

APPROVAL TO STUDY IN MALAYSIA & STUDENT PASS - DECLARATION FORM



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Details of Student Pass and Entry Visa Application

I understand that The University of Nottingham Campus Malaysia Campus will apply for approval of my Student Pass and Multiple Entry Visa (optional) on my behalf, on the terms set out below: -

(1) BEFORE LEAVING YOUR COUNTRY

Documents to be prepared and submitted via email together with **Student Pass Declaration Form**

- ✓ Students Consent Letter/Declaration Form
- ✓ Letter of Undertaking
- ✓ Pre-arrival health examination form – including yellow fever vaccination cert for high risk countries
- ✓ One (1) passport-size photograph with **blue background** (50mm height x 35mm wide)
- ✓ One (1) photocopy of valid passport. This must include all pages, including blank pages and your passport must be valid for at least eighteen months (18 months) from the expected date of entry. Please ensure that you photocopy the passport page on a single sided A4 paper. Double sided print will not be accepted.
- ✓ One (1) **certified true copy** of final academic certificates/transcripts in English
 - For academic certificates/transcripts in other languages - a **certified true copy** of the English translation must be submitted together with the original version. Certified true copy stamp must be either from The Commissioner of Oath or Malaysian Embassy in the Country of Residence.
 - Scratch Card for Nigerian Students
- ✓ No Objection Certificate (NOC) for students from Sub-Saharan Countries and Eligibility Letter for students from Nigeria
- ✓ The NOC/Eligibility letter should carry the details :-
 - Full name as in passport
 - Passport No
 - Course Name
 - Academic Year
 - The above NOC or Eligibility letter should be on the Embassy letter head, signed and stamped with the officers name clearly indicated
- ✓ For transfer student/students who previously studied in Malaysia are required to provide the following additional documents:
 - Clearance letter/Release letter, Attendance report and Academic results from the previous Institution.
 - Visa cancellation letter with an acknowledgement from EMGS/Immigration

(2) ON ARRIVAL – REGISTRATION DAY

- ✓ Visit the International Office, collect your welcome pack and make arrangements for on campus medical and x-ray screening. Please liaise with the International Office staff on this.
- ✓ You may choose to open your bank account at this point. Please provide your original passport to the International Office for them to issue you a bank letter.
- ✓ Submit your passport to the Visa Office three (3) days after the medical and X-ray test is completed.
- ✓ Multiple Entry Visa fee or Journey-Performed Visa fee (if applicable) – must be paid in cash after endorsement of the student visa sticker is done. Payment can be made to the finance office.
- ✓ Proof of Payment/Bank Draft of up to RM2,500 (refer to the checklist/website for further information) to be paid to the Finance office
- ❑ I understand that due to the new Ministry of Higher Education and Malaysian Immigration ruling, I will only be able to enter Malaysia and register with the University after receiving the approval letter to study in Malaysia. The University will not be liable for any action taken by the Malaysian Immigration Authorities if I decided to ignore this ruling.
- ❑ I have read and understood the processing fees incurred and the requirement for an International student. Any other additional fees/costs incurred and not mentioned in the '**Student Pass, Health Examination and Insurance checklist**' will be borne by students.
- ❑ I am also aware and have read carefully the important information provided in the '**APPROVAL TO STUDY IN MALAYSIA & STUDENT PASS** declaration form.

Details on Airport Arrival

- I understand that I need to provide online details **of my arrival** at least **seven (7) working days** before my travel date.
- I am aware that I am allowed to clear the Immigration on my own and the University representatives are not required to be present for this.

Please prepare and scan all documents listed in (1) above via email to apply.visa@nottingham.edu.my at least three (3) months before the registration day of your academic course.

Please write CLEARLY.

Full Name : _____

Address : _____

Telephone Number: _____

Email Address(es): _____

Date : _____

Please state the nearest Malaysian Embassy/ Consulate for **Single Entry Visa** application