

**International Office - Visa Processing Unit (VPU)**  
**Special Pass of Student Visa (EMGS)**

<b>Important Information</b>
<ul style="list-style-type: none"> <li>Documents MUST be submitted to the VPU at least <b>10 days</b> before the expiration date of the Student Pass / Special Pass</li> </ul>

<b>Steps</b>	<b>For Students</b>	<b>For Office</b>
1	<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Valid Pass / Visa; with valid application at EMGS:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Original Passport</li> <li><input type="checkbox"/> 2 sets of the Personal Information page of the passport and the latest Student Pass / Special Pass page (1 set to attach with Undertaking Letter, 1 set for EMGS submission)</li> <li><input type="checkbox"/> Special Pass Application fee – EMGS: <b>RM153.00 (1<sup>st</sup> SP) / RM206.00 (2<sup>nd</sup> &amp; 3<sup>rd</sup> SP)**</b></li> </ul> </li> <li><b>GIRO/MEPS at MALAYAN BANKING BERHAD (MAYBANK)</b> <ul style="list-style-type: none"> <li>• Payable to: <b>EMGS Escrow Account1;</b></li> <li>• Account no.: <b>514057662341;</b> Swift Code: MBBEMYKLXXX</li> </ul> </li> <li><input type="checkbox"/> New Letter of Admission (for progression / change programme / transfer to UCSI University from other institution in Malaysia)</li> <li><input type="checkbox"/> Photocopy of flight booking ticket, for leaving the country (depart at least 2 weeks after submission date)</li> </ul>	<ul style="list-style-type: none"> <li>• Correct Payment details: <ul style="list-style-type: none"> <li><input type="checkbox"/> Amount</li> <li><input type="checkbox"/> Account name</li> <li><input type="checkbox"/> Account number</li> </ul> </li> </ul>
2	<ul style="list-style-type: none"> <li>• Submit the following documents to the VPU: <ul style="list-style-type: none"> <li><input type="checkbox"/> Original passport</li> <li><input type="checkbox"/> Bank Slip or Banker's cheque</li> <li><input type="checkbox"/> Document</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed document submitted to VPU</li> <li>• Follow up passport collection on</li> </ul>

\* For further enquiry, please drop us an email at [vpu@ucsiuniversity.edu.my](mailto:vpu@ucsiuniversity.edu.my).

\*\* 3<sup>rd</sup> Special Pass is **ONLY** applicable for new student pass (VAL) application