

# STUDENT PASS AND HEALTH EXAMINATION INFORMATION

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## Application Deadlines

Intake	International Students Visa Document Submission Deadlines
February 2017	16 December 2016
April 2017	18 March 2017
June 2017	21 April 2017 (Postgraduate)
	5 May 2017 (Foundation)
July 2017	12 May 2017
September 2017	29 July 2017 (Foundation)
	1 <sup>st</sup> August 2017 (Undergraduate & Postgraduate)
December 2017	13 October 2017

\*\* Students residing in **Bangladesh, India, Nigeria and Pakistan** are advised to submit their visa documents one month ahead of the deadline mentioned above for any specific intake as the SEV application can take longer in the Malaysian Embassy in those countries.

\*\* As of 2016, EMGS has introduced an online VAL application system. However, as the system is very new, the University encourages students to apply via the UNMC Visa Office until the online application system is fully functional.

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## **Student Checklist for Visa Application**

**All of the following forms can be downloaded from:**

<http://www.nottingham.edu.my/International/Offerholders/Visasandimmigration/New-students-2016.aspx>

**Please email your documents to [apply.visa@nottingham.edu.my](mailto:apply.visa@nottingham.edu.my) with your name and passport number in the subject title.**

- Passport sized photograph with white background (45mm height x 35mm wide) Please read the EMGS Passport Photo Specifications at <http://educationmalaysia.gov.my/media/docs/Requirements-for-Photographsv1.5.pdf>
- Clear cover to cover scan of all passport pages, including blank pages, in colour. Your passport should be valid for the duration of studies from the date of entry into Malaysia. The acceptable scan size is two pages per A4 sheet and the passport page numbers must be clearly visible.
- Complete academic certificates/transcripts (including English proficiency test, if applicable) 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.
- Conditional/ Unconditional offer letter from UNMC
- Proof of payment of RM2,500 visa fees
- Student Declaration Form
- Pre-arrival health check form. Please read more about the health check in the Health Check section of this document.

### **Additional documentation for students from certain countries**

- 1 copy of Yellow fever vaccination certificate (only for [high risk countries](#))
- For Iranian students only – One (1) copy of Letter of Eligibility (LoE). Please note that UNMC will apply for this document on your behalf from the Iranian embassy in Malaysia, and any charges imposed from by the embassy will be borne by the student
- For Sudanese students only – One (1) copy of Non Objection Letter (NOC). Please note that UNMC will apply for this document on your behalf from the Sudanese embassy in Malaysia, and any charges imposed from by the embassy will be borne by the student

### **Additional documentation for transferring students**

Transferring students (changing university or course)/students who previously studied in Malaysia are required to provide the following additional documents:

- Release Letter from previous institution,
- Attendance report from previous institution,
- Visa cancellation letter from previous institution,
- Copy of cancelled student pass in passport

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## **The Visa Process, Explained**

### **Pre-Arrival:**

#### **1) Preparing required documents & research:**

- Once you have accepted your conditional/unconditional offer letter, start compiling your documents (refer to checklist).
- Submit the complete visa application and supporting documents to the Student Visa Office by email.
- Research your country's visa agreement with Malaysia to find out if you need a Single Entry Visa to enter the country by contacting the Malaysian Embassy/High Commission/Consulate office near you or by visiting relevant immigration websites (see Useful Links below). It will be useful to familiarise yourself with the process.

#### **2) Education Malaysia Global Services (EMGS) vetting and processing:**

- The UNMC Student Visa Office will submit your documents to EMGS for further processing.
- EMGS will take between 6-8 weeks\* to complete this process, and may request additional documents. You can track your application on the EMGS website (see Useful Links).
- EMGS will then submit your application to Immigration\*. The end result will be a Visa Approval Letter or VAL, which will be collected by the Student Visa Office.

#### **3) Receipt of VAL:**

- The Visa Approval Letter (VAL) will be sent to you or your University representative's office in your country of residence by courier (and email if there are time constraints).
- Once you receive your VAL, you can make arrangements to book your flight ticket (refer to SEV advice below). We do not encourage you to book your flight prior to this.

#### **4) Application for Single Entry Visa (SEV):**

- **In addition to the VAL, you may be required to obtain a Single Entry Visa (SEV) to enter Malaysia All students must verify whether they require a Single Entry Visa to enter the country before arrival in Malaysia (see Useful Links).**
- The timeline for this process varies from country to country. Be in touch with the Malaysian Embassy/ High Commission/Consulate office to find out how long this will take in your country. Please note that the Visa Approval Letter/ Single Entry Visa/ any visa issued on arrival is **not** the Student Pass and has a validity period of 14 to 30 days depending on your nationality.

*\*Please note that UNMC is a separate entity from EMGS and the Malaysian Immigration Department and any external parties' timelines are subject to change*

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## Post-Arrival:

### 1) **Arrival in Malaysia:**

- UNMC students are allowed to clear themselves at the Airport, but should you require any assistance upon arrival, please contact the Visa Office. Students must present their original VALs along with their passport to immigration officers at the airport.
- All international students should receive a 30-day entry stamp marked Special Pass (SP) on their passports page at the Immigration desk. Please check the stamp before leaving the Immigration counter.
- Free airport pickup is provided on selected dates (refer to website for schedule). Students arriving on different dates should make their own travel arrangements to campus (refer to website for travel information).
- It is **very important** that students check in with the International Office on the next working day after arrival to commence with the post-arrival procedures.

### 1) **Post-arrival procedures:**

- You should visit the International Office at the Enquiry Centre in Block A on the first working day of your arrival to receive a briefing, your information pack and further instructions.
- International students are required to undergo a post-arrival health check within 7 days of arrival in Malaysia (it is advisable to complete it within 2 days to avoid delays).
- Submit your passport with the visa fees receipt to the Visa Office once your health check and X-ray test are complete.
- Your passport will be submitted by the Visa Office to EMGS for the student pass sticker endorsement. It will take 7-14 working days for EMGS to return your passport to the Visa Office and you may not travel out of state during this period.
- You will be notified by the Visa Office once your passport is ready for collection.

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## **Health Check**

Students coming to Malaysia for more than 6 months are required to submit a pre-arrival health check. You can download the [EMGS pre-arrival health check form](#) from the EMGS website.

There are some guidelines to completing this health check. Please read the below information carefully:

- **EMGS panel clinics in country of residence**
  - Check the list of countries with EMGS-approved panel clinics (see Useful Links)
  - **If there is a panel clinic in your country of residence**, you will submit your visa application to the Visa Office *prior* to conducting the health check. The Visa Office will send you your EMGS reference number and you will then visit the EMGS panel clinic closest to you to undergo the health check.
  - **If there is no panel clinic in your country of residence**, you may visit any government-approved medical centre, and may submit the health check *together* with the other visa documents.
- **Blood and urine tests**
  - There are some restrictions in certain countries (particularly in the Middle East) with conducting some of the required medical tests. Students facing this issue must obtain a letter from their doctor confirming the unavailability of these tests, and fill in the Declaration of Health Status form (to be requested from Visa Office).
- **Filling in the form:**
  - Please inform your doctor to fill in the form clearly and to state 'Yes' or 'No' in the required spaces. Unclear/ blank forms may be rejected by EMGS.

## **Useful Links**

UNMC Visa Office Information -

<http://www.nottingham.edu.my/International/Offerholders/Visasandimmigration/New-students-2016.aspx>

Malaysian Immigration Website (Student Pass Information, including information on Single Entry Visa requirements by country, dependant passes and students transferring from different institutions) -

<http://www.imi.gov.my/index.php/en/main-services/pass.html?id=288>

Education Malaysia Global Services (EMGS) Website -

[www.educationmalaysia.gov.my](http://www.educationmalaysia.gov.my)

EMGS Panel Clinics -

<http://educationmalaysia.gov.my/index.php/get-started/medical-and-health-insurance/registered-overseas-clinics.html>

Pre-arrival health check form -

<https://educationmalaysia.gov.my/media/docs/Health-Examination-Reportv1.6.pdf>

EMGS Check Application Status feature -

<http://educationmalaysia.gov.my/index.php/emgs/application/searchForm/>

Find a Malaysian Embassy/ High Commission near You -

<http://www.kln.gov.my/web/guest/malaysian-mission>

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## **Additional Information for Unique Cases:**

### **Students with active Malaysian passes (excluding Permanent Residence holders)**

Non-Malaysians with active Malaysian passes will need to shorten/ cancel their active pass and must inform the Visa Office accordingly of their current visa status. This includes:

- Dependant visa holders/ MM2H/ Spouse Visas
- Diplomatic passport holders
- Students transferring from different institutions in Malaysia

**Diplomatic Pass** holders must get endorsement from Ministry of Foreign Affairs in Putrajaya thru Wisma Putra to allow them to study part-time. Failure to obtain such endorsement will not allowed to be registered.

**Employment Pass** holders will have to get endorsement for Expatriate Services Department at Malaysian Immigration Department in Putrajaya to allow them to study part-time. Failure to obtain such endorsement will not allow to be registered.

Please contact Mr Abdul Rahim at the Visa Office ([abdul.rahim@nottingham.edu.my](mailto:abdul.rahim@nottingham.edu.my)) for a detailed consultation. Students holding Malaysian Permanent Residence are not required to apply for a Student Pass.

### **Students applying for Exchange Programmes/ Short Courses to UNMC**

- Students applying for a 6 or 12 months exchange must apply for a Student Pass-“Mobility”, and follow the usual process.

To apply for an exchange programme, you should consult your University’s mobility office and get in touch with UNMC’s International Support team at [International.Support@nottingham.edu.my](mailto:International.Support@nottingham.edu.my) for personalised visa support.

*\*\* Students who are applying for their visas from within Malaysia may need to apply for a Special Pass via the UNMC Visa Office to remain in Malaysia during their application period. Please note that Special Passes are issued at the discretion of the Malaysian Immigration, and the University cannot guarantee the issuance of multiple Special Passes to a student.*

*\*\* All Special Pass costs, which is in addition to the visa fees, and must be borne by the student. The cost is subject to changes from the issuing body.*

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## **Payment**

New Students	RM2500
Exchange/Study Abroad Students	RM2500 (for 1 year study duration) RM1500 (for 1 semester study duration)

### **When to pay visa fee:**

- Students are required to pay their visa fees in full during the submission of their visa application to Visa Office. Students will be required to send proof of payment of visa fees along with other visa documents.

### **How to pay visa fee:**

Please be informed that effective from **1 June 2016**, the University no longer accepts **USD CHEQUES or BANK DRAFTS**. Payment in USD may be effected through bank transfer (Telegraphic transfer) as follows:

- a. HSBC Bank Malaysia Berhad  
Payee Name: The University of Nottingham in Malaysia Sdn Bhd  
Bank account number: 301-879391-101  
Bank Address: Main Branch, 2 Leboh Ampang, 50100 Kuala Lumpur  
Swift code: HBMBMYKL
- b. CIMB Bank Berhad  
Payee Name: The University of Nottingham in Malaysia Sdn Bhd  
Bank account number: 8008306319  
Bank Address: No.17, Jalan Jelok 6, Metro Point, 43000, Semenyih, Selangor  
Swift code: CIBBMYKL

**Students from countries such as Iran, Sudan, Cuba, Myanmar, Syria, Crimea and North Korea are advised to pay their fees through Affin Bank Berhad.**

Payments from these countries may be through bank transfers (telegraphic transfer) as follows:

- a. Affin Bank Berhad  
Payee Name: The University of Nottingham in Malaysia Sdn Bhd  
Bank Account number: 100260005567  
Bank Address: LTAT Branch, Bangunan LTAT,  
Jalan Bukit Bintang, 55100 Kuala Lumpur  
Swift code: PHBMMYKL
- b. CIMB Bank Berhad  
Payee Name: The University of Nottingham in Malaysia Sdn Bhd  
Bank account number: 8008306319  
Bank Address: No.17, Jalan Jelok 6, Metro Point, 43000, Semenyih, Selangor  
Swift code: CIBBMYKL

**Please note that cash payments are not acceptable.**

**Tuition fees payable are in Ringgit Malaysia and any shortfall from any translation of foreign currencies to Ringgit Malaysia and bank charges must be borne by the student.**

For further information, please visit the website at

<http://www.nottingham.edu.my/International/Offerholders/Visasandimmigration/Pre-arrival.aspx>

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## **Contact Details**

**If you have any further enquiries, please contact the following Student Visa Office staff:**

**Contact Persons:**

Mr Abdul Rahim (Assistant Manager)

Mr Abdul Rahman/ Ms Sanggetha (New students)

Mr Vickneswaran (Progression students)

**Tel:** +60 3 8725 3715/ +60 3 8924 3705/ +603 8924 8078/ +603 8924 3078

**Email:** [apply.visa@nottingham.edu.my](mailto:apply.visa@nottingham.edu.my)

**Address:**

Student Visa Office

The University of Nottingham Malaysia Campus

Jalan Broga

43500 Semenyih

Selangor

Malaysia.



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## **Student Declaration Form**

Please read the below information carefully, check each box and complete this form. This form should be submitted along with other visa documents directly to **apply.visa@nottingham.edu.my**

- I am aware and have read carefully the important information provided in the '**Student Pass and Health Examination Information**'.
- I have read and understood the processing fees incurred for the Malaysian visa process. Any other additional fees/costs incurred and not mentioned in the '**Student Pass and Health Examination Information**' will be borne by myself.
- I understand that after receiving my Visa Approval Letter, I may be required to apply for a Single Entry Visa from the Malaysian Embassy in my country of residence.
- 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 completing the abovementioned visa processes.
- I understand that I can only enter Malaysia **after** receiving my VAL (and Single Entry Visa, if applicable) and any actions I undertake that are not in compliance with the information provided in the '**Student Pass and Health Examination Information**' are at my own risk.
- I understand that the Visa Approval Letter is processed by EMGS and issued by the Immigration department of Malaysia, and not by the University.
- I understand that the University has limited control over the visa processing duration and will not be held responsible for delays at EMGS and Immigration.
- I understand how to contact the Visa Office in case of needing additional assistance.

*Please write clearly.*

Full Name: \_\_\_\_\_

Postal Address (your VAL will be couriered to this address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Please state the nearest Malaysian Embassy/ Consulate branch for **Single Entry Visa** application (city and country)

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_