

SCHOOL OF GRADUATE STUDIES CIRCULAR NO. 2/2004

GUIDE ON STUDENT PASS AND VISA

1.0 PURPOSE

The purpose of this circular is to inform all UPM staff and students (full time, exchange programme and non-graduating students) with regards to student pass and visa.

2.0 BACKGROUND

- 2.1 The Malaysian Immigration on behalf of the Malaysian Government had imposed some laws under the Immigration Act 1959/63 and Procedure and Passport Act 1966 (Act 150) to manage foreigners coming into Malaysia as students.
- 2.2 On 31 March 2003 the Malaysian Immigration released a revised circular known as Malaysian Immigration Circular No. 15 for Year 2003: Revision on Issuance of Student Pass for Students in Public Institutions of Higher Learning in Malaysia, effective from 1 April 2003.

3.0 WHAT IS A STUDENT PASS, VISA, SOCIAL PASS

- 3.1 **A Student Pass** is an approval from the Immigration Department of Malaysia for a foreigner to be in Malaysia for education purposes.
- 3.2 **A Visa** is an approval for a foreigner (residents of countries which require a visa) to enter Malaysia.
- 3.3 **A Social Pass** is an approval to stay in Malaysia for family members of the postgraduate student (i.e. husband/wife/children/father/mother) whilst he/she is studying in Malaysia.

4.0 APPLICATION

- 4.1 An application for a Student Pass will be made after the Offer Letter is released by UPM. The Immigration Department will issue the Approval Letter To Study In Malaysia and when the student registers, an application for Student Pass Sticker will then be made. **This pass has to be renewed before the expiry date.**
- 4.2 An application for a visa can be made at the nearest Malaysian Consulate or, in its absence, at the British Consulate before entry into Malaysia, by bringing along the following documents:

- a. Valid Passport – Validity of passport not less than 6 month
 - b. Form IM.47 (3 copies)
 - c. Three (3) passport sized photographs
 - d. Airline ticket to Malaysia
 - e. Proof of financial ability to support cost of education and living expenses while studying in Malaysia.
 - f. The SGS's Admission Offer Letter.
 - g. The SGS's Visa Application Recommendation Letter or the Approval Letter by the Immigration Department of Malaysia for foreign student to study in Malaysia. (The original letter must be presented to the School of Graduate Studies during registration as a student).
- 4.3 If a student (from a country which require a visa) enters Malaysia without a visa, he/she has to pay **visa processing fee** known as the **Journey Performed Fee** for an amount of RM500.00. However, they can still enter Malaysia without a visa **if he/she has received the Approval Letter To Study In Malaysia from the Immigration Department of Malaysia.**
- 4.4 Students from China and “Commonwealth Independent States (C.I.S) and their dependant/s are advised to apply a “Single Entry Visa” with a note “ **For Reference of Universiti Putra Malaysia**” from the Malaysian Embassy before entering Malaysia.
- 4.5 Family members must apply for the Social Pass to stay with the student in Malaysia. **Application can only be made after arrival in Malaysia.**

5.0 RENEWAL

- 5.1 **Application for renewal** of Student/Social Pass must be made **one (1) month before the expiry date on** the following condition:
- a. Must be a registered student.
 - b. Semester results indicate the student has not finished his studies.
 - c. Validity of passport must be a minimum of 6 months.
- 5.2 A student/family members who fail to renew their Student/Social Pass **can be penalised under Section 15(4) Immigration Act 1959/63 which carries a fine of RM10, 000.00 or imprisonment not more than 5 years or both, or asked to pay a compound up to RM3, 000.00.**

6.0 CANCELLATION

- 6.1 The Student/Social Pass will be cancelled if a student:
- a. Defers his/her study (exception will be given only for medical reasons).

- b. Registers as a student in another institution.
- c. Discontinues his education.
- d. Fails to register.
- e. Is found to be in employment.

6.2 **The Student/Social Pass will automatically be cancelled if it expires when the student/family members are outside of Malaysia.**

6.3 If a student renews his/her passport, he/she has to apply to transfer the Student Pass Sticker to the new passport. However **any visa given under the old passport will automatically be cancelled and a fresh application has to be made for a new visa.**

7.0 PAYMENT

Payment to obtain Student/Social Pass and visa are as follows:

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|--------------------------|--------------------------------|
| a. Student Pass | RM60.00 a year or part thereof |
| b. Social Pass | RM90.00 a year or part thereof |
| c. Visa | According to country |
| d. Journey Performed Fee | RM500.00* |

* This payment is imposed on the student if:

- i. The student and family members come from a country that requires a visa to enter Malaysia but entered:
 - without a visa; or
 - without Permission Letter from the Immigration Department; or
 - with a Permission Letter that has expired
- ii. The student applies for a Social Pass for a child born in Malaysia and whose particulars are in the student's passport.

8.0 ENFORCEMENT DATE

This circular is to be enforced with immediate effect.

Thank you.

Yours sincerely,

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Dean
School of Graduate Studies