Important Information
• Documents **MUST** submitted to the International Student Office / Registrar's Office latest by 3 months before the expiration date of the Student Pass.
• Any late submission will lead to the imposition of a RM30 penalty per day (If Student Pass has less than 3 months' validity).
• However, if it comes for Coop it **CAN** submitted to the International Student Office / Registrar's Office earlier than 3 months before the expiration date of the Student Pass with Coop Letter.
• Minimum requirement for Student Pass renewal are; CGPA 2.00 & above, attendance 80% & above and fulfilled English requirement.
• The immigration department has the right to issue a FINAL student pass (no more extension) if exceeded studies duration.

Steps	For Students	For Office
1	❖ Get clearance at **Finance Office**	☐ No outstanding fees ☐ Other issue is subject to interpretation by RO
2	❖ Complete the details below: a) Passport Expiry Date: _____ (**at least 18 months** of validity from current visa expiry date) b) Number of empty passport page available: ____ (**at least 10** empty pages) c) Place of Birth (country): _____ (Page no.:) d) Passport issued (country): _____ (Page no.:) e) Date of entering Malaysia (most recent): _____ (Page no.:) f) First visa (of the latest VAL) expiry date: _____ (Page no.:)	Eligible for Renewal ☐ CGPA _____ ☐ Attendance _____% ☐ Information filled correctly ☐ Exceeded programme duration; ☐ Require Supporting Letter
	❖ Copy of passport (all pages, latest copy) ❖ Hardcopy (photocopy 2 passport page onto one side of A4 paper), and ❖ Softcopy (scan 2 passport page onto one page, PDF format in one document, colour, saved in pendrive /CD)	☐ Hardcopy, as original passport ☐ Softcopy, as original passport
	❖ New passport-sized photograph (cannot use old photo) ❖ Original softcopy (blue/white background, neutral expression, no glasses or hair across the eyes, no open shoulder clothes, JPG format, saved in pendrive / CD)	☐ Meet the photo requirements from EMGS

	❖ Renewal application fee – **RM _____ (**refer to the back of the checklist)
	❖ **Payment by Cheque/ Bank Draft / Bank Transfer**
	  ✓ **Payable to: EMGS Escrow Account 1**
	❖ **Account Information**
	  ✓ **Account Number: 514057662341**
	  ✓ **Swift Code: MBBEMYKLXXX**
	  ✓ **Bank: MALAYAN BANKING BERHAD (MAYBANK)**
	  ✓ **Bank Address: Ground & Mezzanine Floor,Bangunan UTMSPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur**
		Correct Payment details
		☐ Amount _____
		☐ Account name _____
		☐ Account number _____

3	❖ Submit the following documents to the International Student Office / Registrar's Office:
	  ➢ Photocopy of passport
	  ➢ Softcopy of passport and photo
	  ➢ Bank Slip (Payment) for renewal application
	  ➢ Additional document, if any
	❖ Advice the student to submit the original passport to the International Student Office / Registrar's Office on the written date.
		Document submission:
		☐ On time
		☐ Late Submission (Student Pass has less than 3 months' validity) _____ day(s) x RM30 =RM _____
		☐ Refer to VPU counter for Special Pass application (if visa validity less than 2 weeks)
		☐ Submission of passport:_____(1 to 3 months before the expiration date of the Student Pass), to be filled up by the faculty staff
		☐ Follow up on passport collection on _____
		
		Handled by: _____
		Staff ID.: _____
		Date: _____