

Important Information

- Documents MUST be submitted to the VPU **immediately** once obtained the new passport
- If visa validity less than 1 months, MUST report to VPU immediately

Steps	For Students	For Office
1	<p>Required documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Original passport (new and old) <input type="checkbox"/> Hardcopy of new passport (all pages) <input type="checkbox"/> 2 sets of the Personal Information page of the passport (new and old) and the latest Student Pass page (for Undertaking Letter), <input type="checkbox"/> Softcopy of the passport (new and old) (PDF format in one document, saved in pendrive/CD) <input type="checkbox"/> Police report (if the old passport is lost in Malaysia) <input type="checkbox"/> Embassy letter (if the old passport is lost in foreign country) 	<ul style="list-style-type: none"> <input type="checkbox"/> Softcopy, as original passport, upload in IIS
2	<ul style="list-style-type: none"> • Transfer of Student Visa application fee – EMGS: RM_____ (refer to the back of the checklist) <input type="checkbox"/> GIRO/MEPS at MALAYAN BANKING BERHAD (MAYBANK) • 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 (new & old) <input type="checkbox"/> Bank Slip <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 vpv@ucsiuniversity.edu.my.

Transfer of Student Visa application fee

Country	Transfer of Student Visa application fee (RM)
Argentina	73.15
Bolivia	64.00
Brazil	70.00
Brunei	53.00
Bulgaria	74.90
Chile	77.50
China	83.00
Costa Rica	62.00
Czech Republic	72.30
Slovakia	72.30
Denmark	59.00
Dominican Republic	65.90
Ecuador	60.00
Finland	60.00
France	65.90
Haiti	69.00
Hungary	74.45
India	103.00
Indonesia	68.00
Israel	62.70
Italy	62.50
Japan	53.00
Liberia	66.00
Mexico	70.50
Myanmar(Burma)	72.50
Panama	67.50
Philippines	89.00
Poland	79.20
Portugal	59.50
Saudi Arabia	70.20
Singapore	53.00
Slovakia	72.30
South Korea	83.00
Sri Lanka	68.00
Sudan	65.90
Thailand	73.00
Uruguay	66.50
USA	59.00
Venezuela	71.00
Vietnam	66.00
All other countries not listed above	73.00