# Student Pass Application Checklist

| No. | Description | Checkbox |
|---|---|---|
| 1. | Acceptance form | ☐ |
| 2. | Payment proof RM2,450 (International Student Services Fee and EMGS Fee) | ☐ |
| 3. | Six (6) recent photographs (passport size / 4.5cm x 3.5) with **WHITE** background submit by soft copy (via email) / hard copy (write applicant name at the back of each photo)<br>Link for photograph requirements:<br>https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html | ☐ |
| 4. | Two (2) copies Certified True Copy* of **ALL** pages of passport, including front and back cover page.<br>*Passport validity must be more than 18 months from the expected date of entry. | ☐ |
| 5. | Three (3) copies Certified True Copy of academic transcripts / certificates. Documents in foreign languages must be accompanied by an official translation in English.** | ☐ |
| 6. | Three (3) copies Certified True Copy* of English Language Proficiency (TOEFL or IELTS or its equivalent) | ☐ |
| 7. | Declaration Letter or Affidavit Letter (if there is discrepancy in any details between the passport and academic transcript) | ☐ |
| 8. | Students who have previously registered or studied in another University/College in Malaysia, are required to submit the following additional documents:<br>● A Release Letter from the previous institution.<br>● Attendance Report and Transcript or Certificate from previous University / College, certified true copy by the previous University / College.<br>● A copy of academic transcript for the highest academic qualification from the home country, certified true copy by the previous University / College. | ☐ |
| 9. | No Objection Certificate (NOC) - Sudanese students<br>Letter of eligibility - Iranian students<br>No objection letter - Omanian students<br>● MMU will apply the NOC for sudanese and Iranian students from their respective embassies in Malaysia.<br>● Omanian students are required to apply for NOL from the Oman embassy in Kuala Lumpur by sending an email to info@om-cao.com (please email us (visacyber@mmu.edu.my / visamelaka@mmu.edu.my) to get your EMGS reference number) | ☐ |

| | | |
|---|---|---|
| 10. | ● Please note that it is compulsory for all students to declare their health status by filling in the Health Declaration Form.<br>● The link to the health declaration form: https://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_For_Applicant.pdf | ☐ |
| 11. | Yellow Fever Immunisation Certificate:<br>● 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.<br>● Kindly browse through this link for list of countries at high risk of yellow fever transmission: https://visa.educationmalaysia.gov.my/media/cms_upload/YFV_countries_v1.1.pdf<br>● Students from South America and Africa are required to possess a valid Immunisation 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 immunisation certificate. | ☐ |
| 12. | All documents can be submitted as softcopy to :<br>visacyber@mmu.edu.my (Cyberjaya campus)<br>Or<br>visamelaka@mmu.edu.my (Melaka campus)<br>In all correspondences, students must state their full name and MMU ID number (as stated on the top right hand corner of the offer letter)<br><br>If documents were to be submitted as hard copy, students are required to submit documents at the International Student Centre (ISC) (visa unit) of each campus. (Cyberjaya / Melaka campus) | ☐ |
| 13. | Post arrival medical screening. (Once arrived in Malaysia)<br>● All new students arriving Malaysia are required to do post arrival medical screening at registered EMGS clinics in Malaysia.<br>● Students are required to bring along the post arrival medical Health Examination Report form. Link to the Health Examination Report form: https://visa.educationmalaysia.gov.my/media/docs/Health-Examination-Report.pdf | ☐ |

*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 authorised 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.

**GUIDELINES TO SUBMIT SOFTCOPY DOCUMENTS TO ISC FOR NEW APPLICATION OF STUDENT PASS**

1. Documents required for the student pass application to be submitted in **7 ATTACHMENTS ONLY** for easier uploading into STARS systems.
2. Students to submit the documents in separate attachments following the below format (Total of 7 attachments 1 – 7).

**SPECIFICATION OF DOCUMENTS:**

| NO | DOC | FORMAT & MAXIMUM SIZE FILE |
|---|---|---|
| Attachment 1 | Photo | JPG<br>35mm x 45mm<br>Maximum image width: 217 px<br>Maximum image height: 280 px.<br>Maximum file size: 66 KB |
| Attachment 2 | MMU Offer Letter<br><ul><li>Inclusive of any other documents related to Offer Letter i.e. English requirement, rigorous assessment result etc.</li></ul> | PDF - 550 KB |
| Attachment 3 | Passport Copies | PDF - 2000 KB |
| Attachment 4 | High School Transcript / UG academic certificate and transcript / Master academic certificate and transcript for PhD application<br><ul><li>All documents which was evaluated to be given MMU offer letter</li></ul> | PDF - 1000 KB |
| Attachment 5 | Health Declaration form | PDF - 500 KB |
| Attachment 6 | Letter of Eligibility / Non Objection certificate (Sudan, Iran, Oman) | PDF – 500 KB |
| Attachment 7 | Others<br><ul><li>Application Checklist</li><li>Proof of payment to EMGS / MMU</li></ul> | PDF - 1000 KB |