

STUDENT PASS GUIDELINES

FOR INTERNATIONAL STUDENT (FULL TIME)



1.0 Calling Visa

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

1.2 All Calling Visa expenses are to be borne by the 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)
: MYR1,712.60 (Indonesian) for 2 years

1.3 All documents below must be emailed to ic@umt.edu.my 3 months prior to date of entry:

- a) Passport size photograph (white background 3.5cm x 4.5cm) you can check your photo via <https://educationmalaysia.gov.my/how-to-apply/online-photo-checker.html/>;
- b) Copy of passport (all pages including the blank pages). The passport must be valid at least 18 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) Proof of payment for visa processing at MYR1,503.20/MYR1,712.60 (for 2 years)
- e) Completed letter of acceptance;
- f) Offer Letter / registration Deferment Letter (for new students); and
- g) Completed form health declaration status.

2.0 Student Pass Renewal

2.1 Student pass has to be renewed annually. This must be done 6 weeks before the expiry date. Application for renewal which been received after the expiry date will not be entertained.

2.2 For renewal, the following documents must be provided;

- a) 1 copy of passport size photograph (white background) and softcopy of the photo must be emailed to ic@umt.edu.my;
- b) Copy of passport for all pages including blank pages (passport validity must be at least 14 months from the expiry date of Students Pass);
- c) Confirmation letter (Status Letter). Must apply at the Centre For Academic Management and Quality;
- d) Copy of the academic transcript;
- e) Payment slip for visa processing fee. The payment should go to :

Account Name : EMGS Escrow Account 1
Bank Name : Malayan Banking Berhad (MAYBANK)
Account Number : 514057662341
Visa Processing Fee : MYR218.40

f) Must have the insurance coverage.

2.3 In order to renew the student pass, insurance coverage must also be up to date. The coverage amount may vary each year. Students can make a payment at the Bursar Centre and a clearance form will be issued. The students without insurance coverage will effect on registration and Students Pass.

2.4 It is student responsibility to ensure that their Student Pass and passport is valid throughout the duration of study studies at UMT.

STUDENT PASS GUIDELINES FOR INTERNATIONAL STUDENT (INBOUND MOBILITY PROGRAMME)

1.0 Calling Visa

1.1 Starting from 01 January 2014, Immigration Department of Malaysia has decided Student is also compulsory to inbound mobility students. This rule applies to mobility programs with duration of three months and above.

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:

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

No.	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

**The price includes the payment of insurance.*

1.3 All documents below must reach our address or email to ic@umt.edu.my 3 month prior to date of entry:

- a) Offer Letter;
- b) Passport size photograph (white background 3.5cm x 4.5cm) you can check your photo via <https://educationmalaysia.gov.my/how-to-apply/online-photo-checker.html/>.
- c) Copy of passport (all pages including the blank pages). The passport must be valid at least 18 months from the expected date of entry. Each application should have a maximum of only 2 pages of the student's passport visible on photocopied sheet;
- d) Copy of academic certificates (transcript and scroll) and other related certificates;
- e) Proof of payment for visa processing at MYR740.00-MYR1,040.00 (*The processing fees depends on duration of study in UMT*);
- f) Completed letter of acceptance.; and
- g) Confirmation letter as a student from the original university.

*Please use the scanner for having a copy with high resolution.

IMPORTANT NOTES

1. Please ensure that UMT will receive the exact amount and all document. Otherwise UMT International Centre will not able to process your visa with reference 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.
2. Students are required to enter Malaysia within 3 months after the issuance of the visa with reference. 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.
3. 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.
4. Please be advised, it is the student's **RESPONSIBILITY** to ensure they have a **VALID STUDENT PASS** and a **VALID PASSPORT** when they are in Malaysia.
5. 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.
6. 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.
7. Please **BE WARY** for the safety of your passport/travel document.
8. 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

- 1. 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 MYR10,000.00 or face imprisonment not exceeding five (5) years or both. UMT will not be responsible for any offence committed by its student.
- 2. Submitting incomplete documents**
Incomplete documents will delay the process of Student Pass application. Please refer to UMT International Centre to get the list of documents required to apply for Student Pass before submitting your application.
- 3. 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.
- 4. 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.
- 5. 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.