

PREPARING TO BECOMING A UMT STUDENT
STUDENT PASS GUIDELINES FOR INTERNATIONAL STUDENT
(FULLTIME STUDENT)

1.0 Calling Visa

1.1 Begin 01 January 2014, Malaysian Department of Immigration Malaysia has decided that calling visa is compulsory to all international students.

1.2 All calling visa expenses are to be borne by the prospective students themselves in a telegraphic transfer/bank draft form which payable to:

Account Name : Bendahari Universiti Malaysia Terengganu
Bank Name : CIMB Islamic
Account No : 8601751742
Bank Address : CIMB Bank Berhad
Cawangan Kuala Terengganu
Lot 3083, Jalan Sultan Ismail,
20200 Kuala Terengganu, Malaysia
Swift Code : CIBBMYKL
Amount Payable : MYR1,503.20 (except Indonesian)
: MYR 1,712.60 (Indonesian)

1.3 All document(s) below must reach our address or email at **ic@umt.edu.my** 3 month prior to your registration day:

- a) Passport size photograph (White background 3.5cm x 4.5cm) you can go this link to check your photo <https://educationmalaysia.gov.my/how-to-apply/online-photo-checker.html/>.
- b) Clear copy of all pages of the passport including the empty pages and passport validity (must be at least 12 months from the expected date of entry) each application should have a maximum of only 2 pages of the student's passport visible on each photocopied sheet.
- c) A copy of academic and other related certificates.
- d) A proof of payment slip for visa processing at MYR1,503.20/RM 1,712.60
- e) A completed letter of acceptance.
- f) Offer Letter / Deferment Letter (If you deferred on first semester).

IMPORTANT NOTES

- a. Please ensure that UMT will receive the exact amount and all document. Otherwise UMT International Centre will not able to process your VDR application. Once the application has been approved by the Immigration Department of Malaysia, the approval letter will be email and posted to the students address.
- b. Students are required to enter Malaysia within 3 month after the issuance of the VDR. Upon arrival student will be given a social visit pass/special visa but its validity is limited to between 30 days. You are advised to enter Malaysia prior to your registration date, but not earlier than 7 days before the date.
- c. In order to convert the social visit pass to student pass, you must register as UMT student as soon as possible. Once registered, you have to submit your valid original passport to UMT International Centre it will takes around 3 or 4 weeks to get the student Visa after your arrival.
- d. Please be advice, it is the student **RESPONSIBILITY** to ensure they have a **VALID STUDENT PASS** and a **VALID PASSPORT** when they are in Malaysia.
- e. Please be advice, it is the student **RESPONSIBILITY** to ensure that they do **not OVERSTAY**, UMT International Center has the right to not proceed the application if the student are found **OVERSTAY** and have a problem with the visa.
- f. Students **MUST** do **CANCELLATION/SHORTEN** current **STUDENT PASS** upon the **COMPLETION OF PROGRAMME** and receive the senate letter from UMT. Those who failed to do as required, UMT International Centre will make a report to the respective enforcement.
- g. Please **BE WARY** for the safety of your passport/travel document.
- h. Report immediately to the nearest police station regarding the loss of your passport/ travel document. Apply for the replacement of your passport at your country's embassy/high commission and then immediately apply a new visa and student pass at UMT International Centre.

PLEASE AVOID

i. Overstay

Overstay is a violation of section 15 (1) (c) of Immigration Act 1959/63, an offence under section 15 (4) of the Act. The offender can be fined not less than RM 10,000 of face imprisonment not exceeding five (5) years or both. **UMT will not be responsible for any offence committed by its student.**

ii. Submitting incomplete documents

Incomplete documents will delay the process of pass and visa application. Please refer to www.ic.edu.my to get the list of documents required to apply for student pass and visa before submitting your application.

iii. Failure to cancel student pass with previous institutions

Students who have previously obtained a student pass through another institution in Malaysia must ensure that it has been cancelled before registering with UMT. Otherwise their new student pass application will be rejected.

iv. Failure to cancel student pass from a previous programme at UMT

Students who enroll into a new programme [e.g. from a bachelor's degree to a Master's degree, or from a Master's degree to a PhD] must cancel their student pass from the previous programme. Otherwise, their new student pass application for the new programme will not be processed.

v. Failure to cancel student pass upon completion of studies

Students who complete their studies must cancel their student pass. The UMT International Centre will lodge a police report on those who fail to comply with this regulation and request the Immigration Department of Malaysia to cancel their student pass.

2.0 Student Pass Renewal

2.1 Your student pass has to be renewed annually. This must be done 6 weeks before the expiry date. Application for renewal received after the expiry date will not be entertained. Your application for renewal must include a letter from the Department of Academic Management/Graduate School indicating your status as a student at UMT.

2.2 For renewal, you must provide the following:

- a) 2 copies of passport size photograph (white background) and need to send softcopy of photo to ic@umt.edu.my;
- b) Copy of passport for all pages (passport validity must be at least 14 months from the Students Visa Expiring Date);
- c) Confirmation letter (Status Letter). Must apply at the Postgraduate Management Centre/Department of Academic management;
- d) Copy of result for latest semester;
- e) Visa processing fee payment slip MYR210.00 Transfer the money to the :
Account Name : EMGS Escrow Account 1
Bank Name : Malayan Banking Berhad (MAYBANK)
Account Number : 514057662341
Visa Processing Fee : MYR 218.40
- f) Must have the insurance coverage.

2.3 In order to renew your student pass, your insurance coverage must also be up to date. The coverage amount may vary each year. You can make payment at the Bursar office using the International Centre form and then provide the receipt to International Centre for reference.

- 2.4 It is your responsibility to ensure that your student pass and passport is valid throughout the duration of your studies at UMT.