

EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)

15th January 2021

UPDATE ON THE STANDARD OPERATING PROCEDURES DURING AND AFTER COVID-19 PANDEMIC MOVEMENT CONTROL ORDER #12

1. PURPOSE

The purpose of this bulletin is to provide updates regarding the following: -

- a) Standard Operating Procedures (SOP) for Higher Education Institutions to operate during the Movement Control Order (MCO)
- b) Standard Operating Procedures (SOP) on the Entry of International Students to Malaysia
- c) Extension of e-Visa Approval Letter (eVAL)

1a) Standard Operating Procedures (SOP) for Higher Education Institutions

- 1.1 The Ministry of Higher Education issued a circular (Ref: JPT (A) 1000/001/019/01JLD.23 (29)) dated 12th January 2021 highlighting the operability of Higher Education Institutions during the Movement Control Order (MCO).
- 1.2 The approval to allow the entry of students to continue their studies physically at their respective education institutions is subject to the preparation and measures taken by the Higher Education Institute. These measures must be in accordance to the Standard Operating Procedures (SOP) during the Movement Control Order (MCO) that is issued by the National Security Council (NSC) and Ministry of Health (MOH).
- 1.3 All international students are required to remain on campus during the period of Movement Control Order (MCO). Students will be able to continue their courses via hybrid learning.
- 1.4 If a student is not present in campus and there is a need for them to return to the campus during the Movement Control Order (MCO) period, the education institutions are required

to issue an authorization letter for the student to travel across district and interstate to return to their campus.

- 1.5 Higher Education Institutions are required to coordinate on the welfare and needs of students to ensure that they remain safe and the situation on campus is controlled.

1b) Standard Operating Procedures (SOP) on Entry of International Students to Malaysia

- 1.6 Effective 1st January 2021, all international students (**except from United Kingdom**) may proceed to enter Malaysia to continue their studies. Please be informed that holders of dependant pass are still not allowed to enter Malaysia.

- 1.7 However, the international student has to comply with the ruling of mandatory quarantine of **seven (7) or ten (10) days** before entering campus.

- 1.8 This procedure is applicable for both for **new and existing student**. The definition of the type of students can be described as below:

- **New Students** that have been offered to pursue their studies in Malaysia and want to obtain the student pass. This can be divided further into:
 - Students who have obtained the eVAL but expired due to MCO
 - Students who have submitted application for eVAL but is yet to be approved

- **Existing Students** who are students still studying (yet to complete their studies), This can be divided further into:
 - Students who have valid student pass but are stranded at their home country due to the border closure and cannot enter Malaysia to continue their studies
 - Students who does not have a valid student pass since it has expired and wishes to renew their student pass but cannot enter Malaysia due to the border closure

- 1.9 As part of the entry requirement, all educational institutions must provide a 'Declaration of Accommodation' and 'Declaration for Commencement of Online Classes' for their

students. The template for these documents are attached in this bulletin and will be made available for download through EMGS STAR System.

1c) Update on eVAL Extension

1.10 EMGS would like to provide a clarification on situation concerning students with e-Visa Approval Letter (eVAL) that has expired since March 2020 due to the implementation of the Movement Control Order (MCO). Kindly note that the Immigration Department of Malaysia has agreed to allow the extension of eVAL that has expired.

2. IMPLEMENTATION

2a) Standard Operating Procedures (SOP) for Higher Education Institutions

2.1 All Higher Education Institutions that are subjected to the Movement Control Order (MCO), Conditional Movement Control Order (CMCO), Enhanced Movement Control Order (EMCO) and Recovery Movement Control Order (RMCO) must refer to the SOP for Higher Education Sector that has been approved as follow: -

2.1.1 Instructions under sub-section 11(3) Prevention and Control of Infectious Diseases 1988 (Act 342) that is effective since 13th January 2021

- SOP for Higher Education Sector – Movement Control Order (MCO)

2.1.2 Instructions under sub-section 11(3) Prevention and Control of Infectious Diseases 1988 (Act 342) that is effective since 8th January 2021

- SOP for Higher Education Sector – Conditional Movement Control Order (CMCO)
- SOP for Higher Education Sector – Enhanced Movement Control Order (EMCO)

- 2.1.3 Instructions under Rule 12, Prevention and Control of Infectious Diseases Regulations (Measures within the Infected Local Area (No.9) 2020 (P.U(A) 400/2020)) that is effective since 8th January 2021
- SOP for Higher Education Sector – Recovery Movement Control Order (RMCO)
- 2.2 The above Acts are available on the Ministry of Health’s official website (www.moh.gov.my/index.php/database_stores/store_view/11?mid=289)
- 2.3 All Higher Education Institutions are required to refer and comply with the SOP for Higher Education Sector and ensure it operates and adapt based on the directive issued by the Government on Movement Control Order from time to time.
- 2.4 The Ministry of Education advises that all academic activities on campus must be conducted with full compliance in accordance to the SOP that is set and must prioritize all safety measures and follow the new norm by wearing a facemask, usage of hand sanitizers and ensuring social distancing.

2b) Standard Operating Procedures (SOP) on Entry of International Students to Malaysia

2.5 Pre-Arrival Process for New Students

- 2.5.1 Once the Immigration Department of Malaysia has approved the eVAL, the eVAL and the Travel Authorization will be auto-generated and made available for download through EMGS Website. The Travel Authorization can be downloaded from the following link below:-
- <https://visa.educationmalaysia.gov.my/emgs/application/searchForm/>
- 2.5.2 Download, fill and sign the Letter of Undertaking and Indemnity (LOU) and obtain the travel notice from the nearest Malaysian Mission office. This form is available for download on the following link below:-
- <https://visa.educationmalaysia.gov.my/guidelines/travel-authorisation-form-base.html> (Please refer to Question 6 - Point 1).

- 2.5.3 Students from countries that requires Single-Entry Visa (SEV) to enter Malaysia are required to submit their SEV application to the nearest Malaysian Mission office.
- 2.5.4 Students are required to undergo the RT-PCR Covid-19 Test **three (3) days** before travelling to Malaysia. The RT-PCR Covid-19 test result must be translated in **ENGLISH** so that the respective authorities in Malaysia can inspect it.
- 2.5.5 Students to complete the online payment for the quarantine and the Covid-19 Screening Test through MySafeTravel (www.safetravel.myeg.com.my) / MyQr application by MyEG (www.myeg.gov.my) and provide the payment slip at the international entry point upon arrival.
- 2.5.6 Students are required to download the MySejahtera app from the iOS App Store, Google Play Store or Huawei AppGallery to complete all the required information three (3) days prior to the arrival date.
- 2.6 Pre-Arrival Process for Existing Students
- 2.6.1 All existing students that intend to enter Malaysia must submit their Travel Authorization application through the EMGS website. Once it is approved, Travel Authorization will be made available for download through EMGS Website. The Travel Authorization can be downloaded from the following link below:-
<https://visa.educationmalaysia.gov.my/emgs/application/searchForm/>
- 2.6.2 Download, fill and sign the Letter of Undertaking and Indemnity (LOU) and obtain the travel notice from the nearest Malaysian Mission office. This form is available for download on the following link below:-
<https://visa.educationmalaysia.gov.my/guidelines/travel-authorisation-form-base.html> (Please refer to Question 6 - Point 1).
- 2.6.3 Students are required to undergo the RT-PCR Covid-19 Test **three (3) days** before travelling to Malaysia. The RT-PCR Covid-19 test result must be translated in **ENGLISH** so that the respective authorities in Malaysia can inspect it.

2.6.4 Students to complete the online payment for the quarantine and the Covid-19 Screening Test through MySafeTravel (www.safetravel.myeg.com.my) / MyQr application by MyEG (www.myeg.gov.my) and provide the payment slip at the international entry point upon arrival.

2.6.5 Students are required to download the MySejahtera app from the iOS App Store, Google Play Store or Huawei AppGallery to complete all the required information three (3) days prior to the arrival date.

2.7 Post-Arrival Process For New & Existing Students

2.7.1 International Students will only be allowed to enter Malaysia via KLIA and KLIA 2 entry points. International Students that attempt to enter Malaysia from other entry points will be denied entry and may risk being deported to their country of origin.

2.7.2 Students are required to comply with the mandatory quarantine for seven (7) or ten (10) days upon arrival to Malaysia before continuing their studies. This is subject to them furnishing their RT-PCR Covid-19 test results at the international arrival gate. International students that are not able to provide RT-PCR Covid-19 test results or if the test results are not valid/acceptable by Ministry of Health, the students will be subjected to a quarantine period of ten (10) days.

2.7.3 Kindly note that all fees imposed by the Government of Malaysia including the Covid-19 detection test, quarantine cost, and hospital admittance fee (if required) must be borne by the international student.

CHARGES FOR COVID-19 SCREENING TEST AT INTERNATIONAL ENTRY GATE & MOH FACILITY	
COVID-19 SCREENING TEST	FEE (RM)
RT-PCR	250
RTK ANTIGEN	120

QUARANTINE COST	
ACCOMODATION/OPERATIONAL COST	FEE (RM)
Accommodation Cost (RM150.00/day)	1,500 (10 days of quarantine)
	1,050 (7 days of quarantine)

Fixed Charges (Quarantine Station Operations)	2,600
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- 2.7.4 During the Quarantine Period, students will be subjected to undergo:
- RT-PCR/RTK Ag COVID-19 swab test on the 5th day of the quarantine period
(For those that are subjected to a quarantine period of seven (7) days)
 - RT-PCR/RTK Ag COVID-19 swab test on the 8th day of the quarantine period
(For those that are subjected to a quarantine period of ten (10) days)

2.7.5 Once the quarantine period is completed, students will be issued with a Release Order by the National Disaster Management Agency (NADMA)

2.7.6 Education institutions will be required to receive the students from their respective quarantine station and they will be required to use the Release Order for the purpose of inter-district/interstate travel.

2.8 As part of the eVAL application process, the following must be fulfilled:-

- Submit the 'Declaration of Accommodation'
- Submit 'Declaration for Commencement of Online Classes' (applicable only for eVAL application that has been submitted prior to 1st January 2021)
- Ensuring the validity of student's passport must be at least 18 months

2.8.1 Declaration of Accommodation

Education Institutions must provide the 'Declaration of Accommodation' for all New international students prior to the application being submitted to Immigration Department of Malaysia for the e-Visa Approval Letter (eVAL). The reason for this declaration is to enable the health authorities to locate students in the event the need arises. Education Institutions must use the attached template for '**Declaration of Accommodation**'.

2.8.2 Declaration for Commencement of Online Classes

Education Institutions are required to submit the 'Declaration for Commencement of Online Classes' if a student has been pursuing his/her course of study online. In

the event that a student will only commence his/her studies upon arrival in Malaysia, the education institutions are required to submit a new offer letter indicating the revised intake registration date. Education Institutions must use the attached template for '**Declaration for Commencement of Online Classes**'.

2.8.3 These declaration forms must be submitted using the education institution's letterhead and signed off by a representative of the institution. Taking into account on the Movement Control Order (MCO) imposed by the Government of Malaysia, these declaration forms can be submitted via e-mail to additionaldoc@emgs.com.my

2.8.4 **Passport Validity of 18 months**

Education Institutions must ensure that there is a remaining validity of 18 months on their students' passport.

2.8.5 Kindly note that EMGS will not proceed to submit an application for an eVAL approval if the above conditions are not fulfilled. EMGS will notify education institutions through EMGS STAR System (Application Issues).

2c) Update on eVAL Extension

2.9 The Immigration Department of Malaysia will allow education institutions to extend eVALs that have expired during the Movement Control Order (MCO) period.

2.10 Education Institutions must submit the application for eVAL Extension by submitting a new eVAL Amendment Form (Extension) through the EMGS STAR System. Documents that are required for the eVAL Extension are:-

- Cover Letter from the Education Institution
- Offer Letter
- Deferment Letter (if applicable)

Subject: Declaration of Accommodation (To be printed on the Institution Letterhead)

To: Education Malaysia Global Services

This is to declare that the following student, holding passport number with current application number has an accommodation at the following address after fulfilling his/her mandatory quarantine period.

Address Line 1:

Address Line 2:

City:

State:

Postcode:

We confirm that EMGS shall not be responsible in any manner or whatsoever, arising out of any falsification that may occur due to the declaration provided above

Signature & Official Stamp

Name:

Designation:

Date:

Subject: Declaration for Commencement of Online Classes (To be printed on the Institution Letterhead)

To: Education Malaysia Global Services

This is to declare the following student holding passport number with current application number has commenced his/her course through online classes from(Date) as indicated in the offer letter submitted to EMGS.

We confirm that EMGS shall not be responsible in any manner or whatsoever, arising out of any falsification that may occur due to the declaration provided above

Signature & Official Stamp

Name:

Designation:

Date: