

**International Office - Visa Processing Unit (VPU)**  
**Special Pass of Student Visa (EMGS)**

**Important Information**

- Documents MUST be submitted to the VPU at least **5 working days** before the expiration date of the Student Pass / Special Pass

Steps	For Students	For Office
1	<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Valid Pass / Visa; with valid application at EMGS (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Original Passport</li> <li><input type="checkbox"/> 2 sets of the Personal Information page of the passport and the latest Student Pass / Special Pass page (1 set to attach with Undertaking Letter, 1 set for EMGS submission)</li> <li><input type="checkbox"/> Special Pass Application fee – EMGS: <b>RM154.00 (1<sup>st</sup> SP) / RM208.00 (2<sup>nd</sup> &amp; 3<sup>rd</sup> SP)**</b> <ul style="list-style-type: none"> <li>• <b>JomPAY online at Internet and Mobile Banking with your current or Savings account</b></li> <li>• <b>Biller Code: 231183</b></li> <li>• <b>Ref-1: 12566</b></li> <li>• <b>Ref-2: 472018</b></li> </ul> </li> <li><input type="checkbox"/> New Letter of Admission (for progression / change programme/ transfer to UCSI University from other institution in Malaysia)</li> <li><input type="checkbox"/> Photocopy of flight ticket, return to the home country (seek advice for flight date from VPU).</li> <li><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)</li> <li><input type="checkbox"/> Online Completion/ Withdrawal Form (Applicable for completion/withdrawal student)</li> </ul> <p><b>Additional documents (if applicable):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Expired Pass / Visa; with valid application at EMGS (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Explanation Letter</li> <li><input type="checkbox"/> Format A form (from VPU counter)</li> </ul> </li> </ul> </li></ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Student visit to VPU for special pass enquiry date: _____</li> <li><input type="checkbox"/> Current visa/pass expiry date: _____</li> <li>• Special pass required for: <ul style="list-style-type: none"> <li><input type="checkbox"/> New VAL</li> <li><input type="checkbox"/> Visa Renewal</li> <li><input type="checkbox"/> Go back to home country</li> </ul> </li> <li><input type="checkbox"/> Online Completion/ Withdrawal filled up by the student</li> <li><input type="checkbox"/> Online completion form approved by faculty</li> <li><input type="checkbox"/> Advise student on flight date. Flight date: _____</li> <li><input type="checkbox"/> Advise student on documents submission date to VPU: _____</li> </ul>
2	<ul style="list-style-type: none"> <li>• Submit the following documents to the VPU: <ul style="list-style-type: none"> <li><input type="checkbox"/> Original passport</li> <li><input type="checkbox"/> JomPAY – Proof of payment</li> <li><input type="checkbox"/> Document</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed document submitted to VPU</li> <li>• Follow up passport collection on</li> </ul>

\* For further enquiry, please drop us an email at [vpu@ucsiuniversity.edu.my](mailto:vpu@ucsiuniversity.edu.my).

\*\* 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Special Pass approval is subject to the immigration department discretion.

\*\*\* Immigration department has the right to issue a Special Pass to leave the country OR FINAL special pass (no more extension).