



STUDENT PASS RENEWAL APPLICATION CHECKLIST

NO	DOCUMENT REQUIRED	DOCUMENT DETAILS	QUANTITY	APPLICANT	UA
1	Copy of Passport	<p>Passport must have more than 18 months of validity</p> <p>Copy of passport pages:</p> <ul style="list-style-type: none"> • Front page (Personal Information) • Student Pass/Visa page including the expired pass. • Pages that have passport records used from travels (Stamps from KLIA/KLIA2) <p>The copies must have only 2 pages of passport in ONE A4 size</p> <p>Note: Students from Libya, Iran, Iraq, Somalia, Sudan, Syria and Yemen are required to provide copies of ALL passport pages including blank pages</p>	1 Copy		
2	Academic Records & Examination Result	<ul style="list-style-type: none"> • Students must provide Recommendation Letter (Academic Record) from PPS (Postgraduate) or BPA (Undergraduate) • Students must provide Latest Examination Result <p>Note: EMGS required student attendance at least 80% and a CGPA of at least 2.0 and above. Please provide Supporting Letter from the Dean of your Faculty if your attendance and CGPA is below than EMGS requirement to support your renewal application.</p>	1 Copy		
3	Proof of USIM Administrative & Student Pass Fee payment to USIM	<p>USIM Administrative + Student Pass Fee:</p> <p style="text-align: center;">RM 120.00</p> <p>Students can pay directly to USIM Bursary Department via ATM Machine / Online Bank Transfer.</p> <p>UNIVERSITI SAINS ISLAM MALAYSIA Bank Islam Malaysia Berhad USIM A/C No : 05058010008884 Branch Code : 4005058 Swift Code: BIMBMYKL</p> <p>Branch Address : Ground Floor PT7183 & PT7184, Jalan BBN 1/2E, Bandar Baru Nilai, 71800 Nilai, Negeri Sembilan Malaysia</p> <p>** Be informed that student needs to apply the renewal pass 4-6 months before their expired visa date.</p>	1 Copy		

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		<p>A Penalty Charge will be imposed for any late submissions application and the rate would be subject to the remaining Student Pass validity period as below: -</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">NO</th> <th style="text-align: center;">PERIOD OF STUDENT PASS</th> <th style="text-align: center;">PENALTY RATES</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2 – 3 Months</td> <td style="text-align: center;">RM 100</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">1 Months</td> <td style="text-align: center;">RM 200</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">2 Weeks</td> <td style="text-align: center;">RM 250</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">1 Week</td> <td style="text-align: center;">RM 300</td> </tr> </tbody> </table>	NO	PERIOD OF STUDENT PASS	PENALTY RATES	1	2 – 3 Months	RM 100	2	1 Months	RM 200	3	2 Weeks	RM 250	4	1 Week	RM 300			
NO	PERIOD OF STUDENT PASS	PENALTY RATES																		
1	2 – 3 Months	RM 100																		
2	1 Months	RM 200																		
3	2 Weeks	RM 250																		
4	1 Week	RM 300																		
4	<p>Proof of EMGS & Insurance Fee Payment to EMGS</p>	<p>1. EMGS Fee with Insurance:</p> <p style="text-align: center;">RM 666.40 (Including 6% SST)</p> <p>Students can pay directly to EMGS Account via ATM Machine / Online Bank Transfer.</p> <p style="text-align: center;">OR</p> <p>2. EMGS Fee without Insurance:</p> <p style="text-align: center;">RM 198.40 (Including 6% SST)</p> <p>Students need to provide a copy of valid insurance certificate from their insurance company.</p> <p>EDUCATION MALAYSIA GLOBAL SERVICES MALAYAN BANKING BERHAD (MAYBANK) Acc. Number : 514057662341 Swift Code : MBBEMYKLXXX</p> <p>Address : Ground & Mezzanine Floor, Bangunan, UTM SPACE, 195A, Jalan Tun Razak, 50450, Kuala Lumpur</p> <p>Note: Students need to provide us their proof of payments with the following details for verification:</p> <ul style="list-style-type: none"> • Account holder name • Transaction date • Actual amount credited into the account 																		

- Application for renewal of Student Pass must be made **FOUR (4) months before the Student Pass expiry date.**
- Complete document must be submitting to USIM 'Alamiyyah by email to visa@usim.edu.my.
- Updated On : 27 August 2021