

CHECKLIST OF AN APPLICATION FOR STUDENT PASS - INTER INSTITUTIONAL CHANGE PROGRAM (VARIATION)-(TRANSFER UNIVERSITY)

BIL	ITEMS	DOCUMENT REVIEW	REMARKS (v/x)
1	OFFER LETTER	• 1 copy of original offer letter	
2	ACADEMIC CERTIFICATION	• 1 copy of academic certifications and any other documents applicable as an entry qualification. (for record purpose only)	
3	INTRA INSTITUTIONAL CHANGE	• Release letter from previous institution support by dean • Copy of student attendance from previous institution • Copy of examination result from previous institution	
4	MEDICAL EXAMINATION	• Medical checkup will be held in 7days after students register in new institution (at UnisZA (RM250) pay to UnisZA Medical Centre directly) *not necessary, if the medical checkup is valid within 6 months from previous institution)	
5	PICTURE	• 2 pieces of passport-sized photograph (3.5cm x 5cm) with blue background(soft copy and hard copy)	
6	PASSPORT	• 1 copy of passport which contains every page. (2 pages on A4 size) • Student passport validity period must be at least 12 months from the date of application.	
7	PAYMENT (PROCESSING FEE)	RM 1134.20 RM 1335.60(Indonesian Student only)	
8	STUDENT PASS & MULTIPLE ENTRY VISA (MEV)	RM60 for student pass, RM20-100 for multiple entry visa- please refer Table 1(Pay at International Affairs Office)	
9	*PERSONAL BOND	• 1 original form of Personal Bond and 1 duty stamp (following EMGS format)	
10	*INSURANCE POLICY	• Cover note for valid insurance coverage	
11	*IM14	• 1 completed copy of IM14 form	

*PREPARED BY THE INSTITUTION

Any further queries regarding this matter please contact:

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Or

feel free to visit us at our office (Sunday to Wednesday : 08.00 am - 04.45 pm, Thursday : 08.00 am - 4.30pm), Block B

HOW TO TRACK YOUR APPLICATION?

Visit:

<http://educationmalaysia.gov.my/index.php/emgs/application/searchForm/>

Or

Get the EMGS app in your mobile phone & track your application:

Google play>>App store