

Document	Document Requirement for NEW APPLICATION
Offer Letter	Original or copy of offer letter
Photo	1 passport size photograph with WHITE background (35mm x 45mm). Refer to the Photo Requirement Guidelines below
Passport	Student Passport Copy: <ol style="list-style-type: none"> 1. Passport data page (bio-data page) 2. All pages with Visa information 3. Observation page (showing any extensions, clarifications of name, and previous passport numbers) 4. Recommended passport validity duration is 12 months 5. Special Pass or Exit Stamp (if applicable)
Academic Transcripts and Certificates	A copy of the Academic Transcripts and relevant certificates.
Pre-arrival Medical Examination Report	Pre-arrival Medical Examination Report from student’s home country if screening was done at a non-EMGS registered overseas clinic (as applicable). A copy of the Lab Report and the Chest X-ray Report should be attached. All should be completed in the English Language.
Personal Bond Form (Submitted by the Institution)	Personal bond stamped by In-land Revenue Board (IRB)/LHDN as per EMGS template appearing on the EMGS website or generated through EMGS application system] <i>Note: The Personal bond (hard copy) can be submitted by the institution after the student has arrived in Malaysia for the Student Pass endorsement. If the Personal bond is submitted before VAL is issued, any errors found will not affect the VAL approval process; however Institutions are advised to make the necessary corrections before the student pass sticker endorsement stage</i>
Letter of Eligibility	No-Objection Certificate (NOC) or Letter of Eligibility (LOE) if the student is from Sudan and Iran respectively. The document should be applied for by the institution from the respective Embassy in Kuala Lumpur.

IMPORTANT:

- All documents listed above (with the exception of the Personal Bond and Payment) can be uploaded to EMGS system as part of the VAL application process. If the institution chooses to upload all the supporting documents, no physical submission is required.

Document	Document Requirement for VARIATION & PROGRESSION APPLICATION
Offer Letter	Original or copy of offer letter
Photo	1 passport size photograph with WHITE background (35mm x 45mm). Refer to the Photo Requirement Guidelines below
Passport	Student Passport Copy: <ul style="list-style-type: none"> • Passport data page (bio-data page) • All pages with Visa information • Observation page (showing any extensions, clarifications of name, and previous passport numbers) • Recommended passport validity duration is 12 months • Special Pass or Exit Stamp (if applicable)
Academic Transcripts and Certificates	A copy of the Academic Transcripts and relevant certificates.
Release Letter from Previous institution (Variation)	Release letter from previous Institution (inter-university) if applicable
Personal Bond Form (Submitted by the Institution)	Personal bond stamped by In-land Revenue Board (IRB)/LHDN as per EMGS template appearing on the EMGS website or generated through EMGS application system] <i>Note: The Personal bond (hard copy) should be submitted by the Institution after VAL is issued. If submitted before VAL issuance, any errors found will not affect the VAL approval process; however Institutions are advised to make the necessary corrections before the student pass sticker endorsement stage</i>
Letter of Eligibility	Letter of Eligibility (LOE) if the student is from Iran. The document should be applied for by the institution from the respective Embassy in Kuala Lumpur.

IMPORTANT:

- **All documents listed above (with the exception of the Personal Bond and Payment) can be uploaded to EMGS system as part of the VAL application process. If the institution chooses to upload all the supporting documents, no physical submission is required.**

Document	Document Requirement for RENEWAL APPLICATION
Attendance Report	A copy of attendance report for the duration of the current student pass validity period (80% attendance requirement)* <i>*Failing which, a supporting letter from faculty of Educational Institution is required.</i>
Photo	1 passport size photograph with WHITE background (35mm x 45mm). Refer to the Photo Requirement Guidelines below
Passport	Student Passport Copy: <ul style="list-style-type: none"> • Passport data page (bio-data page) • All pages with Visa information • Observation page (showing any extensions, clarifications of name, and previous passport numbers) • Recommended passport validity duration is 12 months • Special Pass or Exit Stamp (if applicable)
Academic Transcripts	A copy of academic results for the duration of the current student pass validity period (CGPA 2.0 and above)* <i>*Failing which, a supporting letter from faculty of Educational Institution is required.</i>
Payment	<ul style="list-style-type: none"> - EMGS Visa Processing Fee - Immigration Fees (if applicable) - Medical Insurance Premium (if purchased through EMGS) - iKad Fee RM 50 (add RM10 if card is to be couriered to the institution)

Payment & Student Pass Sticker Issuance

All payments with the exception of the Immigration fees will be subject to a 6% Government Tax (GST).

Please make payment by bank transfer, cheques or bank drafts payable to **EMGS ESCROW ACCOUNT 1**. **Payments can be made for multiple applications on one draft or cheque**

Upon Approval of your application, the Visa Approval Letter (VAL) will either be couriered to you or you will be notified to collect it from EMGS offices.

We will only obtain the Sticker Pass for students of Educational Institutions located in the Klang Valley. If you are located in the Klang Valley and do not select the option (on STARS) to pay the immigration fees to EMGS, we shall assume that you will obtain the Sticker Pass yourself from the Immigration Offices. The Support Letter from EMGS will be sent to the Educational Institution and you will also be able to submit the documents to the relevant Immigration Office for Pass endorsement.

If you send us a document that is not in English or *Bahasa Malaysia* in support of your application, this document must be accompanied by a full translation into English that can be independently verified by EMGS. The original translation must contain:

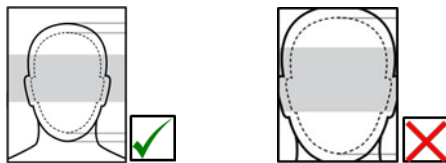
- a) Confirmation from the translator or translation company that it is an accurate translation of the original document;
- b) The date of the translation;
- c) The full name and signature of the translator or of an authorised official of the translation company; and the translator or translation company's contact details.

PASSPORT PHOTO GUIDELINES

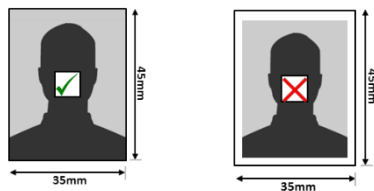
Please find below the photo guidelines for submitting a passport photo to EMGS. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

Institutions will be requested to adhere to the guidelines below to avoid any delay in processing as well as avoiding any untoward issues with law enforcement officials checking the iKad.

1. In colour and identical, not black and white
2. Taken against a **WHITE** background
3. Your photos must be **professionally printed** and 45 millimetres (mm) high x 35mm wide. **Please do not use photos that have been cut down from larger pictures.** In the examples below, the *one on the left shows the correct proportions*. The image on the right shows incorrect proportions.



4. **Note to Institutions:** When scanning and uploading the passport picture in STARS please ensure that there is **no white border** surrounding the photo as this may affect the dimensions of the image. Therefore, please remove the white border before uploading the student's picture. In the examples below, the *one on the left shows the correct proportions*. The image on the right shows incorrect proportions.



5. Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**
6. Because clothing is visible in the passport photo, subjects should be careful to wear something modest. A conservative top is best. **Do not wear something with open shoulders (such as a tank top).**
7. Free from shadows
8. Digital enhancements or changes are not acceptable
9. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible
10. With the subject facing forward, looking straight at the camera
11. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows)
12. Of each person on their own (no objects such as dummies or toys, or other people visible)
13. Taken with nothing covering the face.
14. In sharp focus and clear
15. Free from "red-eye"
16. Taken of the full head, without any covering unless worn for religious or medical reasons.
17. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head
18. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard
19. Have the person's full name on the back of each photograph (when submitted manually)