

## Documents for Student Visa Applications of Students on Transfer

1.  **Justification letter** – stating the reasons for your request to transfer to UCSI University. (Typed-written and addressed to):

U.P.: Pengarah  
Kementerian Pengajian Tinggi Malaysia  
Bahagian Pendidikan Malaysia  
Aras 4, No. 2, Menara 2  
Jalan P5/6, Presint 5,  
62200 Putrajaya.

2.  **The Original Release letter** - from your previous University / College, including your **Results and Attendance**; or the **Completion Letter** from your Previous School together with your School Graduation Certificate
3. i)  **IF YOUR PREVIOUS STUDENT PASS VISA HAS NOT EXPIRED:**  
The previous Student Pass Visa needs to be Shortened/ Cancelled, and to obtain the Special Pass (*required for students who are already in Malaysia*) from your previous University / College of study
- ii)  **IF YOUR PREVIOUS STUDENT PASS VISA HAS EXPIRED:**  
You will need a Student Pass Cancellation Letter from your previous University / College including the stamped **Acknowledgment Receipt from the Malaysian Immigrations Department**

### ***Important Notice:***

\* A student is required to submit all the above required documents within 14 working days upon registration to enable UCSI University to assist in the process for admission & transfer.