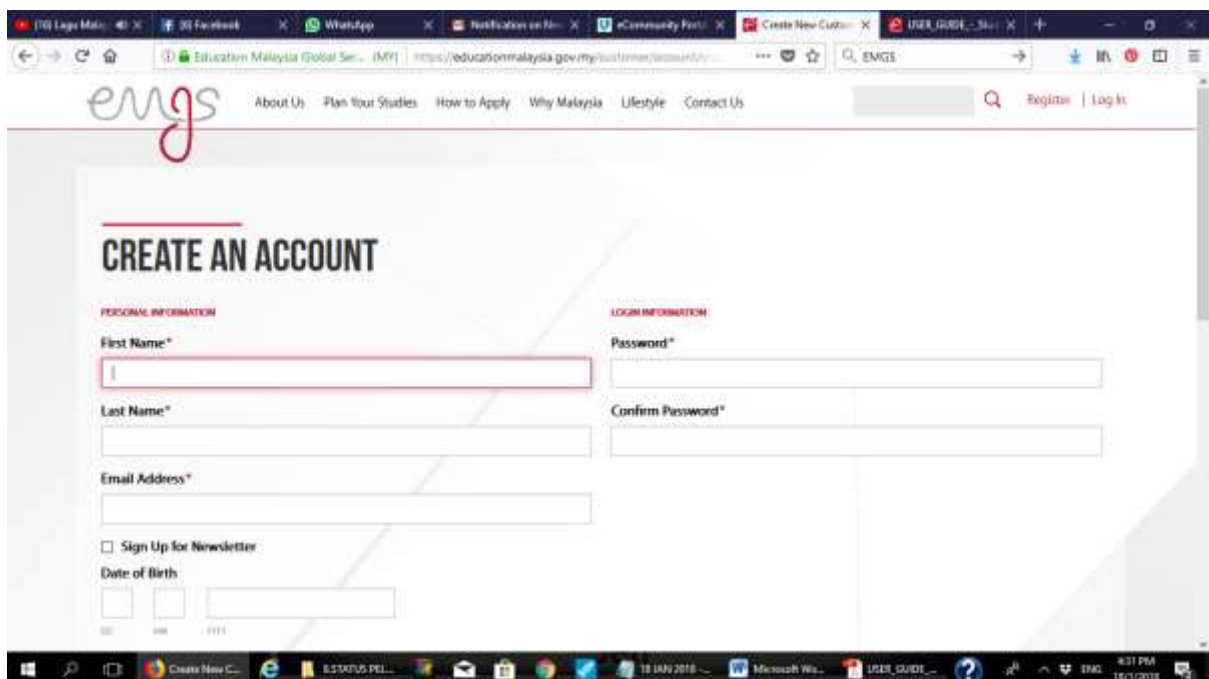
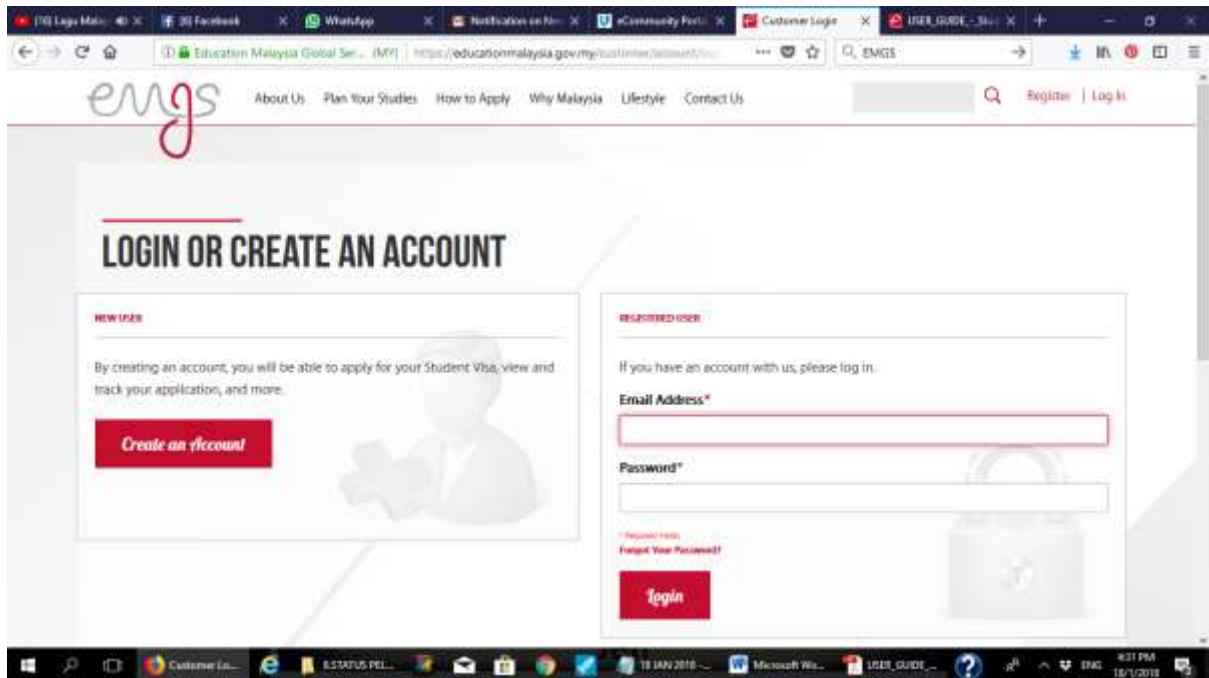


HOW TO APPLY STUDENT VISA (FULL-TIME PROGRAM) THROUGH EMGS WEBSITE

FIRST STEP : You must register your account before proceeding with the application.



HOW TO FILL OUT THE APPLICATION FORM

STEP 1

You will be required to fill out details regarding the course and institution which you are applying to. The following fields are required:

1. **Institution Type** : Select Public Higher Education
2. **Institution Name** : Select Universiti Malaysia Pahang
3. **Year of intake** : as per offer letter
4. **Month of intake** : as per offer letter
5. **Program Type** : Select Full Time Program
6. **Course Name** : Select your Course Name as per offer letter
7. **Applicant's Nationality** : Scroll to select your nationality
8. **Travel Document Number**: Type your passport number (this number should match the passport number appearing on your offer letter). Please make sure that this is the same passport that you will be using to travel to Malaysia

Click **Apply Now** to proceed to the next step

STEP 2

Once you have filled out the first step, additional fields will be provided to proceed with your application. You will still be able to see the fields you have completed in the first step, but we recommend that you do not change the date you have entered. If you need to make any changes, click '**Back**' on your browser and fill out **Step 1** again.

Before proceed to Step 2, please ensure that you already have all these required documents in electronic version of PDF format, thus it can be uploaded smoothly.

a) Offer Letter

(The maximum file size allowed by the system is 550KB. Please ensure that all pages of the offer letter are scanned and uploaded as ONE PDF file)

b) Passport Pages (all pages)

(The maximum file size allowed by the system is 2000KB. Please ensure that the image is clear and all details are visible)

c) Passport photo

Please ensure that the maximum width is 217px and maximum height is 280px. Only jpg extension is accepted. Please note that only photos with a **WHITE** background are accepted. Please refer Passport Photo Guideline

d) Academic Transcripts and Certificates

(Please ensure that all Academic Transcripts and Certificates are scanned and uploaded as ONE PDF File. The maximum file size allowed by the system is 1000KB)

e) Pre Arrival Medical Report

(Please ensure that the pages of the Medical Examiners Report, the Lab Report, and the Chest X-Ray Report are scanned and uploaded as ONE PDF file. The Medical Examinations Report, the Lab Report and the Chest X-Ray Report must be in ENGLISH. The maximum file size allowed by the system is 1000KB)

- 9. Applicant's Nationality** : Scroll to select your nationality
- 10. Travel Document Type** : Select your passport / travel document (Most students will be using an International Passport)
- 11. Travel Document Number**: Your passport number will already be filled in form Step 1. Please make sure that this number is correct and is a match for the passport number appearing on your offer letter
- 12. Travel Document Place of Issue**: Select the country where your passport was issued. This should match the field in your passport
- 13. Travel Document Date of Issue (DD/MM/YYYY)** : Select the date when your passport was issued
- 14. Travel Document Expiry Date (DD/MM/YYYY)**: Select the date when your passport will expire. This should match the date in your passport
- 15. Extended Student Pass** (Duration of Student Pass Sought): Default .
The student pass will be valid for only a year (all nationalities) or 2 years (for Indonesia nationality). The one year student pass must be renewed annually and two-year student pass must be renewed biannually
- 16. Insurance** : You may choose your preferred package, however as for UMP, we prefer to choose HLMT Silver RM20k 12 month Age 16 to 60 +RM400.00

Note : It is subject to change as it is vary on student's preference. The student may choose other packages with different premium rate and better benefits as per following details:

INSURANCE FEE : OPTIONAL PACKAGES (HONG LEONG MSIG TAKAFUL)

CATEGORY	MAXIMUM LIMIT COVERAGE PER DISABILITY	ANNUAL PREMIUM (RM)
SILVER	20,000.00	400
GOLD	30,000.00	710
PLATINUM	50,000.00	830

(kindly note that insurance cover is paid on a yearly basis, for Indonesian students whom obtained approval for 2 years student pass validity, please be informed that the insurance must be renewed annually)

- 17. Sticker Pass Fee** : Please select : Jabatan Imigresen Pahang (payable direct too Immigration Department) .
UMP will pay directly to the Immigration Department the Immigration fee of RM60.00
- 18. Visa Fee** : Default.
A Multiple Entry Visa Fee is charged by the Immigration Department depending on the student's nationality. UMP will pay directly to the Immigration Department
- 19. iKad** : Please select : Courier to Institution : +RM60.00)
The iKad is an identification card for foreign students can be used as such in Peninsular Malaysia. Please note however, that the **iKad is not a replacement** of your passport; your passport may still be requested by the government authorities.

20. Medical Screening At : Select : Public University Clinics

New International Students are required to attend a Medical Screening in Malaysia within 7 days from the entry date at any clinic/hospital approved by the Ministry of Health, Malaysia. The complete medical report will have to get verification from UMP Medical officer. A medical screening fee is fully borne by the students

21. eVAL : Default (Processing fee +RM150.00)

Once the application is approved by Immigration, an eVAL notification will be sent to the student and the institution (No physical VAL will be printed). The student should download and print the eVAL for their reference. Students from countries which require Single Entry Visa (SEV) to enter Malaysia can submit the eVAL to the Malaysian Embassy/Mission as part of their SEV application. Students who do not require SEV to enter Malaysia can travel to Malaysia with the eVAL; and Upon arrival to Malaysia, the student will present the printed copy of the eVAL for the Immigration Officer at the entry point to verify the validity of the eVAL and issue a special pass for the student's entry into the country

22. Delivery Method : Select : Courier to Institution : +RM10.00

EMGS charges a standard courier fee of RM10 to send the VAL to the institution

23. Offer Letter: Please upload a scanned copy of the offer letter in PDF format only.

The maximum file size allowed by the system is 550KB. Please ensure that all pages of the offer letter are scanned and uploaded as ONE PDF file

24. Passport Pages: Kindly upload a scanned copy of all your Passport pages in ONE PDF file. The maximum file size allowed by the system is 2000KB. Please ensure that the image is clear and all details are visible

25. Academic Transcripts and Certificates: Please ensure that all Academic Transcripts and Certificates are scanned and uploaded as ONE PDF File. The maximum file size allowed by the system is 1000KB

26. Pre arrival Medical Report: Please ensure that the pages of the Medical Examiners Report, the Lab Report, and the Chest X-Ray Report are scanned and uploaded as ONE PDF file. The Medical Examinations Report , the Lab Report and the Chest X-Ray Report must be in ENGLISH

27. Click '**Apply Now**' to proceed

28. You will then be required to confirm the details of the application. Click 'Next' to proceed after reviewing the details and the required payment amount. Note that there will be a 6% Malaysian Government Tax charged on the application

29. If you have not yet registered a billing address in your account, you will be required to create one before proceeding with the application

30. Select the **Payment method** you will use in Payment information step and click 'Continue'. There are two ways through which you can pay for your Visa application

a) **Through your education institution:** You have to pay to EMGS account through Telegraphic Transfer / Wire Transfer. Please refer Attachment (VISA FEE). The copy of payment proof should be sent to UMP International Office for verification. UMP International Office will verify and sent the proof of payment to EMGS

b) **Online Credit Card payment using a Visa or MasterCard** on the educationmalaysia.gov.my website. Please note that if you select this payment method, there will be a 3% surcharge added to the total amount requested for your application

31. Check and verify the total figure and application details in the '**Application Review**' tab. **Read the Terms and Conditions** and click '**Submit Application**' after selecting the checkbox to confirm that you consent to the processing of your personal data by EMGS. Please note that you will not be able to proceed without providing your consent
32. If you have chosen to pay through your institution, your application will be submitted to EMGS for processing. You will receive notification with your application number for your reference. An email with the application details will also be sent to the email address you used to register
33. If you choose to pay online directly to EMGS, select the 'Credit Card' payment option, you will be redirected to iPay88 (Mobile88.com) secure payment once you have confirmed the application details. Payment is calculated in Malaysian Ringgit (RM). Click '**Proceed**' once you have entered all the correct details
34. Please do not navigate away from the page until the payment is complete. Once the payment has been approved by your bank, you will be redirected back to the Application Form to complete the application. Your application will be submitted to EMGS for processing and you will receive the notification below with your application number for your reference. An email with the application details and the payment confirmation will also be sent to the email address you used to register

WHAT'S NEXT?

1. You need to submit all the required documents to UMP International Office to continue the process. Once you create your student visa application, EMGS will notify the UMP International Office that you have submitted the information through the website. The UMP International Office will confirm your application is valid to EMGS only after receiving a set of hardcopy documents of application from your side.
2. You can use the application tracker on EMGS website to keep track of the application status