**INTERNATIONAL OFFICE**

**CHECKLIST FOR STUDENT VISA RENEWAL**

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| --- | --- | --- |
| **Name** |  | **Student ID:** |
| **Passport No.** |  | **Country** |  |
| **Contact Number** |  | **E-mail Address** |  |
| **Submitted Passport On:** | **Visa Valid Till:** |  |

**Personal Details.**

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| **Student Visa Renewal Application** |
|   | **Settle all debts with the university. Please attach the latest ledger**. (Ledger can be obtained from the Finance, UCC Counter 6, Administrative Building). |
|   | Two (2) copies of passport with the latest entry stamp (**All pages).** |
|   | **Two (2) certified true copy** of your current academic transcript obtained from Academic, UCC Counter 4. |
|   | **Four (4) passport photographs** (3.5 x 5cm), pure white background & dark color attire |
|   | Attendance Report ( 1 original & 1 copy ) |
|  | Progress Report ( 2 copies ) |
|  | Supporting letter ( 1 original & 1 copy ) |
|  | **Original Passport** |
|  | **Payment to EMGS** Bank Draft payable to **"EMGS Escrow Account 1"**  | Immigration Fees\*includes Student Pass fees, Multiple Entry Visa fees and **subject to the country’s rate.**  | RM 80.00  |
| Address:  |   |
| **Education Malaysia Global Services Sdn. Bhd.** | Health Insurance | RM 450.00 |
| 20th Floor Menara TA One,  | i-Kad | RM 50.00  |
|  | Int. Student Admin Fee | RM 140.00 |
|  | Sales And Service Tax (SST) | RM 8.40 |
|  | **TOTAL (SST)** | **RM 678.40** |
|  | **Special Pass** (2 passes needed for application made 1 month before expiry) | **Special Pass 1** | RM 153.00 |
| **Special Pass 2** | RM 206.00 |
| **Special Pass 3** | RM 206.00 |
|   | **Late Charges (If applicable):** |   |   |
|   | 1 month before expiry (RM1,000.00) |  |   |
|   | 2 weeks before Expiry (RM2,000.00) |   |   |
| **Remarks:**  |
| **INTERNATIONAL OFFICE COUNTER STAFF USE ONLY**Documents received on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Documents processed on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Checklists: