

### VISA APPROVAL LETTER (VAL) CHECKLIST

NO	DOCUMENT REQUIRED	DOCUMENT DETAILS	QUANTITY	APPLICANT	UA
1	Offer Letter (OL)	<p>Ensure student name stated in the offer letter as equal to MRZ Format</p> <p><b>(Please refer Appendix 1)</b></p> <p><i>If the name is not the same, please request a new offer letter via email at <a href="mailto:visa@usim.edu.my">visa@usim.edu.my</a></i></p>	1 Copy		
2	Academic Transcript & Graduation Certificate	<p>Upload/Attached the scan copy of</p> <ul style="list-style-type: none"> <li>• <b>Original</b></li> <li>• <b>English Translated</b></li> </ul> <p><b>(Certified True Copy</b> are duly signed)</p>	1 Copy		
3	Copy of Passport	<p>Passport must have more than <b>18 months of validity</b></p> <p>Copy of passport pages:</p> <ul style="list-style-type: none"> <li>• Front page (<b>Personal Information</b>)</li> <li>• Student Pass/Visa page including the expired pass.</li> <li>• Pages that have passport records used from travels (<b>Stamps from KLIA/KLIA2</b>)</li> </ul> <p>The copies must have only <b>2</b> pages of passport in <b>ONE A4</b> size</p> <p><b>(Refer Appendix 4)</b></p> <p>Note: Students from <b>Libya, Iran, Iraq, Somalia, Sudan, Syria</b> and <b>Yemen</b> are required to provide copies of <b>ALL passport pages</b> including blank pages</p>	1 Copy		
4	Photo	<p>Upload/Attached a passport-sized photo (<b>4.5cm x 3.5 cm</b>) with a <b>white background</b>. A hardcopy of the photo can be directly sent to USIM 'Alamiyyah if needed.</p> <p><b>(Refer Appendix 2 &amp; 3)</b></p>	1 Copy		

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5	Health Declaration	<p>You will be required to fill up and submit a copy of the health declaration form to apply for a student visa in Malaysia.</p> <p><b>(Refer Appendix 5)</b></p> <p>If you are making an online application, you are required to upload the scanned copy of the form.</p> <p><b>Note:</b> You can download the Health Declaration Form via <b>EMGS Website</b>.</p>	1 Copy		
6	Proof of USIM Administrative & Student Pass Fee payment to USIM	<p><b>USIM Administrative + Student Pass Fee:</b></p> <p><b>RM 120.00 (Other Countries)</b>  <b>RM130 (China Only)</b>  <b>RM150 (India Only)</b></p> <p>Students can pay directly to USIM Bursary Department via ATM Machine / Online Bank Transfer.</p> <p><b>UNIVERSITI SAINS ISLAM MALAYSIA</b>  <b>Bank Islam Malaysia Berhad USIM</b>  A/C No : <b>05058010008884</b>  Branch Code : <b>4005058</b>  Swift Code: <b>BIMBMYKL</b></p> <p><b>Branch Address :</b>  Ground Floor PT7183 &amp; PT7184, Jalan BBN 1/2E, Bandar Baru Nilai, 71800 Nilai, Negeri Sembilan Malaysia</p>	1 Copy		
7	Proof of EMGS & Insurance Fee Payment to EMGS	<p><b>EMGS Fee:</b></p> <p><b>RM 1,760.00</b>  <b>(Including 8% SST)</b></p> <p>Students can pay directly to EMGS Account via ATM Machine / Online Bank Transfer.</p> <p><b>EDUCATION MALAYSIA GLOBAL SERVICES</b>  <b>MALAYAN BANKING BERHAD (MAYBANK)</b>  Acc. Number : <b>514057662341</b>  Swift Code : <b>MBBEMYKLXXX</b></p> <p><b>Address :</b>  Ground &amp; Mezzanine Floor, Bangunan, UTM SPACE, 195A, Jalan Tun Razak, 50450, Kuala Lumpur</p> <p><b>Note:</b> Students need to provide us their proof of payments with the following details for verification:</p> <ul style="list-style-type: none"> <li>• <b>Account holder name</b></li> <li>• <b>Transaction date</b></li> <li>• <b>Actual amount credited into the account</b></li> </ul>	1 Copy		

- Student is **STRICTLY NOT** allowed staying in Malaysia while the VAL application is in progress.
- Updated On : 27 AUGUST 2021

## VISA APPROVAL LETTER (VAL) CHECKLIST

### 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.



2. 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 ( <a href="#">ISO 3166-1 alpha-3</a> 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

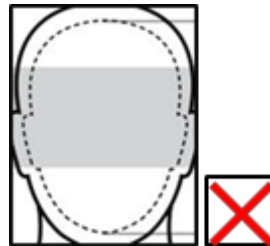
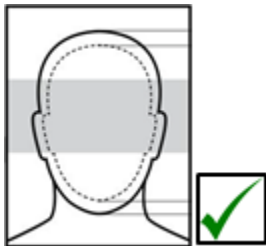
4. In the name field, spaces, hyphens and other punctuation are represented by <, except apostrophes, which are skipped. If the names are too long, names are abbreviated to their most significant parts. In that case, the last position must contain an alphabetic character to indicate possible truncation, and if there is a given name, the two fillers and at least one character of it must be included.

## VISA APPROVAL LETTER (VAL) CHECKLIST

### APPENDIX 2

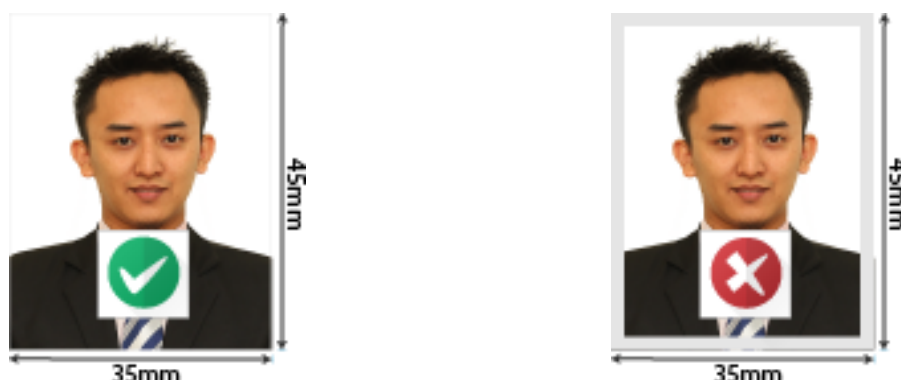
#### Passport Photo Guidelines

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.



- 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.

### **APPENDIX 3**



4. 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.**
5. 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).**
6. Free from shadows.
7. Digital enhancements or changes are not acceptable.
8. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.
9. With the subject facing forward, looking straight at the camera.
10. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
11. Of each person on their own (no objects such as dummies or toys, or other people visible).
12. Taken with nothing covering the face.
13. In sharp focus and clear.
14. Free from "red-eye".
15. Taken of the full head, without any covering unless worn for religious or medical reasons.
16. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.
17. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.
18. Have the person's full name on the back of each photograph (when submitted manually).

Sample of each single sided A4 page must contains two passport pages



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### APPENDIX 5

#### HEALTH DECLARATION FORM FOR APPLICANTS

I hereby declare that I am free from the following diseases/conditions:

ITEMS	SELF		IF NO, PLEASE STATE
	YES	NO	
Tuberculosis			<b>IF YOU HAVE SOUGHT CONSULTATION FOR ANY OF THE LISTED DISEASES/CONDITION, YOU ARE REQUIRED TO SUBMIT YOUR MEDICAL HISTORY/REPORT FROM YOUR TREATING PHYSICIAN TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) PANEL CLINIC/UNIVERSITY HEALTH CENTRE.</b>
Hepatitis B			
Hepatitis C			
HIV			
Drug use/abuse of:			
1. Opiates			
2. Cannabinoids			
3. Amphetamine			
4. Methamphetamine			
Sexually Transmitted Diseases			
Congenital or Inherited Disorder			
Cancer			
Epilepsy			
Psychiatric Illness			
Other illness			

I declare that I will submit myself for compulsory Post-Arrival Health Examination as per Malaysian regulations. In the event that I should be diagnosed with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

I declare that in the event I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS Panel Clinic/University Health Centre shall not be responsible in any manner or whatsoever, arising out of EMGS Panel Clinic/University Health Centre certification of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS Panel Clinic/University Health Centre harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS Panel Clinic/University Health Centre from any loss or liability arising from this decision.

.....  
Date (dd/mm/yyyy)

.....  
Name of applicant as indicated in the passport

.....  
Applicant's signature

.....  
Applicant's passport number

Kindly ensure all information requested in this form is complete and updated in English Language.