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.
• 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) • GIRO/MEPS **at MALAYAN BANKING BERHAD (MAYBANK)** • Payable to: **EMGS Escrow Account 1;** • Account no.**: 514057662341;** Swift Code: MBBEMYKLXXX**;**	• Correct Payment details: ☐ Amount ☐ Account name ☐ Account number
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 ☐ Scancopy of Bank Slip (Payment) for visa renewal application ☐ 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 ☐ Scancopy of Bank Slip (Payment) for visa renewal application ☐ 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	790.35
Bolivia	781.2
Brazil	787.2
Brunei	790.2
Bulgaria	792.1
Chile	794.7
China	800.2
Costa Rica	779.2
Czech Republic	789.5
Slovakia	789.5
Denmark	776.2
Dominican Republic	783.1
Ecuador	777.2
Finland	777.2
France	783.1
Haiti	786.2
Hungary	791.65
India	820.2
Indonesia	785.2
Italy	779.7
Japan	770.2
Liberia	783.2
Mexico	787.7
Myanmar(Burma)	789.7
Panama	784.7
Philippines	806.2
Poland	796.4
Portugal	776.7
Saudi Arabia	787.4
Singapore	770.2
Slovakia	789.5
South Korea	800.2
Sri Lanka	785.2
Sudan	783.1
Thailand	790.2
Uruguay	783.7
USA	776.2
Venezuela	788.2
Vietnam	783.2
All other countries not listed above	790.2