

## IMMIGRATION GUIDELINES FOR INTERNATIONAL STUDENTS

As international students, you are required to follow the rules and regulations imposed by the Malaysian Immigration Department during your study here.

The offer of admission does not come with a Student Pass. Students must obtain a **'Single Entry Visa'** from the nearest Malaysian Embassy/Consulate before entering Malaysia if it is required by their countries.

### I. NEW APPLICATION

1. International applicant who is offered a place to study in Malaysia is required to apply for Visa with Reference (VDR) before entering this country. Visa with Reference (VDR) is a visa issued by the Malaysian Representative Office abroad to a non-citizen to enable individual(s) to enter Malaysia after the visa is approved by the Immigration Department Headquarters in Malaysia. The VDR process will normally take 1 to 2 months. Therefore, students are advised to take immediate action upon receiving the offer letter from the University.
2. The following documents are required for applying the VDR and applicant is required to submit complete documents via email to [visa\\_isc@um.edu.my](mailto:visa_isc@um.edu.my) soonest possible:
  - (1) *One (1) copy of the offer letter;*
  - (2) *One (1) copy of the latest academic certificate.*
  - (3) *One (1) copy of blue colour background passport-sized photo.*
  - (4) *One (1) set of all pages in the passport including blanks to be copied only on one side of the A4 - sized paper.*
  - (5) *One (1) copy of completed IM-14 form*
  - (6) *One (1) copy of completed BTK-100 form (for applicant from China and Nigeria)*
  - (7) *One (1) copy of the information on the Malaysian embassy address in your own country for collection of the VDR letter (to be printed on A4-sized paper)*
3. The following are information on payment to be made for the VDR processing fee:

<b>Type of transfer:</b>	Telegraphic Transfer (T.T) only
<b>Amount :</b>	Please refer to <b>Appendix B</b>
<b>Payee:</b>	BURSAR UNIVERSITY OF MALAYA
<b>Bank Account:</b>	1440-0004005-053
<b>Address:</b>	CIMB Bank Berhad University of Malaya Branch 50603 Kuala Lumpur Malaysia
<b>Swift Code:</b>	CIBBMYKL

All additional charges from the bank/agent/representative related to the transaction must be paid/borne by the payer/new student.

Payer/new student must submit proof of payment via email to [visa\\_isc@um.edu.my](mailto:visa_isc@um.edu.my) for verification purposes.

4. Your application for VDR will be submitted to the Malaysian Immigration Authority. Our office will email the VDR approval letter to you once ready. Please obtain the **Single Entry Visa With Reference (VDR)** at the nearest Malaysian Embassy/Consulate in your home country by producing the VDR approval letter.

5. Applicants who have previously applied in any institution in Malaysia are required to cancel their application from the said institution. The University of Malaya is unable to apply the Student Pass for an applicant unless that institution has made the cancellation with the Immigration Department. Applicants are required to get a letter of release from the said institution.
6. For applicants holding a Student Pass from another institution, please ensure that the existing Student Pass validity period is shortened by the said institution.
7. In addition, the Immigration Authority of Malaysia requires all universities in Malaysia to sign a Personal Bond on behalf of the applicant, binding the University for the said sum. To comply with this requirement, the University requires a candidate to lodge with the University the said sum for this purpose. The amount of money paid will subsequently be refunded to the applicant upon completion or withdrawal of his/her study in this University, on the condition that there is no violation of any provision of the Immigration Ordinance 1959 (F.M. 12 of 1969) and Immigration Regulations 1963 (F.L.N 228/63). *(Please refer to the Appendix A)*. Once the applicant has ascertained the rate of bond to be paid, please make the payment to **'Bursar University of Malaya'** for that sum of money in Malaysian Ringgit (MYR) before applying for the Student Pass.

## II. APPLICATION FOR NEW STUDENT PASS

At the airport of Malaysia KLIA, the immigration official will stamp onto student's passport giving a social visit pass of 30 / 60 / 90 days. Applicants are required to register and pay all the prescribed fees before submitting their passports to the Visa Unit, International Student Centre (ISC). Upon completing all registration requirements at UM, student may submit his/her passport to Visa Unit, International Student Centre with the following documents for student pass.

- (1) A copy of "VDR Letter"
- (2) Student Confirmation Letter from the faculty/ISC, to be signed by Dean/ Deputy Dean/ Head of Department and addressed to:  
  
Pengarah  
Bahagian Visa, Pas & Permit  
Pejabat Imigresen Malaysia  
Aras 1, Kompleks Mini KDN  
Jalan Duta  
50480 Kuala Lumpur
- (3) A photocopy of Insurance payment receipt from ISC/ IGS or a photocopy of valid Insurance Card
- (4) 2 sets of certified copies of University of Malaya Medical Report
- (5) 2 sets of passport photocopies (all pages including blanks and copy on one side of A4 paper only)
- (6) A photocopy of UM official receipt for the Personal Bond payment **(or Full time students only)** - Refer to the attachment for the payment process.

Upon receiving all required documents, ISC will liaise with the Immigration Department to get the Student Pass for the applicants.

## III. APPLICANTS WITH FAMILY

1. Applicants are advised to enter this country alone prior to issuance of Student Pass. Dependent Pass can only be applied after the Student Pass is approved and issued (not applicable to undergraduate students).

2. According to the Immigration Circular (1995), undergraduate students are not allowed to bring any dependent during his/her stay here.

#### IV. JOURNEY PERFORMED (JP) VISA FEE

New applicants will be charged an additional **Journey Performed (JP)** visa fees. This requirement will also apply for those who are on a Single Entry Visa (Social/Tourist) obtained from the Malaysian Embassy/Consulate in their home country.

#### V. EXTENSION OF STUDENT PASS

1. Application for the extension of Student Pass must be made through the Visa Unit (ISC) **two (2) months** before the expiry date of the Student Pass.
2. Students who are late in submitting their application for the extension of Student Pass will be required to pay a penalty of MYR100.00 imposed by the Malaysian Immigration Department.
3. If you wish to apply for the extension of the Student Pass, please submit the following documents to the Visa Unit (ISC):
  - (1) Extension form (can be obtained from the at Unit Visa Unit (ISC);
  - (2) *One (1) set of all pages in the passport including blanks to be copied only on one side of the A4 - sized paper.*
  - (3) Original Student Confirmation Letter (The contents are to include the student's current status and attendance at the faculty). This letter, issued by the faculty must be addressed to the following:

Pengarah  
Bahagian Visa, Pas & Permit  
Pejabat Imigresen Malaysia  
Aras 1, Kompleks Mini KDN  
Jalan Duta  
50480 Kuala Lumpur  
Wilayah Persekutuan
  - (4) A copy of the "Student Progress Report" or "Examination Result" of the previous semester.

#### VI. IMPORTANT NOTES:

- (1) A student who has **overstayed** in Malaysia will be brought over to the Immigration Department for questioning by the Immigration Enforcement Officer, accompanied by the Visa Unit officer of this University. Any penalty imposed by the Immigration Department for overstaying or any other penalties must be borne by the student.
- (2) Students with passport validity period less than the duration of extension sought must first apply for renewal of the validity period of the passport before applying for the extension.
- (3) Student who obtained poor results based on the last examination held will be brought over to the Immigration Department for questioning by the Immigration Officer. Final decision on the period of extension will be made by the Immigration Officer.

- (4) Employment in Malaysia: Student with a valid Student Pass can only work as a part-timer not more than 20 working hours per week in only four (4) sectors i.e. restaurants, petrol stations, mini markets and hotels. Students must obtain approval to work as a part-timer from the Immigration Department. For further enquiries on this matter, please contact the Visa Unit (ISC).
- (5) Please be cautioned that the immigration rules and regulations are constantly being revised and it is **YOUR** responsibility to stay abreast of any changes made thereof. Please inform the Visa Unit (ISC) of any changes to your email address. We will forward to you important notifications and keep you abreast with changes on immigration rules, regulations and procedures through the email. Should you have further enquiries on immigration matters, please contact us:

**Visa Unit**  
**International Students Centre**  
**Level 2, Block G**  
**Perdanasiswa Complex**  
**University of Malaya**  
**Telephone number: 603-79677858/7859**  
**Email: [visa\\_isc@um.edu.my](mailto:visa_isc@um.edu.my)**

Countries	Rate in Malaysian Ringgit (MYR)
Africa	1,500.00
Angola	2,000.00
Australia	1,500.00
Bangladesh	750.00
British C.I	1,500.00
Brunei	1,500.00
Burkina Faso	2,000.00
Burundi	2,000.00
Cameroon	2,000.00
Canada	2,000.00
Central African Republic	2,000.00
China	1,500.00
Colombia	2,000.00
Cote D'Ivoire	2,000.00
Djibouti	2,000.00
Equatorial Guinea	2,000.00
Eritrea	2,000.00
Ethiopia	2,000.00
Europe	1,500.00
Ghan	2,000.00
Guinea-Bissau	2,000.00
Hong Kong	1,000.00
India	750.00
Indonesia	500.00
Iran	1,500.00
Iraq	1,500.00
Japan	1,000.00
Liberia	2,000.00
Macao	1,000.00
Mali Mozambique	2,000.00
Myanmar	750.00
Nepal	750.00
Niger	2,000.00
Nigeria	2,000.00
Pakistan	750.00
Phillipines	750.00
Portugal C.I	1,500.00
Republic Congo	2,000.00
Republic Democratic Congo	2,000.00
Rwanda	2,000.00

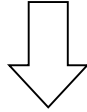
<b>Saudi Arabia</b>	<b>1,500.00</b>
<b>Singapore</b>	<b>200.00</b>
<b>South Korea</b>	<b>1,000.00</b>
<b>Sri Lanka</b>	<b>750.00</b>
<b>Taiwan</b>	<b>1,500.00</b>
<b>Thailand</b>	<b>300.00</b>
<b>Tunisia</b>	<b>1,500.00</b>
<b>USA</b>	<b>2,000.00</b>
<b>Vietnam</b>	<b>1,500.00</b>
<b>Western Sahara</b>	<b>2,000.00</b>

For countries that are not listed in this schedule, the rate of bond is **MYR1,500.00**

STEP BY STEP/ PROCESS OF THE PAYMENT FOR THE PERSONAL BOND

**STEP 1:**

Collect **Memo of Personal Bond** from **Visa Unit, International Student Centre (ISC)**  
**Level 2, Block F, Perdanasiswa Complex University of Malaya**



**STEP 2:**

Make the Personal Bond payment at **CIMB BANK (UNIVERSITY OF MALAYA BRANCH) USING THE CASH DEPOSIT SLIP** as details below:

Account No. : 1440-0004005-05-3  
Payee : Bursar University of Malaya  
Amount : (Please refer to **Appendix 1**)  
**(Please write your name and passport no.)**



**STEP 3:**

Submit the documents listed below to the Bursary Office Counter (**Ground floor, Chancellery Building**):

1. Memo of The Personal Bond
2. The CIMB Deposit Slip (Customer Copy)

**(make sure you receive the UM official Receipt before leaving the counter)**



**STEP 4:**

Submit the copy of the UM official receipt to the Visa Unit, ISC  
**(Attach with the Student Pass Application Form)**

COUNTRY	STUDENT PASS	DEPENDANT PASS	VISA
AFGHANISTAN	RM60	RM90	RM20
AFRICA	RM60	RM90	RM20
ALBANIA	RM60	RM90	RM20
ANGOLA	RM60	RM90	RM20
ARGENTINA	RM60	RM90	RM21
ARMENIA	RM60	RM90	RM20
AUSTRALIA	RM60	RM90	RM20
AUSTRIA	RM60	RM90	RM20
AZERBIJAN	RM60	RM90	RM20
BAHRAIN	RM60	RM90	RM30
BANGLADESH	RM60	RM90	RM20
BELGIUM	RM60	RM90	RM20
BHUTAN	RM60	RM90	RM20
BOLIVIA	RM60	RM90	RM11
BOSNIA	RM60	RM90	RM20
BRAZIL	RM60	RM90	RM17
BRITISH C.I.	RM60	RM90	RM20
BRUNEI	RM60	RM90	RM20
BULGARIA	RM60	RM90	RM22
BURKINA FASO	RM60	RM90	RM20
BURUNDI	RM60	RM90	RM20
BYELORUSSIA	RM60	RM90	RM20
CAMEROON	RM60	RM90	RM20
CANADA	RM60	RM90	RM20
CENTRAL AFRICAN REPUBLIC	RM60	RM90	RM20
CHEZCH & SLOVAK	RM60	RM90	RM20
CHILE	RM60	RM90	RM25
CHINA	RM60	RM90	RM30
COLOMBIA	RM60	RM90	RM20
COSTA RICA	RM60	RM90	RM9
COTE D'IVOIRE	RM60	RM90	RM20
CROATIA (REP)	RM60	RM90	RM20
CUBA	RM60	RM90	RM20
DENMARK	RM60	RM90	RM6
DJIBOUTI	RM60	RM90	RM20
DOMINICAN (REP)	RM60	RM90	RM13
EGYPT	RM60	RM90	RM20
EQUADOR	RM60	RM90	RM7
EQUATORIAL GUINEA	RM60	RM90	RM20
ERITREA	RM60	RM90	RM20



ESTONIA	RM60	RM90	RM20
ETHIOPIA	RM60	RM90	RM20
FINLAND	RM60	RM90	RM7
FRANCE	RM60	RM90	RM13
GEORGIA	RM60	RM90	RM20
GERMAN	RM60	RM90	RM20
GHAN	RM60	RM90	RM20
GUINEA-BISSAU	RM60	RM90	RM20
HAITI	RM60	RM90	RM16
HONGKONG (C.I)	RM60	RM90	RM20
HUNGARY	RM60	RM90	RM22
ICELAND	RM60	RM90	RM20
INDIA	RM60	RM90	RM50
INDONESIA	RM60	RM90	RM15
IRAN	RM60	RM90	RM20
IRAQ	RM60	RM90	RM20
ISREAL	RM60	RM90	RM10
ITALY	RM60	RM90	RM10
JAPAN	RM60	RM90	GRATIS
JORDAN	RM60	RM90	RM20
KAZAKHSTAN	RM60	RM90	RM20
KIRGHIZSTAN	RM60	RM90	RM20
KOREA	RM60	RM90	RM30
KUWAIT	RM60	RM90	RM20
LATVIA	RM60	RM90	RM20
LEBANON	RM60	RM90	RM20
LIBERIA	RM60	RM90	RM13
LIBERIA	RM60	RM90	RM13
LIBYA	RM60	RM90	RM20
LITHUANIA	RM60	RM90	RM20
LUXEMBOURG	RM60	RM90	RM20
MACAO	RM60	RM90	RM20
MALDIVES	RM60	RM90	GRATIS
MALI	RM60	RM90	RM20
MECIDONIA (REP)	RM60	RM90	RM20
MEXICO	RM60	RM90	RM18
MOLDOVIA	RM60	RM90	RM20
MOROCCO	RM60	RM90	RM20
MOZAMBIQUE	RM60	RM90	RM20
MYANMAR	RM60	RM90	RM20
NEPAL	RM60	RM90	RM20
NEPAL	RM60	RM90	RM20
NIGER	RM60	RM90	RM20
NIGERIA	RM60	RM90	RM20
NORTH KOREA	RM60	RM90	RM20

NORWAY	RM60	RM90	RM20
OMAN	RM60	RM90	RM20
PAKISTAN	RM60	RM90	RM20
PANAMA	RM60	RM90	RM15
PERU	RM60	RM90	RM20
PHILIPPINES	RM60	RM90	RM36
POLAND	RM60	RM90	RM27
PORTUGAL C.I.	RM60	RM90	RM7
QATAR	RM60	RM90	RM20
REPUBLIC CONGO	RM60	RM90	RM20
REPUBLIC DEMOCRATIC CONGO	RM60	RM90	RM20
ROMENIA	RM60	RM90	RM20
RUSSIA	RM60	RM90	RM20
RWANDA	RM60	RM90	RM20
SAUDI ARABIA	RM60	RM90	RM18
SINGAPORE	RM60	RM90	GRATIS
SLOVAK	RM60	RM90	RM19
SLOVANIA(REP)	RM60	RM90	RM20
SOUTH AFRICA	RM60	RM90	RM20
SOUTH KOREA	RM60	RM90	RM30
SPAIN	RM60	RM90	RM12
SRI LANKA	RM60	RM90	RM15
SUDAN	RM60	RM90	RM13
SWEDEN	RM60	RM90	RM20
SWITZERLAND	RM60	RM90	GRATIS
SYRIA	RM60	RM90	RM20
TAIWAN	RM60	RM90	RM20
TANJIKISTAN	RM60	RM90	RM20
THAILAND	RM60	RM90	GRATIS
TUNISIA	RM60	RM90	RM20
TURKEY	RM60	RM90	RM20
TURMENISTAN	RM60	RM90	RM20
U.A.E	RM60	RM90	RM20
U.K.	RM60	RM90	GRATIS
U.S.A.	RM60	RM90	RM6
UKRAINE	RM60	RM90	RM20
URUGUAY	RM60	RM90	RM14
UZBEKISTAN	RM60	RM90	RM20
VENEZUELA	RM60	RM90	RM18
VIETNAM	RM60	RM90	RM13
WESTERN SAHARA	RM60	RM90	RM20
YUGOSLAVIA	RM60	RM90	RM20
<b><i>OTHERS</i></b>	RM60	RM90	RM20

**Note: Applicant needs to pay for the stamping process RM10.00.**