



INTERNATIONAL OFFICE
UNIVERSITI MALAYSIA PAHANG
 Lebuhraya Tun Razak, 26300, Gambang, Kuantan
 Pahang Darul Makmur
 Tel: 609-549 2722 Fax: 609-549 2729
 E-mail: io_visa@ump.edu.my
 Website: www.io.ump.edu.my

STUDENT DECLARATION & CHECKLIST FORM FOR CALLING VISA (VISA APPROVAL LETTER)

Student's name :		Passport No. :	
Citizenship :		Contact No. :	
Program/Faculty :		Email Address:	
Postal Address :			
Please state nearest Malaysian Embassy where you can obtain the Single Entry Visa :			

CHECKLIST: (prepared by the student)

NO.	ITEMS	PLEASE TICK (/)
1	A copy of UMP offer letter	
2	A copy of ALL pages of passport (with validity of more than 18 months from the intended date of entry into Malaysia)	
3	2 passport size photographs with white background (35mm x 45mm) (** Please read EMGS Photo specifications)	
4	A copy of complete academic certificates/transcripts (including English proficiency test, if applicable) in English. For academic certificates/transcripts in other languages, a certified true copy of the English translation must be submitted together with the original version.	
5	A copy of Medical Examination Report	
6	Proof of payment of visa fees <ul style="list-style-type: none"> • Payment to EMGS • Payment to UMP 	

NOTES :

- a) The student shall provide the updated email address / postal address during submission of documents for visa application to International Office, Universiti Malaysia Pahang.
- b) **For the student that already had record in applying Visa Approval Letter (VAL) / possess student pass previously with any Malaysia Educational Institution, please ensure the record is already cancelled by contacting the previous educational institution before applying new (VAL) at new institution. The student shall attach together a release letter and latest academic transcript from previous Malaysia Educational Institution.**
- c) It is recommended for you to apply for the Visa Approval Letter three (3) months prior to UMP admission. You should not submit your application for a Student Pass any earlier than six (6) months before you intend to come to study in Malaysia. This is because the Visa Approval Letter (VAL) which is issued after your student pass application is approved by the Department of Immigration is only valid for six (6) month

STUDENT DECLARATION FORM:

Please read the information below carefully, check each box and sign to complete this form. This form should be submitted along with other visa documents to UMP International Office.

- I am aware and I have read carefully the important information provided in the ANNEX-VISA document.
- I have read and understood the processing fees incurred for the Malaysian visa process. Any other additional fees / costs incurred and not mentioned in the ANNEX-VISA document will be borne by me.
- I understand that I shall apply the Visa Approval Letter (VAL) three (3) months prior to UMP admission and shall submit all the required documents in a hardcopy form in order to begin the process of visa approval to :

International Office (Visa Unit)

Universiti Malaysia Pahang

Lebuhraya Tun Razak

26300 Gambang, Kuantan Pahang ,Malaysia

Phone : +609-549 2721/ 2722 Fax : +609-549 2729 Email : io_visa@ump.edu.my

- I understand that after receiving my Visa Approval Letter (VAL), I may be required to apply for a Single Entry Visa (SEV) from the Malaysian Embassy in my country of residence.
- I understand that due to the new Ministry of Education and Malaysian Immigration Department ruling, I will only be able to enter Malaysia after the approval of VAL is obtained. If the VAL is unsuccessful and rejected, no further right of appeal because the decision is final.
- I understand that I can only enter Malaysia after receiving my VAL (and Single Entry Visa, if applicable) and any actions I undertake that are not in compliance with the information provided are at my own risk.
- I understand that I can register with the University after completing the visa processes. I understand that the process of obtaining the student pass sticker and visa endorsement may take up to 4 weeks from the registration date. **I understand that I am not allowed to make any travel plans while the passport is being processed at EMGS / Immigration Department.**
- I understand that all fees related to Visa Processing and Medical Examination are excluded from the tuition fees and should fully be borne by me.
- I understand that the Visa Approval Letter (VAL) is processed by EMGS and issued by the Immigration Department of Malaysia and not by the university.
- I understand that the university has a very limited control over the visa processing duration and the university will not be held responsible for delays and/or rejection of approval by the EMGS and Immigration Department.
- I understand that Malaysian Immigration Department will only proceed with the student pass endorsement if the student arrives in Malaysia within the validity of VAL, which is valid for 6 months from the date of VAL issuance.
- I understand that I can track the application status by using the application tracker on EMGS website after 30 working days of submission of hardcopy documents to International Office, UMP .
- I understand that I have to contact the UMP International Office (Visa Unit) for further assistance.

Signature : _____ Date: _____

Name : _____ Passport No : _____