



<p><b>CERTIFIED TRUE COPY</b></p> <p>All copies of document need to be certified true copies by an officer grade 41 and above.</p> <p>Assistant Director (Grade N41/N44)</p> <p>Deputy Director (Grade N48/N52)</p> <p>Director (Grade N54)</p> <p>Academic Administrator holding various position (Grade DS/DG/VU/NK) ie. Coordinator, Academic Advisor, Head of Department, Deputy Dean, Deputy Director, Director, Dean, Principal of Mahallah</p>	<p><b>SUBMISSION</b></p> <p>All related documents must be submitted in an envelope (A4 size) with the following information written:</p> <p>Passport number Matric number Mobile number Email address</p>
<p><b>IMPORTANT NOTES</b></p> <p>ONLY applications with COMPLETE required documents will be accepted and processed</p> <p>Student is responsible for the payment of any penalties imposed by the Malaysian Immigration Department for late submission of renewal of student pass or expiry of student pass</p> <p>Student is responsible to monitor the progress of application for student pass and inform Visa Unit, IO for any updates or requirement from EMGS</p> <p>Student is responsible to check the status of application by log on to <a href="http://www.educationmalaysia.gov.my">www.educationmalaysia.gov.my</a></p> <p>All related documents must be submitted</p>	<p><b>REMINDER</b></p> <p>Student is reminded to follow the rules and regulations imposed by the Malaysian Immigration Department during your study in Malaysia</p> <p>Student is required to submit application for visa within 3months(working day) before the visa expiry date</p> <p>Student is advised NOT to make any travel arrangement until the student pass renewal is completed and passport is</p> <p>Visa Unit will not be liable for any loss or problem occur from the purchase of flight ticket</p> <p>Student is required to submit the original passport when receive notification from EMGS</p>
<p>Payment for student pass -</p> <p><b>Method of Payment</b></p> <p>Payment by Cheque/ Bank Draft / Bank Transfer</p> <p><b>Payable to:</b> EMGS Escrow Account 1</p> <p><b>Account Information:</b></p> <p>Account Number: 514057662341 Swift Code: MBBEMYKLXXX Bank: MALAYAN BANKING BERHAD (MAYBANK) Bank Address: Lot 1.01 Ampang Park Jalan Ampang 50450 Kuala Lumpur, Malaysia</p>	<p><b>Personal Bond Stamping</b></p> <p>LEMBAGA HASIL DALAM NEGERI MALAYSIA PEJABAT SETEM CAWANGAN WANGSA MAJU TINGKAT 6, MENARA KAUSAR JALAN 3/27A, SEKSYEN 1 BANDAR BARU WANGSA MAJU, 53300 KUALA LUMPUR</p>