UCSI University®

Student Name: _____

Student ID: _____

International Office - Visa Processing Unit (VPU)

Student Visa Renewal Application (EMGS)

Important Information
• Documents **MUST** be submitted to the Faculty/Centre/Institute between 3 to 4 months before the expiration date of the Student Pass.
• However, if it comes for Coop it **CAN** submitted to the Faculty/Centre/Institute earlier than 4 months before the expiration date of the Student Pass with Coop Letter.
• Minimum requirement for Student Pass renewal are; CGPA 2.00 & above, attendance 80% & above, fulfilled English requirement, not exceeds studies duration AND any ad-hoc or additional requirement(s) by EMGS/ Immigration Department.
• The immigration department has the right to issue a FINAL student pass (no more extension) if exceeded studies duration.

Steps	For Students	For Office
1	• Get clearance at **Finance Office**	☐ No outstanding fees ☐ Other issue is subject to interpretation by RO
2	• Complete the details below: • Passport Expiry Date:_____ (**at least 18 months** of validity from current visa expiry date) • Number of empty passport page available: ____ (**at least 10** empty pages) • Place of Birth (country):_____ (Page no.:) • Passport issued (country):_____ (Page no.:) • Date of entering Malaysia (most recent): _____ (Page no.:)	☐ CGPA _____ ☐ Attendance _____% ☐ Exceeded programme duration ☐ Information filled correctly *If student's CGPA below 2.0, attendance below 80% and/or exceeds studies duration; student required to fill up Consent Letter & faculty required to prepare supporting letter.
	• Softcopy of passport pages (latest copy, all pages, scan 2 passport page onto one page, PDF format in one document, colour)	☐ Softcopy, as original passport, faculty staff upload in IIS-Diary
	• Renewal application fee – **RM**_____ (refer to the back of the checklist) • **JomPAY online at Internet and Mobile Banking with your current or Savings account** • **Biller Code**: 231183 • **Ref-1**: 12566 • **Ref-2**: 472018	• Correct Payment details: ☐ Amount ☐ Biller Code ☐ Ref-1 ☐ Ref-2
3	• Submit or email the following documents to the Faculty: ☐ Scancopy of Student Pass Renewal Application Checklist with clearance stamp/ email from Finance Office ☐ Scancopy of passport pages ☐ JomPAY – Proof of payment ☐ Consent Letter, if applicable ☐ Additional document, if any • Refer to VPU counter for Special Pass application (if visa validity less than 2 weeks) • Submission of passport to VPU once EMGS requested for passport submission (1 to 3 months before the expiration date of the Student Pass)	• Upload in IIS (diary): ☐ Scancopy of Student Pass Renewal Application Checklist with clearance stamp/ email from Finance Office ☐ Scancopy of passport pages ☐ JomPAY – Proof of payment ☐ Consent Letter, if applicable ☐ Additional document, if any • Issue Letter of Undertaking to student

*Check renewal application at "Track Application Status at *https://visa.educationmalaysia.gov.my/emgs/application/searchForm/*

** For further enquiry, please drop us an email at *vpu@ucsiuniversity.edu.my* by using student email (*100XXXXXXX@ucsiuniversity.edu.my*) ONLY

Visa Renewal Application Fee

Country	Visa Renewal Application Fee (RM)
Argentina	779.35
Bolivia	770.2
Brazil	776.2
Brunei	779.2
Bulgaria	781.1
Chile	783.7
China	789.2
Costa Rica	768.2
Czech Republic	778.5
Slovakia	778.5
Denmark	765.2
Dominican Republic	772.1
Ecuador	766.2
Finland	766.2
France	772.1
Haiti	775.2
Hungary	780.65
India	809.2
Indonesia	774.2
Italy	768.7
Japan	759.2
Liberia	772.2
Mexico	776.7
Myanmar (Burma)	778.7
Panama	773.7
Philippines	795.2
Poland	785.4
Portugal	765.7
Saudi Arabia	776.4
Singapore	759.2
Slovakia	778.5
South Korea	789.2
Sri Lanka	774.2
Sudan	772.1
Thailand	779.2
Uruguay	772.7
USA	765.2
Venezuela	777.2
Vietnam	772.2
All other countries not listed above	779.2