



STUDENT MOBILITY OFFICE (SMO)

INBOUND RESEARCH ATTACHMENT PROGRAMME

DOCUMENT CHECKLIST & GUIDELINES



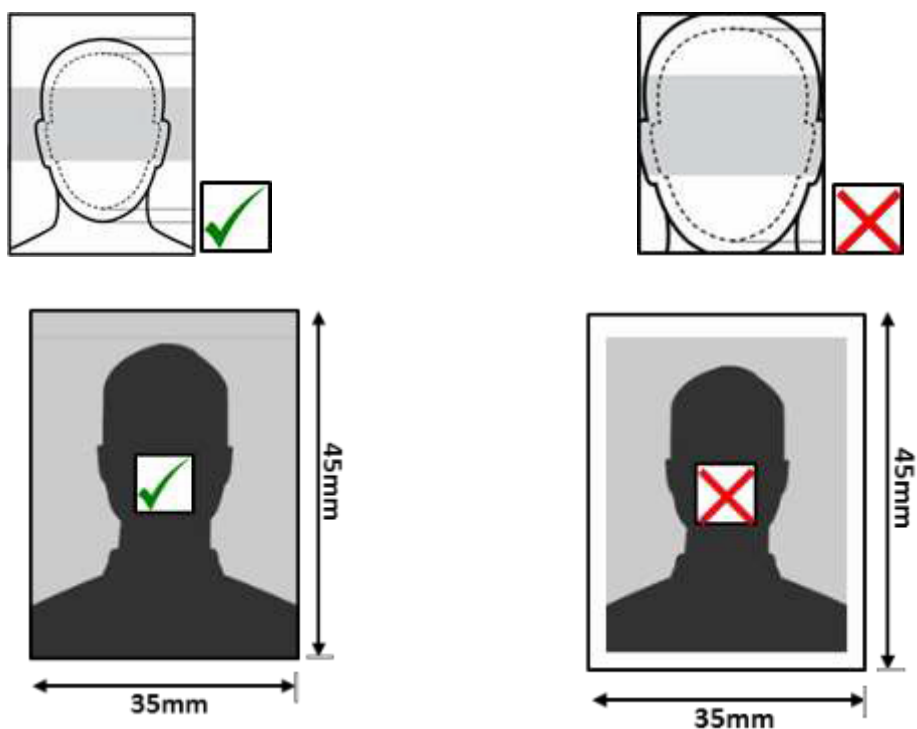
Supporting Document Checklists:

	Passport size photo with white background (jpeg.form)
	A copy pf passport
	Nomination letter from home university
	Confirmation letter from home university
	Copy of academic transcripts and other related academic certificates
	English language proficiency certificate
	A copy of student matric card
	Updated CV

Guidelines for Submission of Supporting Documents

1. Passport Size Photo with White Background (*in jpeg. form*)

- a) Upon submission of passport photo, please verify whether your photo is accepted in EMGS or not. Click [here](#) to verify your photo.
- b) In colour and identical, not black and white.
- c) Taken against a **WHITE** background.
- d) Your photo must be professionally printed in 45 millimetres (mm) high × 35 mm wide. Please do not use photos that have been cut down from larger pictures. In the examples below, the one on the left shows the correct proportions. The image on the right shows incorrect proportions.



- e) Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**

- f) Because clothing is visible in the passport photo, subjects should be careful to wear something modest. We recommend that you wear dark-coloured attire (this includes headscarves) so as to be in clear contrast to the white background. A conservative top is best. **Do not wear something with open shoulders (such as a tank top).**
- g) Free from shadows.
- h) Digital enhancements or changes are not acceptable.
- i) Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.
- j) With the subject facing forward, looking straight at the camera.
- k) With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
- l) Of each person on their own (no objects such as dummies or toys, or other people visible).
- m) Taken with nothing covering the face.
- n) In sharp focus and clear.
- o) Free from “redeye”.
- p) Taken of the full head, without any covering unless worn for religious or medical reasons.
- q) Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.
- r) Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.
- s) Have the person’s full name on the back of each photograph (when submitted manually).

Example of background photos

Compare background photos with these examples before submitting an application.

Examples of acceptable photos



Examples of unacceptable photos



Disclaimer : All photos are taken from Education Malaysia Global Services (EMGS) website. Click [here](#) for more informations

2. A Copy of Passport

- a) Recommended passport validity duration is **12 months** from the travelling date to Malaysia.
- b) Please include **ALL** pages (in colour, single sided): *bio-date, all pages that are stamped during your travel, and blank pages.*
- c) The photo and passport number on the profile page must be clearly visible.

3. Nomination Letter from Home University

- a) Nomination letter must be printed on letter head of Home University, stamped, and certified as true copy by Home University.
- b) Nomination letter should consists :
 - i. Student's name
 - ii. Matric number/ Student ID

- iii. Program study
- iv. Starting date of attachment
- v. Duration of attachment

4. Confirmation Letter from Home University

- a) Confirmation letter must be printed on letter head of Home University, stamped, and certified as true copy by Home University.
- b) Confirmation letter should consists :
 - i. Student's full name
 - ii. Stating that the student is a **Full Time Student at Home University**
 - iii. Passport number
 - iv. Nationality
 - v. Student ID
 - vi. Program study

5. Copy of All Academic Transcripts and Other Related Certificates

- a) Please provide academic transcripts of your highest level of education.
- b) Your academic transcripts **must be certified as true copy** by the institution issuing the document or any other authorised institution.
- c) **Official translation in English** is required for non-English transcript.

6. English Language Proficiency Certificate

- a) Result test: TOEFL/IELTS/MUET/Other related English test.
- b) If the student is not taking any English test yet, please provide a **recommendation letter** stating that the student is English literate.
- c) **Letter of Recommendation** must be printed on letter head and certified by Home University.

7. A Copy of Student's Matric Card

- a) Student matric card must be scanned in colour and single-sided only.
- b) Copy of student's matric card **must be certified as true copy** by Home University.

8. Updated CV