

## How to apply for Student Visa through EMGS website

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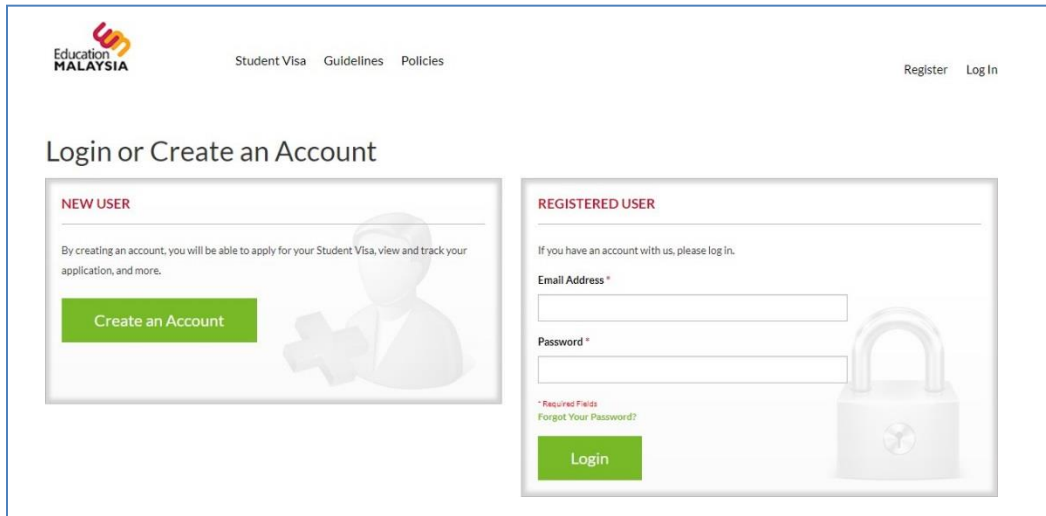
Students who have received offer letters from Public and Private Universities will have the option to apply for their student pass directly through the Education Malaysia website. The application can also be made through the institution.

Please note that the online Student Visa application is only applicable for students who are outside of Malaysia at the time of their application.

### Creating an Account

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1. Before you can apply for your Visa, you will be required to login.



The screenshot shows the EMGS website interface for creating an account or logging in. The page features the Education Malaysia logo in the top left, navigation links for 'Student Visa', 'Guidelines', and 'Policies', and 'Register' and 'Log In' links in the top right. The main heading is 'Login or Create an Account'. There are two primary sections: 'NEW USER' and 'REGISTERED USER'. The 'NEW USER' section includes a description of account benefits and a green 'Create an Account' button. The 'REGISTERED USER' section includes a prompt to log in, input fields for 'Email Address' and 'Password', a 'Forgot Your Password?' link, and a green 'Login' button. A padlock icon is positioned to the right of the password field.

2. If you have not yet created an account, you can register your account before proceeding with the application.

The screenshot shows the 'Create an Account' registration form on the Education Malaysia website. The form is divided into two main sections: 'PERSONAL INFORMATION' and 'LOGIN INFORMATION'. The 'PERSONAL INFORMATION' section includes fields for 'First Name \*', 'Last Name \*', 'Email Address \*', 'Date of Birth' (with dropdowns for DD, MM, and YYYY), and 'Gender'. A note below the 'Last Name' field states 'Only A-Z and 0-9 are allowed for First and Last Name'. There is also a checkbox for 'Sign Up for Newsletter'. The 'LOGIN INFORMATION' section includes fields for 'Password \*' and 'Confirm Password \*'. At the bottom of the form, there are two green buttons: 'Back' and 'Submit'. A small red asterisk indicates '\* Required Fields'.

## How to fill out the application form

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Students will have the option of applying for Visa Approval Letters completely online and directly to EMGS. The relevant fields have been provided in the application forms to allow institutions and students to upload all required documents into the system.

The application form is divided into *2 Steps*.

### Step 1

In the first step, you will be required to fill out details regarding the course and institution which you are applying to. The following fields are required:

#### 1. Institution Type:

Select the type of the institution you have applied to.

Public Higher Education Institutions (also referred to as Institusi Pendidikan Tinggi Awam or Universiti Awam in Bahasa Malaysia) are government-funded (public) higher educational institutions under the Ministry of Higher Education and they consist of public universities which offer bachelor degrees and postgraduate programmes, with some offering programmes at diploma level and university foundation programmes.

Private Higher Educational Institutions (Institut Pendidikan Tinggi Swasta in Bahasa Malaysia) which include private universities, private colleges and foreign university branch campuses are privately owned universities that can award Bachelors' degrees & other higher qualifications. They also collaborate with reputable foreign universities to jointly award degree qualifications.

If you are not sure which one to select, please consult your institution.

**Note:** *Language Schools and Skills Training Centres do not have the option of using this form to apply for a visa.*

**2. Institution Name:**

Select the name of the institution where you intend to study. This should be the same institution that has sent you an offer/acceptance letter.

**3. Year of intake:**

Select the year when you will join the institution to begin your studies.

**4. Month of intake:**

Select the month when your semester starts. What month will you join the institution to begin your studies?

**5. Program type:**

Select the type of program/course in which you have been accepted. If it is a mobility program, specify it as such. You may refer to your offer letter and your institution if you have any concerns or questions regarding the program in which you have been accepted.

**6. Course Name:**

Please select the course name that appears in your offer letter. Please note that if you can't find the course in the list provided, there is a high possibility that the course name is written in Bahasa Malaysia. Please consult your institution to identify the course name as it is spelt in the local Malaysian language.

**7. Applicant's Nationality:**

Scroll to select your nationality.

**8. Travel Document Number:**



Type your passport number. Please make sure that this is the same passport that you will be using to travel to Malaysia. This number should also match the passport number appearing on your offer letter.

Click **Apply Now** to proceed to the next step.

## Step 2

Once you have filled out the first step, additional fields will be provided to proceed with your application. You will still be able to see the fields you have completed in the first step, but we recommend that you do not change the data you have entered. If you need to make any changes, click “Back” on your browser and fill out Step 1 again.

The form filled in Step 2 will differ depending on the programme/course you selected in Step 1. Keep an eye on the Form Header to make sure you are continuing with the correct application.

 <p>Student Visa Guidelines Policies</p> <h3>Student Visa Application Form</h3> <p><small>Please fill out and submit the online form below to begin your Visa application. Kindly ensure that all the information provided is complete and accurate. Fields marked with * are mandatory.</small></p>	 <p>Student Visa Guidelines Policies</p> <h3>Student Visa Application Form for Mobility Programme</h3> <p><small>Please fill out and submit the online form below to begin your Visa application. Kindly ensure that all the information provided is complete and accurate. Fields marked with * are mandatory.</small></p>
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The following additional fields are required for *Step 2*:

### 1. Was the last academic certificate taught and examined in English?

This field will request you to state whether your last academic certificate was taught and examined in English. You will be provided with 3 options:

- i. No, the applicant will take the English language certification by IELTS, TOEFL, or PTE Academic on his/her own
- ii. No, but the applicant has English language certification by IELTS, TOEFL, or PTE Academic, which is to be uploaded in the Academic Certificates
- iii. Yes

### 2. Course Duration: (Choose course duration as stated on the offer letter.)

This field will be automatically filled based upon the course you selected.

### 3. Course Level:

This field will be automatically filled based upon the course you selected.

### 4. Applicant’s Photo:

Your photo is a vital part of your student visa application. To learn more about the Department of Immigration's guidelines for passport photos, please check our website for details of how to provide a suitable photo and avoid processing delays. EMGS recommends that the photo is professionally taken to ensure that it follows the image guidelines. Please ensure that the maximum width is 217px and maximum height is 280px. Only jpg extension is accepted. Please note that only photos with a WHITE background are accepted.



**10. Applicant Region/State/Province:**

Scroll to select your Region/State/Province from the dropdown options.

**11. Applicant City**

Type minimum the first 3 letters of your city and select your city from the dropdown options.

**12. Passport Country of Origin:**

Scroll to select your country from the dropdown options.

**13. Obtain Single Entry Visa from:**

Foreign students with approved Visa Approval Letters (VAL) have to obtain a Single Entry Visa from Malaysia Representative Offices overseas before entering Malaysia. However, not all countries' citizens require a visa to travel to Malaysia.

If you are a citizen of a country that requires a Single Entry Visa to travel to Malaysia, please select the nearest Malaysian embassy from where you can obtain the Single Entry Visa once the Visa Approval Letter (VAL) has been issued.

If you are a citizen of a country that does not require a Visa to travel to Malaysia, you may select your own country in this field.

Remember: if you require a visa to travel to Malaysia but you are not in your home country, you can select the nearest Malaysian embassy to you from where you can obtain the Single Entry Visa once your Visa Approval Letter (VAL) has been issued.

**14. Travel Document Type:**

A travel document refers to your Passport. Please select the type of passport you are using. (Most students will be using an International Passport)

**15. Travel Document Number:**

Your passport number will already be filled in from *Step 1*. Please make sure that this number is correct and is a match for the passport number appearing on your offer letter.

**16. Travel Document Place of Issue:**

Select the country where your passport was issued. This should match the field in your passport.

**17. Travel Document Date of Issue (DD/MM/YYYY):**

Select the date when your passport was issued. This should match the date in your passport.

**18. Travel Document Valid Until (DD/MM/YYYY):**

Select the date when your passport will expire. This should match the date in your passport.

**19. Extended student pass (Duration of Student Pass Sought):**

This option is available for a few institution selected by the Ministry. You can choose to apply for a one-off student pass (for your entire course duration – depending on the course and the validity of your

passport) or a one-year student pass which must be renewed annually.

**20. Insurance:**

All International Students must be covered by Malaysian Health Insurance throughout the duration of their study. You can choose to purchase Health Insurance offered by EMGS or directly through your Education Institution. If you are purchasing a health insurance policy through your institution, you will have the option to select “Own Group Insurance”. However, the option to select “Own Group Insurance” will not be visible if your institution has opted to only offer Health Insurance through EMGS. Kindly note that insurance cover is paid on a yearly basis. Please consult with your university/college if you are unsure what option to select.

**21. Sticker Pass Fee:**

You will be charged an immigration fee of RM 60 for each year of your Student Pass. Your institution may choose to proceed with this process on their own (by paying the fees directly to the Immigration Department) or they may choose to pay through EMGS. Please check with your university/college if you are unsure what option to select.

**22. Visa Fee:**

A Multiple Entry Visa fee is charged by the department of Immigration depending on the Student’s nationality.

**23. iKad:**

The iKad is an identification card for foreign students and can be used as such in Peninsular Malaysia. Please note however, that the iKad is not a replacement of your passport; your passport may still be requested by government authorities. Please visit our website to learn more.

The iKad can then either be collected by the Institution’s representatives or couriered to the institution offices. EMGS charges a standard courier fee of RM10 to send the iKad to the institution. Please verify with your institution which option you should select while making your application.

**24. Medical Screening at:**

New International Students are required to attend a Medical screening in Malaysia within 7 days from the entry date. A medical screening fee is charged if the student attends the screening at an EMGS panel clinic. **If you choose for medical screening at public university clinic, you will have to pay the cost to the University directly.**

**25. eVAL:**

The eVAL processing fees will be selected automatically and is read-only.

**26. Delivery Method:**

Once the Visa Approval Letter is issued by the Immigration Department, it will be sent to EMGS One-Stop- Centre. The VAL can then either be collected by the Institution’s representatives or couriered to the institution offices. EMGS charges a standard courier fee of RM10 to send the VAL to the institution. Please verify with your institution which option you should select while making your Visa application.



### 29. Academic Transcripts and Certificates:

**Note:** *This option will not be visible if you are applying for a mobility programme.*

Please ensure that all Academic Transcripts and Certificates are scanned and uploaded as ONE PDF file.

**Academic Certificates\***

No file chosen

Allowed file extensions to upload: **pdf**  
Maximum file size: **1000 KB**

### 30. Health Declaration:

You will be required to upload the Health Declaration form. In case you are attaching Medical Examiners Report with the form, please ensure to scan and upload as ONE PDF file.

**Health Declaration\***

No file chosen

Allowed file extensions to upload: **pdf**  
Maximum file size: **500 KB**

**NOTE:** *The Medical Examiners Report or any supporting documents attached with the Health Declaration must be in ENGLISH.*

**Note:** *All supporting documents must in PDF format and the file size must not exceed that indicated by the system.*

*If you choose to upload all the supporting documents, the institution is not required to sign and submit the documents physically to EMGS front-desk.*

**31.** Click **“Apply Now”** to proceed.

**32.** You will then be required to confirm the details of the application. Click ‘Next’ to proceed after reviewing the details and the required payment amount. Note that there will be a 6% Malaysian Government Tax charged on the application.

TOTAL (EXCLUDING SERVICE TAX)	RM1,980.00
SERVICE TAX PAYABLE @ 6%	RM69.00
<b>TOTAL AMOUNT PAYABLE</b>	<b>RM2,049.00</b>

33. If you have not yet registered a billing address in your account, you will be required to create one before proceeding with the application.
34. Select the Payment method you will use in the Payment information step and click “Continue”.  
There are three ways through which you can pay for your Visa application:
  - a. **Pay through Institution:** Contact your institution to advise on the correct way to send the payment to them in order for the payment to be made to EMGS.
  - b. **Telegraphic Transfer:** Using this method will automatically convert the entire application fee to USD. You are then required to perform the telegraphic transfer with the USD amount stated at the end of the ‘Application Review’ section. Please note that there will be a USD50 Convenience fee added to the total amount if you select this option
  - c. **Online Credit Card payment:** Using a Visa or MasterCard on the [visa.educationmalaysia.gov.my](http://visa.educationmalaysia.gov.my) website. Please note that if you select this payment method, there will be a 3% Convenience Fee added to the total amount requested for your application.

### Checkout

**1 Billing Information**

**2 Payment Information**

[Test Mode] Credit Card - RM only (powered by iPay88)

Telegraphic Transfer (USD Only)

Pay through Institution

\* Required Fields

« Back
Continue

**3 Application Review**

#### Your Checkout Progress

Billing Address | [Change](#)

BILAL TARIQ  
Test  
Jalan P. Ramlee  
22, Jalan P. Ramlee, Kuala Lumpur  
Kuala Lumpur, 50250  
Malaysia  
T: 1234553333

Payment Method

35. Check and verify the total figure, bear in mind that there will be a 3% convenience fee added to the total amount requested for your application if you are paying online using your Visa or MasterCard and a USD50 convenience fee if you select Telegraphic Transfer.

Total (excluding Service Tax)	RM1,980.00
Service Tax payable @ 6%	RM69.00
Total Amount Payable	RM2,049.00

- 36.** Verify your application details in the “Application Review” tab. Read the Terms and Conditions and click “Submit Application” after selecting the checkbox to confirm that you consent to the processing of your personal data and the terms and conditions by EMGS. Please note that you will not be able to proceed without providing your consent.

I have read and agree to the [Terms and Conditions](#) to apply for a Student Pass Application.

[Edit Your Application](#) [Submit Application](#)

37. If you have chosen to pay through your institution, your application will be submitted to EMGS for processing. Students need to make the payment to EMGS as follows and submit proof of payment to UMK International via email [international@umk.edu.my](mailto:international@umk.edu.my) so that it can be forwarded to EMGS:

## Your application has been received

Thank you for applying!

Your application # is: E101000012.

You will receive an application confirmation email with details of your application and a link to track its progress.

Click [here to print](#) a copy of your order confirmation.

**Payable to: EMGS Escrow Account 1**

**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**

Back to Homepage

You will receive the notification above with your application number for your reference. An email with the application details will also be sent to the email address you used to register.

38. If you choose to pay online directly to EMGS, select the “Credit Card” Payment option, you will be redirected to iPay88 (Mobile88.com) secure payment page once you have confirmed the application details. Payment is calculated in Malaysian Ringgit (RM). Click “Proceed” once you have entered all the correct details.

Timeout in : 07:59

Cardholder Name	<input type="text"/>	Example ?
Credit Card No.	<input type="text"/>	
CVC/CW2	<input type="text" value="*****"/>	CVC/CW2 ?
Expiry Date	<input type="text" value="--"/> <input type="text" value="--"/>	
Card Issuing Country	<input type="text" value="Malaysia"/>	
Card Issuing Bank	<input type="text" value="Please Select"/>	

I authorize Mobile88.com Sdn Bhd to debit the above net charges from my credit card.

Note: "iPay88/MOBILE88.COM" will be shown on your credit card statement

I have read & agreed to iPay88 Privacy Statement.

Proceed

Cancel

39. Please do not navigate away from the page until the payment is complete. Once the payment has been approved by your bank, you will be redirected back to the Application Form to complete the application. Your application will be submitted to EMGS for processing and you will receive the notification below with your application number for your reference. An email with the application details and the payment confirmation will also be sent to the email address you used to register.

40. If you choose to pay through the Telegraphic transfer method, you will be required to first perform a telegraphic transfer transaction at your local bank. Upon receiving the transaction slip, log in to your account at [visa.educationmalaysia.gov.my](http://visa.educationmalaysia.gov.my) and navigate to *My Application*. At this section, click on *View Application/Upload TT* on the same application you have created.

The screenshot shows the 'My Applications' section of the Education Malaysia portal. On the left, there is a 'My Account' sidebar with links to Account Dashboard, Account Information, Address Book, and My Applications. The main content area displays a table of applications. The table has columns for Application #, Date, Deliver To, Application Total, and Application Status. One application is listed with Application # E101000026, Date 06/12/2019, Application Total \$551.10, and Application Status Pending. A red box highlights the 'View Application/Upload TT' link in the final column of the table. Below the table, there is an 'Apply Now' section with a link to 'Apply Student Visa' and a 'Back' button.

Application #	Date	Deliver To	Application Total	Application Status	
E101000026	06/12/2019		\$551.10	Pending	<a href="#">View Application/Upload TT</a>

41. Once you have clicked *View Application/Upload TT*, you will then be redirected to the following page. Enter the details of your Telegraphic transfer and upload the same transaction slip that you have obtained from your local bank. Once you have filled in the required fields, click 'Save TT details'. Your application will be processed once EMGS has verified that the amount has been credited.

**My Account**

- Account Dashboard
- Account Information
- Address Book
- My Applications ▶

**Apply Now**

Apply Student Visa

[Print Order](#)

## Order #E101000026 - Pending

About This Order: Order Information

Order Date: 6 December 2019

### Telegraphic Transfer Details

Download your Telegraphic Transfer Notification Form [here](#).

Name \*

Bank Country \*

Bank Name \*

TT Reference Number \*

Remittance Date (dd/mm/yyyy) \*

TT Transaction Slip \*

No file chosen

Allowed file extensions to upload: pdf  
Maximum file size: 1000 KB

\* Required Fields

Save TT Details

## What happens next?

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Once you create your student visa application, EMGS will notify your institution that you have submitted the information through the website. Your institution is required to confirm that your online application is valid. The payment for the application should also be made by this time if you have not already paid for it online.

If you have not submitted the documents online, your institution will submit the documents to EMGS and you can use the application tracker on our website or through the EMGS Mobile App to keep track of the application status.

Once your Visa Approval Letter (VAL) has been issued by the Department of Immigration, the next step is to plan your travel to Malaysia.

- Students from countries which receive visa on arrival to Malaysia can proceed to enter Malaysia by producing the 'Visa Approval Letter' (VAL) upon arrival. Failure to produce the VAL may result in the student being not allowed to enter the country.
- Students from countries which do not receive a visa on arrival to Malaysia but don't have a Malaysian Embassy/Consulate are permitted to enter without a visa. However, they must present the 'Visa Approval Letter' (VAL) upon entry. Failure to produce the VAL may result in the student being not allowed to enter the country.
- Students from countries which do not receive a visa on arrival to Malaysia but have a Malaysian Embassy/Consulate must obtain a single entry visa before traveling to Malaysia. Students must also obtain the 'Visa Approval Letter' (VAL) before entering Malaysia.

Please ensure that you check with the Malaysian Embassy or High Commission that deals with your particular country before finalizing your travel plans. EMGS advises you must ensure you have sufficient time to process the Student Visa and recommends that you apply for a visa before leaving your home country for a minimum of 30 days to ensure you have as much time as possible to process your Student Pass and complete your medical screening on arrival.

EMGS wishes to advise you that the information on visa requirements given on the EMGS website is intended as a guide only. For more accurate and up-to-date information on the visa requirements, you are advised to contact the Malaysian High Commission/Embassy/Consulate in your country. Please refer to <http://www.kln.gov.my/web/quest/mission> for more information. If your country does not have a Malaysian consular representative please contact the nearest Malaysian Mission for further advice.

## Frequently Asked Questions

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### 1. What are my payment options?

Online payment option is available for all students. EMGS accepts all Visa and MasterCard, both Credit and Debit. All your credit card information is protected by means of industry- leading encryption standards.

Please take note that additional charges may be incurred if you are using a non-Malaysian issues card due to Foreign Exchange.

You can also pay for your student visa through your educational institution.

### 2. What is a Security Code (CVC / CVV2) and where can I find it?

CVC/CVV2 is an anti-fraud security feature to help verify that you are in possession of your Visa or MasterCard. For Visa/MasterCard, the three-digit CVC/CVV2 number is printed on the signature panel on the back of the card immediately after the card's account number.



\* Card Verification Value 2 (Also known as The Visa three-digit code) is a name given by Visa for their 3 digit security code at the back of the card.

\* Card Verification Code is a name given by MasterCard for their 3 digit security code.

### 3. Can I make a partial payment or pay more than the total amount due?

No. We only accept the full amount due for the application.

### 4. Why is iPay88 / Mobile88.Com on my billing statement?

iPay88 is the Internet Payment Service used by EMGS to process online payments. It is operated by Mobile88.Com Sdn. Bhd.

### 5. Is there a charge for paying online?

Please take note that additional charges may be incurred if you are using a non-Malaysian issues card due to Foreign Exchange.

### 6. I have made the payment but it's not reflecting on my EMGS account?

A successful payment will be reflected in your EMGS account within 15 minutes. If you do not receive a receipt within 15 minutes, please wait 24 hours to check again. If your account is still not reflecting the payment, please contact EMGS and notify your bank to confirm that the payment has been successful.

### 7. I paid through my card & there was an internal error message but I also received confirmation from my bank that payment's been made.

Please send us the following details through our email ([enquiry@emgs.com.my](mailto:enquiry@emgs.com.my))

- Payment confirmation from your Bank;
- The transaction ID; and
- The Application number received through your email.

#### **8. Can I get a receipt of payment?**

A payment receipt will be sent to your email.

#### **9. How can I confirm that a payment has been made?**

After a payment is processed, you will be taken to a confirmation screen that will let you know if your payment was processed successfully or if there was a problem processing your payment. You should also receive an email confirmation with a receipt for your payment

- In your Bank Statement, the transaction will be reflected as iPay88\*IPAY/

#### **10. Can you resend the confirmation email?**

The transaction confirmation email is automatically generated by the system and sent to the email address you entered when making your payment. We do not save this email and cannot resend it to you.

#### **11. If I cancel my Visa processing will I get refund?**

Please note that the Visa processing fee is not refundable. However, you will be able to receive refunds for other payments made towards your application. Refunds are only processed under certain conditions so please refer to our refund policy for more details.

#### **12. Why was my payment declined?**

This could be for many different reasons, however, EMGS and iPay88 are not informed of the exact reason why the transaction has been declined. Reasons why your payment was declined may include:

- Some of the card/personal details entered does not match the information held by your Card Issuer
- You do not have enough cleared funds on your card to cover the amount of the purchase
- Your card has been reported as lost/stolen and been cancelled by your Card Issuer
- Your card has or is due to expire and has been replaced by your Card Issuer
- Your card has recently been replaced by your Card Issuer but not yet activated
- Your card cannot be used to pay for goods/services in a Cardholder-Not-Present environment (online/over the internet)
- There may be a problem with your Card Issuer's authorization system
- You haven't activated 3-D Secure (Verified by Visa and MasterCard SecureCode) of your card.

If you are sure that one of the reasons above does not apply to your payment attempt, we recommend that you try again. However, should the problem persist, please contact your Card Issuer to find out further information.

**13. How do I know if my payment has gone through?**

When you submit your payment details, the iPay88 payment service will request authorization from your Card Issuer and carry out any fraud screening checks available. Depending on the outcome of the authorization request, you will see either a successful or a failed message on screen which will confirm the result of your transaction. A successful payment will also be confirmed by email. This email will include the details of your payment and your Transaction ID, which is a unique reference for your payment. It will be sent by iPay88 to the email address you have provided when entering your payment details. If you receive more than one email and you have only made one purchase, please contact EMGS, and inform us that you have placed multiple orders by mistake.

**14. Why did I receive an email from sales@ipay88.com.my?**

You will receive transaction acknowledgment from iPay88 via email when you have made an online transaction successfully at EMGS website.

**15. I did not make an online payment but I've received a confirmation email from iPay88.**

This may have happened because a legitimate student made a mistake when typing their email address, and you have received the purchase confirmation email by mistake, or it could be due to a fraudulent transaction. Please contact your bank immediately to find out if any unknown transactions have taken place.

**For any enquiries relating to the STARS system, kindly contact EMGS on the contact details' below:**

**Telephone No:** +603 2782 5888

**Fax No:** +603 2711 8533

**Operating Hours:**

Daily 9am to 8pm including public holidays

**Email:** [enquiry@emgs.com.my](mailto:enquiry@emgs.com.my)