

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	<p>Required documents:</p> <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) • 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) • 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"/> Online Completion/ Withdrawal filled up by the student • Transferring to other institution: <ul style="list-style-type: none"> <input type="checkbox"/> Give pink slip to student
2	<ul style="list-style-type: none"> • Cancellation / Shortening application fee – EMGS: RM53.00 <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