

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>Required documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid Pass / Visa; with valid application at EMGS (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Original Passport <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) <input type="checkbox"/> Special Pass Application fee – EMGS: RM153.00 (1st SP) / RM206.00 (2nd & 3rd SP)** GIRO/MEPS at MALAYAN BANKING BERHAD (MAYBANK) <ul style="list-style-type: none"> • Payable to: EMGS Escrow Account1; • Account no.: 514057662341; Swift Code: MBBEMYKLXXX <input type="checkbox"/> New Letter of Admission (for progression / change programme / transfer to UCSI University from other institution in Malaysia) <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) <p>Additional documents (if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expired Pass / Visa; with valid application at EMGS (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Explanation Letter <input type="checkbox"/> Format A form (from VPU counter) 	<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
2	<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 or Banker's cheque <input type="checkbox"/> Document 	<ul style="list-style-type: none"> <input type="checkbox"/> Completed document submitted to VPU • Follow up passport collection on

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

** 3rd Special Pass is **ONLY** applicable for new student pass (VAL) application and the 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). The approval of the Special Pass application is subject to the immigration department discretion.