

CHECKLIST OF AN APPLICATION FOR STUDENT PASS FOR OFFER CHANGES (CONVERSION) AND INTRA INSTITUTIONAL CHANGE PROGRAM (VARIATION)-(WITHIN INSTITUTION/INTERNAL)

BIL	ITEMS	DOCUMENT REVIEW	REMARKS (v/x)
1	RELATED DOCUMENT	<ul style="list-style-type: none"> A copy of offer letter. 	
2	ACADEMIC CERTIFICATIONS	<ul style="list-style-type: none"> 1 copy of academic certifications, attendance reports and any other documents applicable as an entry qualification. (for record purpose only) 	
3	CONVERSION	<ul style="list-style-type: none"> Official notification letter and new offer letter from institution regarding new offers exchange 	
4	VARIATION	<ul style="list-style-type: none"> Official notification letter and new offer letter from institution regarding new offers exchange 	
5	PICTURE	<ul style="list-style-type: none"> 2 pieces of passport-sized photograph (3.5cm x 5cm) with blue background(hard copy and soft copy) 	
6	PAYMENT (PROCESSING FEE)	RM 74.20 RM 127.20(Indonesian Student only) *Pay directly to Bendahari UnisZA (Account no. 13017010082400) through Bank Islam Malaysia Berhad(BIMB).	
7	STUDENT PASS & MULTIPLE ENTRY VISA (MEV)	RM60 for student pass, RM20-100 for multiple entry visa-please refer Table 1	
8	PASSPORT	<ul style="list-style-type: none"> 1 copy of passport which contains every page. (2 pages on A4 size) 	
9	INSURANCE POLICY	<ul style="list-style-type: none"> Cover note for valid insurance coverage 	Prepared by the institution
10	PERSONAL BOND	<ul style="list-style-type: none"> 1 original form of Personal Bond and 1 duty stamp (following EMGS format) 	Prepared by the institution
11	IM55	<ul style="list-style-type: none"> 1 completed copy of IM55 form which downloaded can be from STARS and signed by an authorized representative of the institution 	Prepared by the institution

Any further queries regarding this matter please contact:

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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

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.

Table 1

Visa Fees By Country

Country	Single/Multiple Entry Visa (RM)	Transit Visa (RM)
Argentina	20.15	4.10
Bangladesh	20.00	20.00
Bhutan	20.00	20.00
Bolivia	11.00	11.00
Burma	19.50	6.60
Brazil	17.00	17.00
Bulgaria	21.90	11.00
Chile	24.50	24.50
P.R.China	30.00	30.00
Costa Rica	9.00	20.00
Czech & Slovak	19.30	8.20
Denmark	6.00	-
Dominican Republik	12.90	9.65
Ecuador	7.00	0.50
Finland	7.00	-
France	12.90	-
Haiti	16.00	6.00
Hungary	21.45	10.30
India	50.00	50.00
Indonesia	15.00	3.50



Israel	9.70	1.10
Itali	9.50	-
South Korea	30.00	15.00
Liberia	13.00	13.00
Mexico	17.50	17.50
Myanmar	20.00	20.00
Nepal	20.00	20.00
Panama	14.50	14.50
Pakistan	20.00	20.00
Peru	20.00	20.00
Poland	26.20	8.00
Portugal	6.50	6.50
Saudi Arabia	17.20	8.60
Sri Lanka	15.00	15.00
Sudan	12.90	4.30
Amerika Syarikat	6.00	20.00
Uruguay	13.50	13.50
Venezuela	18.00	18.00
Vietnam	13.00	1.50

*Fees for other countries that had not been mentioned above is RM20