

STUDENT PASS APPLICATION CHECKLIST (RENEWAL/EXTENSION)

NO	DOCUMENT REQUIRED	DOCUMENT DETAILS	QUANTITY	APPLICANT	UA
1	Passport	-Passport must be more than 18 months validity -Copy of Passport: <ul style="list-style-type: none"> - Front page (Personal Information) - Student pass - Page that has a pass/visa and passport records use -The copies must have only 2 pages of passport in ONE A4 size *Libya, Iran, Iraq, Somalia, Sudan, Syria and Yemen required provide ALL passport pages	1		
2	Academic Records & Examination Result	I. Overall attendance must be at least 80% and above II. Must achieve a CGPA of at least 2.0 and above III. POSTGRADUATE STUDENT must provide recommendation letter (Academic Grade) from PPS/CGS IV. UNDERGRADUATE STUDENT must provide Latest Examination Result and Student Verification from BPA / student portal	1		
3	Proof of payment (USIM)	i. Administrative Fee + Visa Fee: RM 120 RM 130 (China only) RM 150 (India Only) Students can pay directly to the link below: https://mypayment.usim.edu.my/index.php?page=page_wrapper&menuID=845&prevID=864&prevFormat=page_wrapper	1		
4	Proof of Payment (EMGS)	i. EMGS Fee without Insurance: RM 201.20 <input type="text"/> Sponsored students/ Own Insurance group: Copy of valid insurance statement from the insurance company.	1		

		<p style="text-align: center;">OR</p> <p>ii. EMGS Fee with Insurance:</p> <p style="text-align: center;">RM 669.20</p> <p><i>Students can directly pay to EMGS Account using ATM Machine/ Bank Transfer.</i></p> <p style="text-align: center;">EMGS Account:</p> <p>EDUCATION MALAYSIA GLOBAL SERVICES Acc. Number : 514057662341 Swift Code : MBBEMYKLXXX Bank: MALAYAN BANKING BERHAD (MAYBANK) Address: Ground & Mezzanine Floor, Bangunan, UTM SPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur</p> <p><i>**Proof of payment should entail the following: account holder name, transaction date and actual amount credited into the account in order for the payment to be verified.</i></p>	1		
--	--	---	---	--	--

**** 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: -**

NO.	PERIOD STUDENT PASS VALIDITY	PENALTY RATES
1	2-3 Months	RM100
2	1 Month	RM200
3	2 Weeks	RM250
4	1 Week	RM300

*Application for renewal of Student Pass must be made THREE (3) months before the Student Pass expiry date.

*Complete document must be submitting to USIM 'Alamiyyah counter or by email to visa@usim.edu.my.

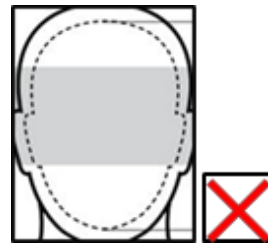
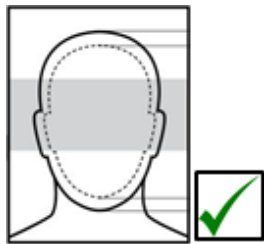
*Visa application will be process only after student are in Malaysia.

PASSPORT PHOTO GUIDELINES

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.

Institutions 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.

1. In colour and identical, not black and white
2. Taken against a **WHITE** background
3. Your photos must be **professionally printed** and **45 millimetres (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.



4. Please ensure that there is **no white border** surrounding the photo as this may affect the dimensions of the image. In the examples below, the *one on the left shows the correct proportions*. The image on the right shows incorrect proportions.



5. 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.**
6. 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).**
7. Free from shadows.
8. Digital enhancements or changes are not acceptable.
9. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.
10. With the subject facing forward, looking straight at the camera.
11. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
12. Of each person on their own (no objects such as dummies or toys, or other people visible).
13. Taken with nothing covering the face.
14. In sharp focus and clear.
15. Free from "redeye".
16. Taken of the full head, without any covering unless worn for religious or medical reasons.
17. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.
18. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.
19. Have the person's full name on the back of each photograph (when submitted manually).