**INTERNATIONAL OFFICE**

**CHECKLIST FOR STUDENT VISA RENEWAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | **Student ID:** |
| **Passport No.** |  | **Country** |  |
| **Contact Number** |  | **E-mail Address** |  |
| **Submitted Passport On:** | | **Visa Valid Till:** |  |

**Personal Details.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Visa Renewal Application** | | | | |
|  | **Settle all debts with the university. Please attach the latest ledger**. (Ledger can be obtained from the Finance, UCC Counter 6, Administrative Building). | | | |
|  | Two (2) copies of passport with the latest entry stamp (**All pages).** | | | |
|  | **Two (2) certified true copy** of your current academic transcript obtained from Academic, UCC Counter 4. | | | |
|  | **Four (4) passport photographs** (3.5 x 5cm), pure white background & dark color attire | | | |
|  | Attendance Report ( 1 original & 1 copy ) | | | |
|  | Progress Report ( 2 copies ) | | | |
|  | Supporting letter ( 1 original & 1 copy ) | | | |
|  | **Original Passport** | | | |
|  | **Payment to EMGS**  Bank Draft payable to **"EMGS Escrow Account 1"** | | Immigration Fees  \*includes Student Pass fees, Multiple Entry Visa fees and **subject to the country’s rate.** | RM 80.00 |
| Address: |  |
| **Education Malaysia Global Services Sdn. Bhd.** | | Health Insurance | RM 450.00 |
| 20th Floor Menara TA One, | | i-Kad | RM 50.00 |
|  | | Int. Student Admin Fee | RM 140.00 |
|  | | Sales And Service Tax (SST) | RM 8.40 |
|  | | **TOTAL (SST)** | **RM 678.40** |
|  | **Special Pass**  (2 passes needed for application made 1 month  before expiry) | | **Special Pass 1** | RM 153.00 |
| **Special Pass 2** | RM 206.00 |
| **Special Pass 3** | RM 206.00 |
|  | **Late Charges (If applicable):** |  |  | |
|  | 1 month before expiry (RM1,000.00) |  |  | |
|  | 2 weeks before Expiry (RM2,000.00) |  |  | |
| **Remarks:** | | | | |
| **INTERNATIONAL OFFICE COUNTER STAFF USE ONLY**  Documents received on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Documents processed on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

Checklists: