

Important Information
<ul style="list-style-type: none"> Documents CAN be submitted to the Faculty/Centre/Institute as early as 6 months before the expiration date of the Student Pass. However, it MUST submitted to the Faculty/Centre/Institute latest by 3 months before the expiration date of the Student Pass. <ul style="list-style-type: none"> Any late submission will lead to the imposition of a RM30 penalty per day (If Student Pass has less than 3 months validity).

Steps	For Students	For Office
1	<ul style="list-style-type: none"> Get clearance at Finance Office 	<input type="checkbox"/> No outstanding fees <input type="checkbox"/> Other issue is subject to interpretation by RO
2	<ul style="list-style-type: none"> Complete the details below: <ul style="list-style-type: none"> Passport Expiry Date: _____ (at least 15 months of validity from current visa expiry date) Place of Birth (country): _____ (Page no.:) Passport issued (country): _____ (Page no.:) Date of entering Malaysia (most recent): _____ (Page no.:) <ul style="list-style-type: none"> First visa (of the latest VAL) expiry date: _____ (Page no.:) Copy of passport (all pages, latest copy) Hardcopy (photocopy 2 passport page onto one side of A4 paper), and Softcopy (scan 2 passport page onto one page, PDF format in one document, colour, saved in pendrive /CD) New passport-sized photograph (cannot use old photo) Original softcopy (blue/white background, neutral expression, no glasses or hair across the eyes, no open shoulder clothes, JPG format, saved in pendrive / CD) Renewal application fee – RM _____ (refer to the back of the checklist) GIRO/MEPS at MALAYAN BANKING BERHAD (MAYBANK) <ul style="list-style-type: none"> Payable to: EMGS Escrow Account 1; Account no.: 514057662341; Swift Code: MBBEMYKLXXX; 	<input type="checkbox"/> Eligible for Renewal <input type="checkbox"/> CGPA _____ <input type="checkbox"/> Attendance ___% <input type="checkbox"/> Information filled correctly <input type="checkbox"/> Exceeded programme duration; <ul style="list-style-type: none"> Require Supporting Letter <input type="checkbox"/> Hardcopy, as original passport <input type="checkbox"/> Softcopy, as original passport, faculty staff upload in IIS–Diary <ul style="list-style-type: none"> Faculty staff upload photograph in IIS–Diary <ul style="list-style-type: none"> <input type="checkbox"/> Meet the photo requirements from EMGS Correct Payment details: <ul style="list-style-type: none"> <input type="checkbox"/> Amount <input type="checkbox"/> Account name <input type="checkbox"/> Account number
3	<ul style="list-style-type: none"> Submit the following documents to the Faculty: <ul style="list-style-type: none"> <input type="checkbox"/> Photocopy of passport <input type="checkbox"/> Softcopy of passport and photo <input type="checkbox"/> Bank Slip (Payment) for renewal application <input type="checkbox"/> Additional document, if any Advise the student to submit the original passport to the VPU counter on the written date. 	<ul style="list-style-type: none"> Document submission: <ul style="list-style-type: none"> <input type="checkbox"/> On time <input type="checkbox"/> Late Submission (Student Pass has less than 3 months validity) _____ day(s) x RM30 = RM _____ <input type="checkbox"/> Refer to VPU counter for Special Pass application (if visa validity less than 2 weeks) Submission of passport: _____ (1 to 3 months before the expiration date of the Student Pass), to be filled up by the faculty staff Follow up on passport collection on: _____ Handled by: _____ Staff ID.: _____ Date: _____

*Check renewal application at "Track Application Status" in <http://www.educationmalaysia.gov.my/>

**Check VPU Clinic date with the faculty or at VPU counter

*** For further enquiry, please drop us an email at vpu@ucsiuniversity.edu.my, by using student email (100XXXXXXX@ucsiuniversity.edu.my) ONLY

Visa Renewal Application Fee

Country	Visa Renewal Application Fee (RM)
Argentina	678.55
Bolivia	669.40
Brazil	675.40
Brunei	678.40
Bulgaria	680.30
Chile	682.90
China	688.40
Costa Rica	667.40
Czech Republic	677.70
Slovakia	677.70
Denmark	664.40
Dominican Republic	671.30
Ecuador	665.40
Finland	665.40
France	671.30
Haiti	674.40
Hungary	679.85
India	708.40
Indonesia	673.40
Israel	668.10
Italy	667.90
Japan	658.40
Liberia	671.40
Mexico	675.90
Myanmar(Burma)	677.90
Panama	672.90
Philippines	694.40
Poland	684.60
Portugal	664.90
Saudi Arabia	675.60
Singapore	658.40
Slovakia	677.70
South Korea	688.40
Sri Lanka	673.40
Sudan	671.30
Thailand	678.40
Uruguay	671.90
USA	664.40
Venezuela	676.40
Vietnam	671.40
All other countries not listed above	678.40