
4	Detail Page and latest Student Pass/Visa (Student)	1	
5	Detail Page and Latest Visa/Pass (Family)	1	
6	Marriage Contract  (Should be translated in English and verified from Embassy of Foreign Ministry Affairs)	1	
7	Birth Certificate only for children  (Should be translated in English and verified from Embassy of Foreign Ministry Affairs)	1	
8	Family Letter for Your Embassy	1	
9	Insurance Coverage (must be VALID) for 1 year	1	

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Cukai Setem Sudah Dibayar  
 Cukai Setem Sudah Dibayar  
 No 5344339  
 No 5344339

Akaun Penawaran Sahaja  
 Akaun Penawaran Sahaja  
 Akaun Penawaran Sahaja  
 Akaun Penawaran Sahaja

**CIMB BANK**  
 CIMB Bank Berhad (13491-P)  
 CIMB Bank Berhad (13491-P)

Tarikh: 16 NOV 2013  
 Tarikh: 16 NOV 2013  
 Date

35 - 07096  
 35 - 07096

UNIVERSITI SAINS MALAYSIA  
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Bayar \*\*\*PENAWARAN IMIGRESEN NEGERI PULAU PINANG\*\*\*  
 Bayar \*\*\*PENAWARAN IMIGRESEN NEGERI PULAU PINANG\*\*\*  
 Pay

Ringgit 314 HUNDRED THIRTY 00 ONLY  
 Ringgitsya 314 HUNDRED THIRTY 00 ONLY  
 Malaysia 314 HUNDRED THIRTY 00 ONLY

RM 314.00  
 RM 314.00

For CIMB Bank Berhad  
 For CIMB Bank Berhad

**BANKER'S CHEQUE**  
**BANKER'S CHEQUE**

*(Signature)*  
 Kasmir  
 Kasmir

AUTHORISED SIGNATURE(S)  
 AUTHORIZED SIGNATURE(S)

Check Digit, Cheque No. Bank/Branch No. Account No.  
 Check Digit, Cheque No. Bank/Branch No. Account No.

000 1532439 35092986 0929888880 022