

International Office - Visa Processing Unit (VPU)
Shortening / Cancellation of Student Visa (EMGS)

Important Information

- Documents MUST be submitted to VPU at least **1 month** before the expiration date of the Student Pass

Steps	For Students	For Office
1	Required documents: <ul style="list-style-type: none"> Original Passport 2 copies of the Personal Information page of the passport and the latest Student Pass page (1 for submission at EMGS, 1 to attach with Undertaking Letter) Leaving the country: <ul style="list-style-type: none"> <input type="checkbox"/> Online Completion/ Withdrawal Form (Applicable for completion/withdrawal student) <input type="checkbox"/> Transfer Programme Form from Registrar Office (Applicable for Transfer Programme student) <input type="checkbox"/> Photocopy of flight ticket, return to the home country (seek advice for flight date from VPU). <input type="checkbox"/> Photocopy Resident Pass in foreign country (Applicable for student that not going back to home country and holding Resident Pass in foreign country) Changing programme (progression or change to another programme in UCSI University): <ul style="list-style-type: none"> <input type="checkbox"/> New Letter of Acceptance (LOA) <input type="checkbox"/> New Visa Approval Letter (VAL) for the new programme Transferring to other institution: <ul style="list-style-type: none"> <input type="checkbox"/> Online Completion/ Withdrawal Form (Applicable for completion/withdrawal student) <input type="checkbox"/> Letter of Acceptance (from the institution) <input type="checkbox"/> New Visa Approval Letter (VAL) for the new institution Applying for other visa (e.g. working permit, spouse visa, MM2H, etc.) in Malaysia: <ul style="list-style-type: none"> <input type="checkbox"/> Online Completion/Withdrawal Form (Applicable for completion/withdrawal student) <input type="checkbox"/> Supporting document (e.g. job offer letter, marriage certificate, immigration letter, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Student visit to VPU for visa cancellation enquiry date: _____ <input type="checkbox"/> Current visa expiry date: _____ <input type="checkbox"/> Online Completion/ Withdrawal filled up by the student <input type="checkbox"/> Online completion form approved by faculty <input type="checkbox"/> Advise student on flight date. Flight date: _____ <input type="checkbox"/> Advise student on documents submission date to VPU: _____
2	<ul style="list-style-type: none"> Cancellation / Shortening application fee – EMGS: RM54.00 <ul style="list-style-type: none"> <input type="checkbox"/> GIRO/MEPS at MALAYAN BANKING BERHAD (MAYBANK) <ul style="list-style-type: none"> Payable to: EMGS Escrow Account 1; Account no.: 514057662341; Swift Code: MBBEMYKLXXX; 	<ul style="list-style-type: none"> Correct payment details <ul style="list-style-type: none"> <input type="checkbox"/> Amount <input type="checkbox"/> Account name <input type="checkbox"/> Account number
3	<ul style="list-style-type: none"> Submit the following documents to the VPU: <ul style="list-style-type: none"> <input type="checkbox"/> Original passport <input type="checkbox"/> Bank Slip <input type="checkbox"/> Documents 	<ul style="list-style-type: none"> Completed document submitted to VPU Follow up passport collection on:

* For further enquiry, please drop us an email at vpu@ucsiuniversity.edu.my