**VISA APPROVAL LETTER (VAL) CHECKLIST**

This document is applicable for prospective students registering in year 2018 onwards. A prospective student must have this checklist completed before traveling to Malaysia.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Required** **Document** | **Document Details** | **[YES/NO]**  |
|  | Offer Letter | Ensure student name stated in the offer letter as equal to MRZ Format ***(Please refer Appendix 1).*** *If the name is not the same, please request a new offer letter via email at* *alamiyyah@usim.edu.my* |  |
|  | Academic Transcript& graduation certificate | Upload/Attached the scan copy of 1) original and 2) its translation |  |
|  | Medical Report | Upload/Attached a completed Medical Report at your country |  |
|  | Photo | Upload/Attached a passport-sized photo (4.5cm x 3.5 cm) with a white background. A hardcopy of the photo can be directly sent to USIM ‘Alamiyyah if needed.(***Refer Appendix 2***) |  |
|  | Passport | Upload/Attached the following pages:* the Front Page (Personal Information)
* All pages that has been used.
* Student from **Libya, Iran, Iraq, Somalia, Sudan, Syria**

 and **Yemen are** required provide **ALL pages including the**  **blank ones.*** **Each** single sided A4 page **MUST** contains two passport pages. (***Refer Appendix 3***)
 |  |
|  | Proof of Payment | * Official receipt of **Visa Fees** paid to EMGS, for the amount please refer to ***Appendix 4:***

**Payment must be made to:**EMGS Escrow Account 1 Account Number: 514057662341 Swift Code: MBBEMYKLXXX Bank: MALAYAN BANKING BERHAD (MAYBANK) Bank Address: Lot 1.01 Ampang Park Jalan Ampang 50450 Kuala Lumpur, Malaysia 1. Official receipt of **Administrative Fee** paid to USIM
* **RM40**

**Payment must be made to:**Universiti Sains Islam Malaysia Bank: Bank Islam Malaysia Berhad USIM A/C No:05058010008884 Branch Code:4005058 Swift Code: BIMBMYKL Branch Address: Ground Floor,  PT7183 & PT7184, Jalan BBN 1/2E,  Bandar Baru Nilai, 71800 Nilai, Negeri Sembilan Malaysia. |  |

**\*Student is STRICTLY NOT allowed staying in Malaysia while the VAL application is in progress.**

**aPPENDIX 1**

**Name as in MRZ in the Passport**

* + - 1. The machine-readable zone, MRZ, in the passport is located at the bottom of the photo page.



* + - 1. The data of the machine-readable zone consists of two rows of 44 characters each. The only characters used are A-Z, 0-9 and the filler character <. The name is on the first row starting at the 6th position, after the 3-character country code.

 3. The format of the first row is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Positions** | **Length** | **Chars** | **Meaning** |
| 1 | 1 | alpha | P, indicating a passport |
| 2 | 1 | alpha | Type (for countries that distinguish between different types of passports) |
| 3–5 | 3 | alpha | Issuing country or organization ([ISO 3166-1 alpha-3](https://stars.educationmalaysia.gov.my/wiki/%2CDanaInfo%3Dipta.emgs.sc%2BISO_3166-1_alpha-3) code with modifications) |
| 6–44 | 39 | alpha | Last name, followed by two filler characters, followed by given names. Given names are separated by single filler characters  |

 4. In the name field, spaces, hyphens and other punctuation are represented by <, except apostrophes,

 which are skipped. If the names are too long, names are abbreviated to their most significant parts.

 In that case, the last position must contain an alphabetic character to indicate possible truncation, and if

 there is a given name, the two fillers and at least one character of it must be included.

 **appendix 2**

**Passport Photo Guidelines**

* + - 1. Please find below the photo guidelines for submitting a passport photo to EMGS. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.
			2. Student will be requested to adhere to the guidelines below to avoid any delay in processing as well as avoiding any untoward issues with law enforcement officials checking the iKad.
			3. Guidelines of passport photo to be followed:
* Must be in colour and identical, not black and white
* Must be taken against a **WHITE** background
* Your photos must be **professionally printed** and **45 millimeters (mm) high x 35mm wide**. **Please do not use photos that have been cut down from larger pictures.** In the examples below, the ***one on the left shows the correct proportions***. The image on the right shows incorrect proportions.

|  |  |
| --- | --- |
| Description: pict | Description: pict |

* Please ensure that there is **no white border** surrounding the photo as this may affect the dimension of the image. In the examples below, the ***one on the left does follow the specification***. The image on the right does not follow the specification.

|  |  |
| --- | --- |
| Description: Macintosh HDD:Users:fkp0051:Desktop:latest 4-01.png | Description: Macintosh HDD:Users:fkp0051:Desktop:latest 3-01.png |

* Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**
* Because clothing is visible in the passport photo, subjects should be careful to wear something modest. A conservative top is best. **Do not wear something with open shoulders (such as a tank top).**
* Free from shadows.
* Digital enhancements or changes are not acceptable.
* Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.
* With the subject facing forward, looking straight at the camera.
* With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
* Of each person on their own (no objects such as dummies or toys, or other people visible).
* Taken with nothing covering the face.
* In sharp focus and clear.
* Free from “red-eye”.
* Taken of the full head, without any covering unless worn for religious or medical reasons.
* Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.
* Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.
* Have the person’s full name on the back of each photograph (when submitted manually).

 **APPENDIX 3**

 Sample of eachsingle sided A4 page must contains two passport pages



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 **APPENDIX 4**

**List of Student Pass Fees by Country (VAL)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country** | **One Year Visa (RM)** | **Four Years Visa / Bachelor Degree (RM)** | **Two Years Visa / Master (RM)** | **Three Years Visa / PhD (RM)** |
| **Argentina** | 1829.15 | 2514.80 | 2057.70 | 2286.25 |
| **Bangladesh****Bhutan****Myanmar****Nepal****Pakistan****Peru** | 1829.00 | 2514.20 | 2057.40 | 2285.80 |
| **Bolivia** | 1820.00 | 2478.20 | 2039.40 | 2258.80 |
| **Burma** | 1828.50 | 2512.20 | 2056.40 | 2284.30 |
| **Brazil** | 1826.00 | 2502.20 | 2051.40 | 2276.80 |
| **Bulgaria** | 1830.90 | 2521.80 | 2061.20 | 2291.50 |
| **Chile** | 1833.50 | 2532.20 | 2066.40 | 2299.30 |
| **China****South Korea** | 1839.00 | 2554.20 | 2077.40 | 2315.80 |
| **Costa Rica** | 1818.00 | 2470.20 | 2035.40 | 2252.80 |
| **Czech****Slovak** | 1828.30 | 2511.40 | 2056.00 | 2283.70 |
| **Denmark****USA** | 1815.20 | 2458.20 | 2029.40 | 2243.80 |
| **Dominican Republic****France****Sudan** | 1821.90 | 2485.80 | 2043.20 | 2264.50 |
| **Ecuador****Finland** | 1816.00 | 2462.20 | 2031.40 | 2246.80 |
| **Haiti** | 1825.00 | 2498.20 | 2049.40 | 2273.80 |
| **Hungary** | 1830.45 | 2520.00 | 2060.30 | 2290.15 |
| **India** | 1859.00 | 2634.20 | 2177.40 | 2375.80 |
| **Indonesia****Sri Lanka** | 1824.00 | 2494.20 | 2047.40 | 2270.80 |
| **Italy** | 1818.50 | 2472.20 | 2036.40 | 2254.30 |
| **Liberia****Vietnam** | 1822.00 | 2486.20 | 2043.40 | 2264.80 |
| **Mexico** | 1826.50 | 2504.20 | 2052.40 | 2278.30 |
| **Panama** | 1823.50 | 2492.20 | 2046.40 | 2269.30 |
| **Poland** | 1835.20 | 2539.00 | 2069.80 | 2304.40 |
| **Portugal** | 1825.50 | 2460.20 | 2030.40 | 2245.30 |
| **Saudi Arabia** | 1826.20 | 2503.00 | 2051.80 | 2277.40 |
| **Uruguay** | 1822.50 | 2488.20 | 2044.40 | 2266.30 |
| **Venezuela** | 1827.00 | 2506.20 | 2053.40 | 2279.80 |
| **Others** | 1829.00 | 2514.20 | 2057.40 | 2285.80 |

1. Rates may subject to change.
2. All charges above are inclusive of EMGS Processing Fee, Insurance, i-Card, Pass/Sticker, eVAL and 6% GST
3. Student **MUST** ensure that their Single Entry Visa (SEV) is valid for **AT LEAST 20 days** when they register in USIM. This is to give sufficient time for Medical Check-up in USIM and for the application of the Student Pass (also known Multiple Entry Visa)
4. Insufficient time to process the Student Pass may require student to apply for a Special Pass (which is an extension of the SEV). A charge of **RM100** will be imposed for the Special Pass.