

Important Information

- Documents **MUST** submitted to the Faculty/Centre/Institute between 3 to 4 months before the expiration date of the Student Pass
 - Any late submission will lead to the imposition of a RM30 penalty per day (If Student Pass has less than 3 months validity).
- 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 and fulfilled English requirement.
- 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	<ul style="list-style-type: none"> • Get clearance at Finance Office 	<input type="checkbox"/> No outstanding fees <input type="checkbox"/> Other issue is subject to interpretation by RO
2	<ul style="list-style-type: none"> • Complete the details below: <ul style="list-style-type: none"> • 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.:) <ul style="list-style-type: none"> • First visa (of the latest VAL) expiry date: _____ (Page no.:) • Copy of passport (all pages, latest copy) • Hardcopy (photocopy 2 passport page onto one side of A4 paper), and • Softcopy (scan 2 passport page onto one page, PDF format in one document, colour, saved in pendrive /CD) • New passport-sized photograph (cannot use old photo) • Original softcopy (white background, neutral expression, no glasses or hair across the eyes, no open shoulder clothes, JPG format, saved in pendrive /CD) • Renewal application fee – RM _____ (refer to the back of the checklist) • 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; 	<input type="checkbox"/> Eligible for Renewal <input type="checkbox"/> CGPA _____ <input type="checkbox"/> Attendance ___% <input type="checkbox"/> Information filled correctly <input type="checkbox"/> Exceeded programme duration; <ul style="list-style-type: none"> • Require Supporting Letter <input type="checkbox"/> Hardcopy, as original passport <input type="checkbox"/> Softcopy, as original passport, faculty staff upload in IIS–Diary <ul style="list-style-type: none"> • Faculty staff upload photograph in IIS–Diary <ul style="list-style-type: none"> <input type="checkbox"/> Meet the photo requirements from EMGS • 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 Faculty: <ul style="list-style-type: none"> <input type="checkbox"/> Photocopy of passport <input type="checkbox"/> Softcopy of passport and photo <input type="checkbox"/> Bank Slip (Payment) for renewal application <input type="checkbox"/> Additional document, if any • Advise the student to submit the original passport to the VPU counter on the written date. 	<ul style="list-style-type: none"> • Document submission: <ul style="list-style-type: none"> <input type="checkbox"/> On time <input type="checkbox"/> Late Submission (Student Pass has less than 3 months validity) _____ day(s) x RM30 =RM_____ <input type="checkbox"/> Refer to VPU counter for Special Pass application (if visa validity less than 2 weeks) • Submission of passport: _____ (1 to 3 months before the expiration date of the Student Pass), to be filled up by the faculty staff • Follow up on passport collection on: _____ Handled by: _____ Staff ID.: _____ Date: _____

*Check renewal application at "Track Application Status" in <http://www.educationmalaysia.gov.my/>

**Check VPU Clinic date with the faculty or at VPU counter

*** 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	787.55
Bolivia	778.4
Brazil	784.4
Brunei	787.4
Bulgaria	789.3
Chile	791.9
China	797.4
Costa Rica	776.4
Czech Republic	786.7
Slovakia	786.7
Denmark	773.4
Dominican Republic	780.3
Ecuador	774.4
Finland	774.4
France	780.3
Haiti	783.4
Hungary	788.85
India	817.4
Indonesia	782.4
Israel	777.1
Italy	776.9
Japan	767.4
Liberia	780.4
Mexico	784.9
Myanmar(Burma)	786.9
Panama	781.9
Philippines	803.4
Poland	793.6
Portugal	773.9
Saudi Arabia	784.6
Singapore	767.4
Slovakia	786.7
South Korea	797.4
Sri Lanka	782.4
Sudan	780.3
Thailand	787.4
Uruguay	780.9
USA	773.4
Venezuela	785.4
Vietnam	780.4
All other countries not listed above	787.4