



VISA APPROVAL LETTER (VAL) APPLICATION PROCEDURE GUIDELINE FOR UTM INBOUND MOBILITY STUDENTS

STEP 1
Complete your documents

Scan and compile your documents listed in **Table 1** accordingly.



STEP 2
Apply VISA & pay your student visa online
<https://educationmalaysia.gov.my>

Apply your student visa online through Education Malaysia Global Services (EMGS) at <https://educationmalaysia.gov.my>.

For UTM Inbound Mobility students, please fill in Student Pass Application Form (**IM14**) for **Mobility**.

Read the EMGS & UTM user guide before creating an application. EMGS will invoice applicant after completed filling the online application form. Please note that VISA processing fee may varies according to country. All UTM Inbound Mobility Students are compulsory to make payment by Credit Card (powered ipay88).



STEP 3
Track application status at
<https://educationmalaysia.gov.my>

You are able to keep track the status of your visa application [after one (1) week of submission] via <https://educationmalaysia.gov.my>. Immigration Malaysia will issue electronic Visa Approval Letter (eVAL) which can be download at EMGS website after approve of VAL. Once approved, please print the eVAL to obtain Single-Entry Visa (refer step 4).

NOTE: 80% stage in tracking system means the VAL is approved. The other 20% is to be fulfilled after the registration at UTM.



STEP 4
Apply SEV at Malaysia Embassy

After eVAL can be downloaded, please apply for the Single-Entry Visa (SEV) at the Malaysia Representative Office as stated in the eVAL. However, countries without the Malaysia Representative Office can obtain Visa on Arrival for Student (VOAS) at VOA counter located at Arrival Hall Airport/ Malaysia entry point.

If you have any queries about the procedure, email to visa@utm.my or enquiry@emgs.com.my

NOTE: After approval of VAL & SEV, you may plan your travel. **PLEASE PLAN TRAVEL ARRANGEMENTS NEAR TO YOUR COMMENCING DATE OF PROGRAM.**



**STEP 5
(POST-ARRIVAL)**
Registration at UTM and Student Pass Endorsement

Upon arrival in Malaysia, show your eVAL, SEV & Offer Letter to the Immigration officer. The Special Pass will endorse by the Immigration for 30 days. Within the 30 days period of the Special Pass, you are required to self-report at UTM International office as soon as possible for your student pass document submission (post arrival process).

NOTE: It should take **22 working days (or minimum 4 weeks)** upon receipt of complete documents for student pass endorsement. The student pass application must get Supporting Letter from EMGS prior submit to Immigration Department. If student exit Malaysia (for any reason) after registration without complete the student pass endorsement, your VAL and SEV will be VOID. You have to cancel previous VAL, re-apply new VAL and repeat the same process if you required obtaining for student pass in future.

Table 1: Documents Required For Visa Approval Letter (VAL) Application for UTM inbound mobility students

NO.	DOCUMENTS	REMARKS
1.	UTM Mobility Offer Letter	Original UTM Offer Letter
2.	Photo	Softcopy of passport photograph (3.5cm x 4.5cm) with WHITE background only. <i>Note: Please follow Photo Requirement Guidelines</i>
3.	Passport <i>Note: Passport validity is 18 months from application date</i>	i. Bio-data page (Color) ii. Pages with visa information & Observation page (if any) iii. Special Pass (if any) <i>Student from countries Nigeria, Libya, Iran, Iraq Somalia, Syria & Yemen are required to provide ALL passport pages.</i>
4.	Confirmation Letter by Home University	Please refer to the sample that need to be completed attached in your acceptance email.
5.	Health Status Declaration Form	Please download template of Declaration of Health Status at https://educationmalaysia.gov.my/media/docs/Declaration_health_status_v1.0.pdf . The form also attached in this guide

IMPORTANT NOTES:

- **DO NOT PURCHASE YOUR FLIGHT TICKET** until you have obtained the VAL & SEV approval.
- Student is advised to travel to **Malaysia WITHIN** the period of the registration date (i.e. 1 or 2 days before reception date). The Special Pass is given for 30 days only.
- Mobility students with duration more than 3 months **WILL NOT BE ALLOWED** to register with UTM if you don't have VAL and SEV.
- UTM Mobility Inbound students **NOT ENTITLED** to apply dependent pass

The Immigration Law of Malaysia **DOES NOT ALLOW** foreigners entering Malaysia on a Social Visit Pass to apply for Student Pass. UTM will not be responsible, and or directly or indirectly liable, in any way for the misuse of the Social Visit Pass.

**BANK ACCOUNT
EDUCATION MALAYSIA GLOBAL SERVICE (EMGS)**

If student did not have a credit card, you have an option to pay VAL processing fee through **Telegraphic Transfer (USD only)** or **Pay Through Institution (Malaysia Local Bank)**. Details EMGS bank account as follows:

Bank Name : **MALAYAN BANKING BERHAD (MAYBANK)**
Account Number : **514057662341**
Account name : **EMGS Escrow Account 1**
Swift Code : **MBBEMYKLXXX**
Bank Address : **Ground & Mezzanine Floor, Bangunan UTMSPACE,
195A, Jalan Tun Razak, 50450 Kuala Lumpur**

Note:

1. Visa fee is range between RM7xx to RM1,xxx. Amount varies according country and visa duration.
2. Send proof of payment (in .pdf) to visa@utm.my by providing your **name, country, passport number** and **VAL application number** (i.e E7000xxxxx)

DECLARATION OF HEALTH STATUS

I hereby declare that I am free from the following diseases / conditions:

- 1) HIV
- 2) Hepatitis B
- 3) Tuberculosis
- 4) Malaria
- 5) Typhoid
- 6) Sexually Transmitted Disease
- 7) Cancer
- 8) Epilepsy
- 9) Psychiatric Illness
- 10) I also do not take or use any illegal drugs

I declare that in the event I should be diagnosed with any condition that does not require my removal from the country but requires medical treatment and I choose to remain in Malaysia to continue my studies I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS shall not be responsible in any manner or whatsoever, arising out of EMGS certification of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS from any loss or liability arising from this decision.

Signature of Student

Name of Student

Passport Number

Date