**INTERNATIONAL OFFICE**

**CHECKLIST FOR STUDENT VISA TRANSFER**

**Personal Details.**

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

|  |
| --- |
| **Student Visa Transfer Application** |
|   | **Settle all debts with the university. Please attach the latest ledger**. (Ledger can be obtained from the Finance Department Counter, First Floor, Administrative Building). |
|   | Two (2) copies of old and new passport **(All pages).** |
|   | **A certified true copy** of your current academic transcript obtained from Academic Unit, Registrar's Office. |
|   | Payment of**EMGS: RM 50.00****Immigration: RM 20.00****SST : RM3** |
|  | **Original Passport** |
| **Remarks:** |
| **INTERNATIONAL OFFICE COUNTER STAFF USE ONLY**Documents received on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Documents processed on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Checklist.**

**IMPORTANT NOTICE:**

* Passport could be submitted to International Office **30 Days** beforestudent visa expires.
* You are required to renew your student pass at least three (3) month prior to expiry date, otherwise you will have to pay additional RM 1000 for penalty.
* Student who submit their passport a week before expiry date must pay an extra of **RM 150.00** to obtain Special Pass 1.
* (Special Pass 2 = RM 200)
* Student, who submits his/ her passport after expiry date, will be referred to the Enforcement Unit of Immigration Department. If implicated, students can be fined between RM100.00 – RM1, 100.00 depending on the length of overstay or any other charges imposed by the Immigration Department. All charges related to these fines are to be borne by student.