

INTERNATIONAL OFFICE

APPLICATION FOR VISA RENEWAL STUDENTS PASS

A		TYPES OF APPLICATION	FOR OFFICE USE																				
		I. Student Pass Extension <input type="checkbox"/> II. Transfer of Endorsement <input type="checkbox"/>																					
B		STUDENTS DETAILS	CHECKLIST																				
		<table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Passport No</td><td></td></tr> <tr><td>Passport Expiry Date</td><td></td></tr> <tr><td>Visa Expiry Date</td><td></td></tr> <tr><td>Courses</td><td></td></tr> <tr><td>Nationality</td><td></td></tr> <tr><td>Gender</td><td></td></tr> <tr><td>Current Address</td><td></td></tr> <tr><td>Contact No</td><td></td></tr> <tr><td>Email</td><td></td></tr> </table>	Name		Passport No		Passport Expiry Date		Visa Expiry Date		Courses		Nationality		Gender		Current Address		Contact No		Email		1.Copy Passport 2.Photo Passport size
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D		ACADEMIC DETAILS																					
		Year of Studies: Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Others:.....																					
E		APPROVAL RENEWAL DETAILS (FOR OFFICE USE ONLY)																					
		1. Approved for 6 Month <input type="checkbox"/> 2. Approved for 9 Month <input type="checkbox"/> 3. Approved for 12 Month <input type="checkbox"/> 4. Others <input type="checkbox"/> Date Key In (STARS EMGS) :..... Name :																					

IMPORTANT:

- You are required to submit the renewal application **3 months** prior to your visa expiry date
- Visa renewal will be process with good attendance (**80% and above**) and good results (**CGPA 2.00 and above**). Kindly prepare a letter of explanation a if you have below 80% attendance and poor results.
- Kindly submit together with **original passport (IF REQUIRED)**.

ACKNOWLEDGEMENT APPLICATION FOR VISA /STUDENTS PASS RENEWAL

Date :	Received By:	Time:	Student Name & ID No:
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**INTERNATIONAL STUDENT
DECLARATION**

I, _____ (Passport No : _____)

hereby declare that I will abide by the regulations of the institution, all rules and regulations of regulatory bodies inclusive of Malaysian Immigration Department, Education Malaysia Global Services (EMGS) and Ministry of Education as well as law of Malaysia. I hereby undertake the responsibility to ensure that my **Student Pass is to be submitted for renewal at least 3 months prior to expiry date of my Student Pass** and ensure the validity of my Student Pass throughout my study.

I am aware that the institution will have absolute discretion to terminate my study and to cancel my Student Pass due to any of the following reasons:

- (a) Failure to attend classes for 3 consecutive days and failure to inform the institution of my reasons; Failure to attend classes for 3 consecutive days without valid reason, and the institution deems that the reasons for my absence from the institution are unacceptable;
- (b) Failure to inform the institution in writing of any change of address or contact telephone number while I am in Malaysia;
- (c) Act in breach of the rules and regulations of the Malaysian Immigration Department or gain full time or part time employment in Malaysia outside the Employment Guidelines for International Students;
- (d) Failure to pay all outstanding fees due on time;
- (e) Failure to conform to academic performance standard and academic regulations
- (f) Failure to ensure Student Pass is submitted for renewal on time; and
- (g) Any other breach of Malaysian laws and regulations, including those pertaining to international students.

In the event of breach of any of the above, I understand the following **consequences**:

- (a) The institution reserves the right to cancel my Student Pass and not issue me with a release letter and may instead require me to return to my home country.
- (b) A report will be lodged against me as a pre-requisite for the cancellation of my Student Pass by the Malaysian Immigration and that I might be permanently barred from entering Malaysia.
- (c) All fees paid will not be refundable.

I am aware that the Personal Bond/Deposit will not be refunded due to any of the following reasons:

- (a) Misuse of Student Pass and violation of regulations applicable to International students In Malaysia; and
- (b) In the event where the institution is required to intervene with law enforcement agencies as a result of any non-compliance, deductions will be made from the Personal Bond to recover the "cost of doing so.
- (c) Failure to shorten my Student Pass upon completion of my programme.

International Students are not allowed to change the course of study, once the visa has been applied.

International

Students are required to re-apply for a new Student Pass (Visa) should they decide to change the programme.

I have read and understood the above and do hereby *agree* to abide by the terms and conditions specified herein.

Student Signature:

Student ID :
Date :