FLOWCHART STANDARD OPERATING PROCEDURES FOR STUDENT PASS RENEWAL APPLICATION

RESPONSIBILITIES	PROCESS

INSTITUTION
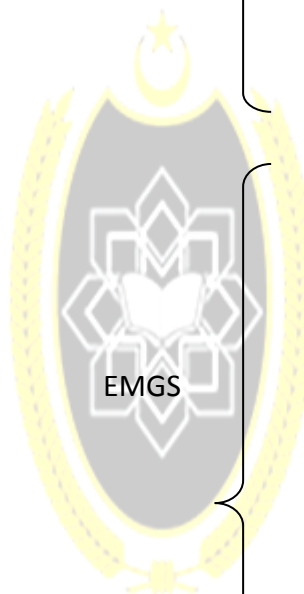
EMGS

INSTITUTION

IDM

START

MAKE APPLICATION THROUGH STARS SYSTEM (IM55)

SEND DOCUMENTS APPLICATION AND PAYMENT

CHECK DOCUMENTS APPLICATIONS

COMPLETE — NO → ADDITIONAL DOCUMENTS

YES

PROVIDE A LETTER OF SUPPORT

SUBMIT SUPPORTING LETTER TO IMMIGRATION DEPARTMENT OF MALAYSIA(IDM)

ISSUE STUDENT PASS STICKER

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