



OFFICE OF INTERNATIONAL AFFAIRS (IO)  
APPLICATION FORM

| To be determined by the International Office   |       |
|--|-------|
| Type of application  | [ ✓ ] |
| NEW APPLICATION ( IM14U )  |       |
| RENEWAL OF STUDENTS PASS ( IM55U )<br>( same courses from the previous Semester )    |       |
| VARIATION - FROM DIFFERENT UNIVERSITY ( IM14U )<br>( change from others University ) |       |
| VARIATION - WITHIN SAME UNIVERSITY ( IM14U )<br>( change of course / Kull / etc )    |       |
| PROGRESSION ( IM14U )<br>( from BA / MA to MA / PhD, etc )                           |       |
| CONVERSION ( IM14U )<br>( MA convert to PhD )  |       |

| To be Filled by the applicant  |      |  |        |
|--|------|--|--------|
| Matric No  |      |  |        |
| Hand phone No  |      |  |        |
| E-Mail   |      |  |        |
| Travel Document / Passport Number  |      |  |        |
| Travel Document/Passport Place<br>(Place of issue if written on travel document or passport)   |      |  |        |
| Course Name  |      |  |        |
| Course Duration of Study (months)  |      |  |        |
| Course Level ( Bachelor / Master / Ph.D.)  |      |  |        |
| Applicant Name as in Passport<br>( MRZ Format – Surname (space) Given Names )  |      |  |        |
| Applicant Gender (kindly tick ✓)   | Male |  | Female |
| Applicant Place / Country of Birth   |      |  |        |
| Applicant Date of Birth<br>( dd/mm/yyyy )  |      |  |        |
| Applicant Nationality<br>( Country )   |      |  |        |
| Travel Document Valid Until /<br>Passport Expiry Date<br>( valid until dd/mm/yyyy )  |      |  |        |
| Date of Present (latest) Entry into<br>Malaysia<br>(dd/mm/yyyy)  |      |  |        |
| Validity Date of Current Pass (dd/mm/yyyy) ( Student Pass valid until )<br><i>Student who submit their passport <b>less than 30 days</b> before the expiry date of the current student pass must pay an <b>Extra RM100.00</b> for a Special Pass</i> |      |  |        |

| NO | REQUIREMENTS  | REMARKS |
|----|---|---------|
| 1. | <p>Two (2) clear copies of Full Passport (All pages including blank pages and cover page)<br/> <b>For IM55U only - Passport must have a minimum of ten (10) months validity</b><br/> <b>IM14U - Passport must have a minimum of 18 months validity</b></p> <p>To be certified true copy by an officer grade 41 and above. (Please refer Appendix I)</p> <p>If you submit your application before using old passport please also include 2 photocopy of the whole passport with certified true copy.</p> <p><b>Data page and Student Pass Page must be printed in color.</b></p> <p>Police report is required if the old or new passport is lost.</p> <p>If embassy has taken the old passport during the process of issuing a new passport, an explanation letter from embassy is required.</p>   |         |
| 2. | <p>4 copies of photo [ passport size with WHITE background - 3.5cm wide x 4.5cm high ] - Please submit the soft copy if possible</p> <ul style="list-style-type: none"> <li>• No reflection or glare on spectacles, the frames of which must not cover the eyes;</li> <li>• No shadows;</li> <li>• Digital enhancements or changes are not acceptable;</li> <li>• Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible,</li> <li>• We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.</li> <li>• With the subject facing forward, looking straight at the camera;</li> <li>• With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows);</li> <li>• Of each person on their own (no objects such as dummies or toys, or other people visible);</li> <li>• Taken with nothing covering the face.</li> <li>• In sharp focus and clear;</li> <li>• No "redeye";</li> <li>• Taken of the full head, without any covering unless worn for religious or medical reasons.</li> </ul> <p>Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head</p> <ul style="list-style-type: none"> <li>• Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard;</li> <li>• <b>Write down your full name and passport number on the back of each photograph, but make sure the ink do not spread to the picture.</b></li> </ul> |         |
| 3. | <p><b>Payment for student pass*, visa processing fee (RM 42.40) and penalty fee for late submission**</b></p> <p>*Based on country – please refer to appendix 'A' for the exact amount</p> <p><b>Method of Payment</b></p> <p>Payment by using the receipt of Bank Muamalat</p> <p><b>Payable to:</b> IIUM Operating Account<br/> <b>Account no :</b> 14070000004716</p> <p><b>**Penalty 1 (RM 50.00) : 35 days – 49 days before student pass expiry date</b><br/> <b>Penalty 2 (RM 100.00) : 14 days – 34 days before student pass expiry date</b><br/> <b>Penalty 3 (RM 150.00) : less than 14 days before student pass expiry date</b></p>   |         |
| 4. | <p><b>2 copies each of Offer Letter, Certification Letter* and Certification Letter from Kulliyah that stated the percentage of class attendance** with certified true copy.</b></p> <p>*From portal/i-ma'luum or AMAD (for UG student) and from CPS office (for PG student)</p> <p>**Must be in <b>Bahasa Melayu</b></p> <p>2 certified true copies of any of Study Leave / Deferment Letter from Admission / Postgraduate Office / Kulliyah.</p>  |         |
| 5. | <p>2 certified true copies of Result slip of previous semester.</p>   |         |
| 6. | <p>2 certified true copies of Insurance Cover Note can be obtained from Welfare Unit, Student Affairs and Development Division.</p>   |         |
| 7. | <p>2 certified true copies of Matric Card.</p>  |         |

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|-----|---|--|
| 8.  | Duty stamp for Personal Bond (for new application only – IM14U)   |  |
| 9.  | Medical Report from IIUM Health Centre (for new application only – IM14U)   |  |
| 10. | 2 envelope (A4 size) All related documents must be submitted in an envelope (A4 size) with the following information written on both envelopes :<br><b>Name, Passport No, Expired date, Matric No., Mobile No and E-mail address.</b> |  |

**Note:**

1. It is the responsibility of the student to monitor the progress of application for a Student Pass and inform the International Office of any updates or requirement from EMGS. To check your status of your application. log on to [www.educationmalaysia.gov.my](http://www.educationmalaysia.gov.my) and select the 'Track Application Status' from the top left corner of the webpage or goto  
  
<http://educationmalaysia.gov.my/index.php/emgs/application/searchForm/>
2. **Students are advised not to make any travel arrangements until their Student Pass extensions are completed and passports are returned.**
3. An applicant is required to submit his/her original passport upon approval of Student Pass by EMGS, **Failure to do so will result in a further charge of RM100.00 for the processing of a Special Pass for any application relating to a Student Pass that will expire within 30 days.**

|                  |                 |
|------------------|-----------------|
| Applicant        | for Office Use  |
| Name & Signature | Acknowledge by: |
| Date:            | Date:           |

**CERTIFIED TRUE COPY CAN BE OBTAINED FROM THE FOLLOWING**

1. Administrative Officers Grade 41 and above
2. Academic Administrators
  - i. Coordinator
  - ii. Academic Advisor
  - iii. Head of Department
  - iv. Deputy Dean
  - v. Deputy Director
  - vi. Director
  - vii. Dean
3. All Academicians in the Kulliyah.