



UNIVERSITI  
TEKNOLOGI  
PETRONAS

# *Student Mobility* Programme

**GUIDELINE FOR  
STUDENT VISA APPLICATION**

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# Important Notes for Student Mobility Programme

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According to the rules and regulations of the Malaysian Immigration Department, all international students (full-time and foreign exchange students) are required to have a valid Student Pass in order to study in Malaysia. The government agencies responsible for this process are the Malaysian Immigration Department and the overseas Malaysian diplomatic missions (Malaysian High Commission, Consulates and Embassies).

The Visa requirements for a foreign student are simple and straightforward. Before you can begin your studies, you must apply for a Student Pass. This application is made by your chosen institution which is Universiti Teknologi PETRONAS to Education Malaysia Global Services. Once you have successfully applied for a Student Pass you will have to get a single entry visa through the Malaysian Embassy or High Commission in your home country.

Foreign students need to meet the following criteria:

- Have an offer of study from a public or private institution of higher education.
- Have the financial capability to meet the course fees and other expenses related to living and studying in Malaysia
- Be in good health and of good character
- Intend to reside in Malaysia for education purposes only

Please take note that it is the prerogative of the Universiti Teknologi PETRONAS, Malaysian Immigration Department and the Malaysian Ministry of Higher Education (MOHE) to approve or reject any visa application.

The Ministry of Higher Education, has established the Education Malaysia Global Services (EMGS) as the one-stop centre to process student pass. As of part of this arrangement, EMGS will coordinate student pass application and the arrangements for medical health checks. A visa application fee will be charged. The fee includes EMGS processing fee, medical insurance, health examination, i-Kad, multiple-entry visa, and visa office administrative charges.

In order to be eligible for this, you must be enrolled as a fulltime student in an overseas university which is registered by the governing body in its country of operation. You will be required to show proof of this by providing either a letter from your current university, or a copy of your student card certified by your current university.

All mobility programme should not exceed 12 months.

If your mobility program is longer than 3 months, the process and document requirements will be the same as a regular international student applying to study in Malaysia. This means that a Visa Approval Letter will be issued and you will receive a student pass (for the duration of your programme in Malaysia) once you arrive in the country. An iKad will also be issued to you.

You will be required to attend a medical screening once you arrive in Malaysia. If you fail this medical screening you will not be issued with a student pass and will be required to leave the country.

Dependant passes will not be issued for the families of students who enrol in mobility programmes.

Once you submit the payment and all required documents, we will begin the process of applying for your Visa Approval Letter (VAL)



**Pro Tip:**

Download the EMGS Mobile App to track your visa application status and receive automatic notifications.

Approval of a Visa Approval Letter will take a minimum of 14 Working Days from the time Education Malaysia Global Services (EMGS) receives the complete application documents and payment.

## **Congratulations! You have been offered a place to study in Malaysia!**

### **What next?**

Once you have accepted the offer from the institution, the next step will be to apply for your visa to travel to Malaysia. Make sure that you have all the required documents for the student visa application.

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## Document Requirements

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1. Nomination letter from your current university stating that you have been selected to join Mobility Course at Universiti Teknologi PETRONAS, Malaysia.
2. The offer letter from Host University stating that you have been offered placement to undergo a Mobility Course at Universiti Teknologi PETRONAS, Malaysia.
3. A confirmation letter from your current university stating that you are enrolled as a full-time student.
4. A copy of your student matriculation card (certified as a true copy by your current university).
5. A copy of your passport pages.
6. A passport photo with a white Background (35mm x 45mm) as per Education Malaysia Global Services (EMGS) requirements (jpeg. form).
7. EMGS Health Declaration Form and UTP Health Declaration Form.
8. Copy of academic transcript and other related academic certificates.
9. English Language Proficiency Certificate / Recommendation Letter.
10. The latest Curriculum Vitae / Resume (maximum of 2 pages).

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## 1. Nomination Letter

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Nomination Letter must be printed on letter head of Home University, signed and stamped by Home University.

Nomination Letter should consist:

- i. Student's full name
- ii. Student's ID/Matric number
- iii. Program study
- iv. Starting date of exchange / Semester of exchange programme
- v. Duration of exchange programme

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## 2. Offer Letter

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A copy of your offer letter from Universiti Teknologi PETRONAS stating that you have been offered to undergo the Mobility Course.

Offer letter should consist:

- i. Valid reference number
- ii. Student full name
- iii. Programme offered
- iv. Duration of Mobility Programme

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## 3. Confirmation Letter

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Confirmation Letter must be printed on letter head of Home University, signed and stamped by Home University.

Confirmation Letter should consist:

- i. Student's full name
- ii. Certifying the student as **full time student** at Home University
- iii. Student's passport number
- iv. Nationality
- v. Student's ID/Matric number
- vi. Program study

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## 4. A Copy of Student Matriculation Card

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- a. A copy (front and back) of matric card must be place in a single page.
- b. Copy of student's matric card must be certified as true copy (stamped) by Home University.

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## 5. A Copy of Passport

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- a. A copy of Passport must be place on a single pdf file.  
*(including bio-data, all pages that are stamped during your travel, and all blank pages)*
- b. Must be certified as true copy by Home University.
- c. Recommended passport validity is 12 months longer than the duration of study.

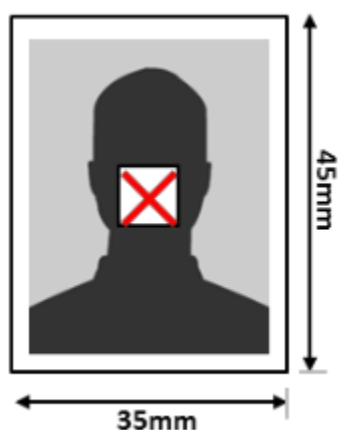
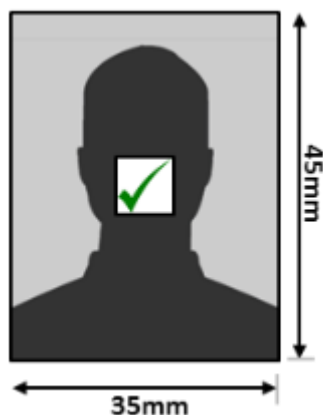
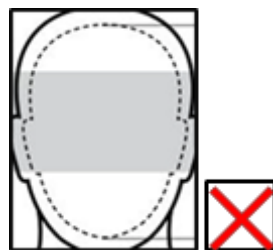
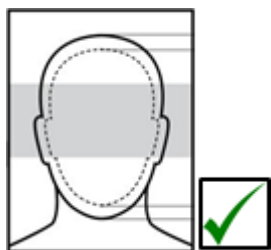
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## 6. Passport Size Photo

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A passport photo with a white Background (35mm x 45mm) as per Education Malaysia Global Services (EMGS) requirements (jpeg. form). Please find below the photo guidelines for submitting a passport photo to EMGS. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

1. In colour and identical, not black and white.
2. Taken against a **WHITE** background.
3. Your photos must be **professionally printed** and **45 millimetres (mm) high x 35mm 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.

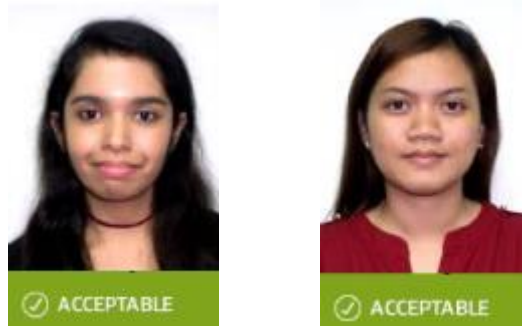


4. Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**
5. Because clothing is visible in the passport photo, subjects should be careful to wear something 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).**
6. Free from shadows.
7. Digital enhancements or changes are not acceptable.
8. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.
9. With the subject facing forward, looking straight at the camera.
10. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
11. Of each person on their own (no objects such as dummies or toys, or other people visible).
12. Taken with nothing covering the face.
13. In sharp focus and clear.
14. Free from "redeye".
15. Taken of the full head, without any covering unless worn for religious or medical reasons.

16. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.
17. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.
18. Have the person's full name on the back of each photograph (when submitted manually).

Compare background photos with these examples before submitting an application.

#### Examples of acceptable photos



#### Examples of unacceptable photos





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## 7. Health Declaration Form / Post-Arrival Medical Screening Health Examination Report

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- a. Health Declaration Form is mandatory to be fill by all incoming students and need to be submitted with other required documents.
- b. You will be required to attend a post-medical screening once you arrive in Malaysia. If you fail this medical screening you will not be issued with a student pass and will be required to leave the country immediately. It is important to ensure that you are free from taking any illegal substances if you are applying to study in Malaysia. Drugs intake are totally prohibited by Malaysian laws unless it is for medication.
- c. If you are coming from a country which is considered to be at a high risk of yellow fever, you will be required to obtain the necessary inoculations before coming to Malaysia. You will be asked to provide your yellow fever vaccination booklet/card before you can clear Immigration at the point of entry.
- d. Countries or areas where "a risk of yellow fever transmission is present," as defined by the World Health Organization, are countries or areas where "yellow fever has been reported currently or in the past, plus vectors and animal reservoirs currently exist" (see the current country list within the International Travel and Health publication (Annex 1) at [www.who.int/ith/en/index.html](http://www.who.int/ith/en/index.html)).

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## 8. Copy of Academic Transcript and Related Academic Certificates

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- a. Minimum current CGPA requirement to enter UTP Student Mobility Programme is at least 2.75/4.00 or equivalent.
- b. You need to provide copies of all academic records, certificates or transcripts of your highest level of education.
- c. Academic transcript must be signed and stamped by Home University or certified as true copy by any authorised government agency.
- d. Official translation in English is required for non-English transcript.

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## 9. English Language Proficiency Certificate / Recommendation Letter

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All courses at Universiti Teknologi PETRONAS are conducted in English, so you need to show your English language competency is good enough for you to be able to participate fully in your course. This means that proficiency in English is a prerequisite for admission.

The English Language tests which are accepted for Student Pass Application are:

- PTE - Academic (Pearson Test of English) score 36,
- IELTS (International English Language Testing System) score of 5.0 / CEFR B1,
- TOEFL (Test of English as a Foreign Language) PBT (410-413) / IBT (34),
- CAE (Cambridge English: Advance 160) / CEFR B2,
- CPE (Cambridge English: Proficiency 180),
- MUET (Malaysian University English Test) Band 3.

If the student is not taking any English test, please provide a **recommendation letter** stating that the student is English literate.

Letter of Recommendation must be printed on letter head and certified by Home University.

**IMPORTANT!** If you do not submit your English language certificate when applying for your Mobility Course, your application processing may be delayed. In addition, you will also not be eligible to receive a student pass for the full duration of your course.

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## 10. Curriculum Vitae / Resume

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Please provide updated Curriculum Vitae or Resume maximum of 2 pages only.

Complete application documents and payment must be submitted to Student Mobility Office Universiti Teknologi PETRONAS in order to proceed with Student Pass application. Fail to provide documents according to the requirements will be effect on the duration for processing the Student Pass visa.