



Revision No:01  
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Date : 10/04/2019

OFFICE OF INTERNATIONAL AFFAIRS (IO)  
APPLICATION FORM

TO BE DETERMINED BY THE INTERNATIONAL OFFICE		
TYPE OF APPLICATION	[✓]	NOTES
RENEWAL OF STUDENTS PASS (IM55U) (same courses from the previous Semester)		
NEW APPLICATION ( IM14U )		
VARIATION - WITHIN SAME UNIVERSITY (IM14U) (change of course / Kull / etc)		
VARIATION - FROM DIFFERENT UNIVERSITY (IM14U) (change programme from other University)		
PROGRESSION (IM14U) (from BA / MA to MA / PhD, etc)		

TO BE FILLED BY THE APPLICANT					
Matric Number					
Handphone Number					
E-mail Address					
Course Name					
Course Duration of Study (years)					
Course Level (kindly tick ✓ )	Bachelor		Master		Ph.D
Applicant Name as in Passport (MRZ Format- Surname (space) Given Names)					
Applicant Gender (kindly tick ✓ )	Male		Female		
Travel Document / Passport Number					
Travel Document / Place of Passport Issuance					
Travel Document Valid Until / Passport Expiry Date (dd/mm/yyyy)					
Applicant Nationality					
Applicant Date of Birth (dd/mm/yyyy)					
Applicant Place / Country of Birth					
Date of Present (latest) Entry into Malaysia (dd/mm/yyyy)					
Validity date of Current Pass (dd/mm/yyyy)					
Place to Obtain Single Entry Visa (SEV) (for <b>New Application</b> only)					

Applicant Name	for Office use
Signature	Acknowledge by:
Date:	Date:

NO	REQUIREMENTS	CHECKLIST [✓]
1	<p>One (1) clear copy of full passport (All pages including blank pages and cover page)  <b>For IM55U only - Passport must have a minimum of ten (10) months validity IM14U -  Passport must have a minimum of 18 months validity</b></p> <p>If the <b>DATE OF PRESENT (LATEST) ENTRY INTO MALAYSIA WAS IN PREVIOUS PASSPORT</b>, please submit <b>1 COPY OF ALL PAGES OF THE PASSPORT</b> with <b>certified true copy</b> stamp</p> <p><b>DETAILS PAGE</b> and <b>STUDENT PASS PAGE</b> must be <b>PRINTED IN COLOR</b>.</p> <p>In the situation of passport lost, please enclosed police report.</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 <b>WHITE BACKGROUND</b> - 3.5cm wide x 4.5cm high ]</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 neutral expression with the mouth closed (no grinning, frowning or raised eyebrows);</li> <li>• Of each person of their own (no object 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>• Take of full head, without any covering unless worn for religious or medical reasons. Make sure the facial features are clearly visible, from the bottom of chin to the crown of the head.</li> <li>• Printed professionally or taken in a passport photo booth. Photo printed at home are unlikely to be an acceptable standard;</li> </ul>	
3	<p><b>Payment for student pass*, visa processing fee (RM 40.00) and penalty fee for late submission**</b></p> <p>*Based on country</p> <p><b>Method of Payment</b></p> <p>Payment by using the receipt of Bank Muamalat</p> <p><b>Payable to : IIUM Operating Account Account</b>  <b>no : 14070000004716</b></p> <p><b>**Penalty 1 (RM 50.00) : 35 days – 49 days before student pass expiry date</b>  <b>Penalty 2 (RM 100.00) : 14 days – 34 days before student pass expiry date</b>  <b>Penalty 3 (RM 150.00) : less than 14 days before student pass expiry date</b></p> <p><b>(FOR SUBMISSION OF PASSPORT, THE CURRENT PASS MUST HAVE A VALIDITY OF AT LEAST 5 WORKING DAYS FROM THE DATE OF EXPIRY)</b></p>	
4	<p><b>1 COPY OF OFFER LETTER</b> with certified true copy.</p> <p>1 certified true copy of any of Study Leave <b>or</b> Deferment Letter from Admission / Postgraduate Office / Kulliyah.</p>	
5	<p><b>1 COPY OF CERTIFICATION LETTER</b> with certified true copy - From portal/i-ma'luum or AMAD (for UG student) and from CPS office (for PG student)</p>	
6	<p><b>1 COPY OF CERTIFICATION LETTER FROM KULLIYAH THAT STATED THE PERCENTAGE OF PREVIOUS SEMESTER CLASS ATTENDANCE</b> with certified true copy (Must be in <b>Bahasa Melayu</b>)</p>	
7	<p>1 certified true copy of <b>PREVIOUS SEMESTER RESULT SLIP</b>. (If student CGPA LESS THAN 2.00, the student must write an explanation letter to be submitted to kulliyah. This is for issuance of LETTER from KULLIYAH, regarding academic performance).</p>	

8	1 certified true copy of <b>PREVIOUS SEMESTER PROGRESS REPORT</b> (For student who are doing RESEARCH mode).	
9	1 certified true copy of <b>INSURANCE COVER NOTE</b> can be obtained from ETIQA office	
10	1 certified true copy of <b>MATRIC CARD</b> .	
11	<b>NEW APPLICATION - Student from home country / Dependent (previously hold dependent pass)</b> i. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC TRANSCRIPT</b> ii. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC CERTIFICATE</b>	
12	<b>PROGRESSION (BRIDGING → BACHELOR)</b> i. 1 certified true copy of <b>EXPLANATION LETTER</b> from KULLIYAH ( <b>COMPLETE BRIDGING</b> ) ii. 1 certified true copy of <b>TRANSCRIPT BRIDGING – From AMAD</b> iii. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC TRANSCRIPT</b> iv. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC CERTIFICATE</b>	
13	<b>PROGRESSION (BA/MA → MA/PHD)</b> i. 1 certified true copy of <b>COMPLETION LETTER</b> ii. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC TRANSCRIPT</b> iii. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC CERTIFICATE</b>	
14	<b>VARIATION</b> i. 1 certified true copy of <b>WITHDRAWAL LETTER FROM PREVIOUS UNIVERSITY (VARIATION – FROM DIFFERENT UNIVERSITY ONLY)</b> ii. 1 certified true copy of <b>CHANGE PROGRAMME LETTER</b> iii. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC TRANSCRIPT</b> iv. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC CERTIFICATE</b>	
15	<b>NEW APPLICATION (DISMISS FROM IIUM)</b> i. 1 certified true copy of <b>READMISSION LETTER</b> ii. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC TRANSCRIPT</b> iii. 1 certified true copy of <b>PREVIOUS PROGRAMME ACADEMIC CERTIFICATE</b>	
16	Duty stamp for Personal Bond (for new application only – IM14U)	
17	Medical Report from IIUM Health Centre (for new application only – IM14U)	
18	1 envelope (A4 size) All related documents must be submitted in the envelope (A4 size) with the following information written on both envelopes : <b>Name, Nationality, Passport No, 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 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 go to <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 to Visa Unit upon receiving notification from EMGS to submit passport. The maximum time for passport submission is 90 days before the expiry date of student pass. **Failure to do so will result in a further charge of RM140.00 for the processing of Special Pass.**

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

1. Assistant Director (Grade N41/N44) from K/C/D/I/O
2. Deputy Director (Grade N48/N52) from K/C/D/I/O
3. Director (Grade N54) from K/C/D/I/O
4. Academic Administrators holding various position in the K/C/D/I/O (Grade DG/DS/VU/VK)
  - Coordinator/Academic Advisor/Head of Department/Dean/Director /Deputy Director/Deputy Dean
5. All Academicians in the Kulliyah.