

Checklist

Check the checkbox with a
 _____ when a task is completed.

Checklist



Checklist for Student Pass Application

No.	Description	Checkbox
1.	Acceptance form	<input type="checkbox"/>
2.	Payment proof of RM3,420 (International Student Services Fee and EMGS Fee)	<input type="checkbox"/>
3.	Six (6) recent photographs (passport sized / 4.5cm x 3.5cm) with WHITE background. Write applicant name at the back of each photo. (Requirements for photograph - https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/)	<input type="checkbox"/>
4.	Two (2) copies Certified True Copy of ALL pages of passport, including front and back cover page. <i>*Passport validity must be more than 18 months from the expected date of entry.</i>	<input type="checkbox"/>
5.	Three (3) copies Certified True Copy of academic transcripts / certificates. Documents in foreign language must be accompanied by an official translation in English.	<input type="checkbox"/>
6.	Three (3) copies Certified True Copy of English Language Proficiency (TOEFL or IELTS or its equivalent)	<input type="checkbox"/>
7.	Declaration Letter or Affidavit Letter (if there is discrepancy in any details between the passport and academic transcript)	<input type="checkbox"/>
8.	Students who have previously registered or studied in another University/College in Malaysia, are required to submit the following additional documents: <ul style="list-style-type: none"> ➤ A Release Letter from the previous institution. ➤ Attendance Report and Transcript or Certificate from previous University / College, certified true copy by the previous University / College. ➤ A copy of academic transcript for the highest academic qualification from home country, certified true copy by the previous University / College. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9.	No Objection Certificate (NOC) and/or Letter of Eligibility for Sudanese and Iranian Students: <ul style="list-style-type: none"> ➤ MMU will apply the NOC for Sudanese and Iranian students from their respective embassy in Malaysia 	<input type="checkbox"/>
10.	a) All students: <ul style="list-style-type: none"> ➤ Shall submit their acceptance document, proof of payment together with medical screening report. ➤ Must do all test required in the EMGS Health Examination Report form and doctor's report must be completed. Please use the EMGS Health Examination Report form that can be found at https://educationmalaysia.gov.my/media/docs/Health-Examination-Reportv1.6.pdf 	<input type="checkbox"/>

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10.	<p>Pre-Arrival Medical Screening Report:</p> <p>b) Students from India, Bangladesh and Sri Lanka:</p> <ul style="list-style-type: none">➤ Students shall submit their acceptance document and payment WITHOUT the medical screening report.➤ Please note that it is compulsory for students from India, Bangladesh and Sri Lanka to attend medical screening at an EMGS Registered Clinic in their home country.➤ The university will advise students from India, Bangladesh and Sri Lanka to go for medical screening AFTER their applications have been submitted to EMGS and when they receive the APPLICATION REFERENCE NUMBER from University.➤ Student may also retrieve the APPLICATION REFERENCE NUMBER from EMGS website 3 weeks after submission of complete documents to the University. Please go to https://educationmalaysia.gov.my/emgs/application/searchPost/➤ The list of EMGS PANEL CLINICS is available at EMGS website at the link below: https://educationmalaysia.gov.my/how-to-apply/medical-screening/registered-overseas-clinics.html/➤ The EMGS PANEL CLINICS will submit report directly to EMGS. No copy will be given to student.➤ Students who do their medical screening at EMGS Panel Clinic must inform MMU the date of the medical screening and which clinic they go to - for university record.	<input type="checkbox"/>
11.	<p>Yellow Fever Immunization Certificate:</p> <ul style="list-style-type: none">➤ Please note that a valid yellow fever vaccination certificate is required from all international students coming from or who have transited for more than 12 hours through countries with a risk of yellow fever transmission.➤ Kindly browse through this link for list of countries at high risk of yellow fever transmission: https://educationmalaysia.gov.my/media/docs/YFV_countries.pdf➤ Students from South America and Africa are required to possess a valid Immunization Certificate for Yellow Fever not less than ten (10) days before they enter Malaysia. Students will not be allowed to enter Malaysia without the valid immunization certificate.	<input type="checkbox"/>

**The term 'Certified True Copy' refers to the duplicates of original documents, certified as exact reproductions, usually by the officer responsible for issuing or keeping the original, or by a solicitor, notary public, justice of the peace or any other person authorized to take a statutory declaration. A certified true copy should carry a certificate, stamp or seal and the certifier's signature.*

**** The original translation must contain:**

- a) confirmation from the translator/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/translation company, and the contact details.