

Student Pass Application Checklist

No.	Description	Checkbox
1.	Acceptance form	☐
2.	Payment proof of RM2,500 to UnIPSAS for International Student Services Fee and EMGS Fee	☐
3.	Six (6) recent photographs (passport size / 4.5cm x 3.5) with WHITE background submit by soft copy (via email) / hard copy (write applicant name at the back of each photo) Link for photograph requirements: https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html	☐
4.	Two (2) copies Certified True Copy* of ALL pages of passport, including front and back cover page. *Passport validity must be more than 18 months from the expected date of entry.	☐
5.	Three (3) copies Certified True Copy of academic transcripts / certificates. Documents in foreign languages must be accompanied by an official translation in English.	☐
6.	Three (3) copies Certified True Copy* of English Language Proficiency (TOEFL or IELTS or its equivalent)	☐
7.	Declaration Letter or Affidavit Letter (if there is discrepancy in any details between the passport and academic transcript)	☐
8.	Students who have previously registered or studied in another University/College in Malaysia, are required to submit the following additional documents: • A Release Letter from the previous institution. • Attendance Report and Transcript or Certificate from previous University / College, certified true copy by the previous University / College. • A copy of academic transcript for the highest academic qualification from the home country, certified true copy by the previous University / College.	☐
9.	No Objection Certificate (NOC) - Sudanese students Letter of eligibility - Iranian students No objection letter - Omani students • UnIPSAS will apply the NOC for Sudanese and Iranian students from their respective embassies in Malaysia. • Omani students are required to apply for NOL from the Oman embassy in Kuala Lumpur by sending an email to info@om-caa.com (please email us (cir@unipsas.edu.my) to get your EMGS reference number)	☐

10.	- Please note that it is compulsory for all students to declare their health status by filling in the Health Declaration Form. - The link to the health declaration form: https://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_For_Applicant.pdf	☐
11.	Yellow Fever Immunisation Certificate: - Please note that a valid yellow fever vaccination certificate is required from all international students coming from or who have transited for more than 12 hours through countries with a risk of yellow fever transmission. - Kindly browse through this link for list of countries at high risk of yellow fever transmission: https://visa.educationmalaysia.gov.my/media/cms_upload/YFV_countries_v1.1.pdf - Students from South America and Africa are required to possess a valid Immunisation Certificate for Yellow Fever not less than ten (10) days before they enter Malaysia. Students will not be allowed to enter Malaysia without the valid immunisation certificate.	☐
12.	All documents can be submitted as softcopy to: cir@unipsas.edu.my In all correspondences, students must state their full name and Passport Number. If documents were to be submitted as hard copy, students are required to submit documents at the UnIPSAS Academic Management Centre	☐
13.	Post arrival medical screening. (Once arrived in Malaysia) - All new students arriving Malaysia are required to do post arrival medical screening at registered EMGS clinics in Malaysia. - Students are required to bring along the post arrival medical Health Examination Report form. Link to the Health Examination Report form: <u>THESE PROCESS WILL BE ASSIST BY UnIPSAS OFFICER</u> https://visa.educationmalaysia.gov.my/media/docs/Health-Examination-Report.pdf	☐

*The term 'Certified True Copy' refers to the duplicates of original documents, certified as exact reproductions, usually by the officer responsible for issuing or keeping the original, or by a solicitor, notary public, justice of the peace or any other person authorised to take a statutory declaration. A certified true copy should carry a certificate, stamp or seal and the certifier's signature.

** The original translation must contain:

- Confirmation from the translator/translation company that it is an accurate translation of the original document.
- The date of the translation.
- The full name and signature of the translator/translation company, and the contact details.

GUIDELINES TO SUBMIT SOFTCOPY DOCUMENTS TO ISC FOR NEW APPLICATION OF STUDENT PASS

1. Documents required for the student pass application to be submitted in **7 ATTACHMENTS ONLY** for easier uploading into STARS systems.
2. Students to submit the documents in separate attachments following the below format (Total of 7 attachments 1 – 7).

SPECIFICATION OF DOCUMENTS:

NO	DOC	FORMAT & MAXIMUM SIZE FILE
Attachment 1	Photo	JPG 35mm x 45mm Maximum image width: 217 px Maximum image height: 280 px. Maximum file size: 66 KB
Attachment 2	UnIPSAS Offer Letter • Inclusive of any other documents related to Offer Letter i.e. English requirement, rigorous assessment result etc.	PDF - 550 KB
Attachment 3	Passport Copies	PDF - 2000 KB
Attachment 4	High School Transcript / UG academic certificate and transcript / Master academic certificate and transcript for PhD application • All documents which were evaluated to be given UnIPSAS offer letter	PDF - 1000 KB
Attachment 5	Health Declaration form	PDF - 500 KB
Attachment 6	Letter of Eligibility / Non Objection certificate (Sudan, Iran, Oman)	PDF – 500 KB
Attachment 7	Others • Application Checklist • Proof of payment to UnIPSAS	PDF - 1000 KB