

**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](http://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](mailto: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.

## STUDENT PASS GUIDELINES FOR INTERNATIONAL STUDENT (INBOUND MOBILITY PROGRAMME)

### 1.0 Calling Visa

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

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

Purpose of Payment : Calling Visa Processing Fees  
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 : Refer to the Processing Fees Table

**Processing Fees Table**

Bil.	Duration of study in UMT	Processing fees (MYR)
1.	3 month	744.60
2.	4 month	777.94
3.	5 month	811.27
4.	6 month	844.60
5.	7 month	877.94
6.	8 month	911.27
7.	9 month	944.60
8.	10 month	977.94
9.	11 month	1,011.27
10.	12 month	1,044.60

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

- g) Offer Letter.
- h) 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/>.
- i) 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.
- j) A copy of academic and other related certificates.
- k) A proof of payment slip for visa processing at MYR740.00-MYR1,040.00 (**The processing fees depends on duration of study in UMT**)
- l) A completed letter of acceptance.

m) Confirmation letter as a student from the original university.

\*Please use the scanner and please sent us the clear copy.

1.7 **IMPORTANT:** Please ensure that International Centre 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 send to the faculty for the faculty to send to the student.

1.8 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 but its validity is limited to between 14 to 90 days. You are advised to enter Malaysia prior to your registration date, but not earlier than 7 days before the date.

1.9 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.

## 2.0 Medical Examination

2.1 A medical examination is compulsory for all local and international students in Malaysia.

2.2 A full medical checkup must be done at UMT Health Centre using a prescribed form provided by International Centre, UMT. Students need to pay **RM250** for full medical checkup at UMT Health Center. A report from other than UMT Health Centre will not be considered unless under certain circumstances.

2.3 University has the right to withdraw this offer or to terminate you from your studies if you are found to suffer from or to be a carrier of such diseases, drug abuse or to suffer from a medical condition requiring continuous medical care that will adversely affect your study at UMT.

## 3.0 Insurance

3.1 In 2008, the Ministry of Higher Education (MOHE) has endorsed that all international students must have an insurance scheme. It is compulsory for all international students to have this insurance scheme.

3.2 The schedule of benefits are as follows:-

a) Personal Accident and Death

b) Inpatient Services

c) Repatriation

3.3 Please note that insurance coverage does not include the medical check-up that students must undergo or any pre-existing illness.

- 3.4 After the clearance form is issued, students then can register at Postgraduate Management Centre for the Postgraduate Student /Department of Academic Management for the Undergraduate Student.