

VISA APPROVAL LETTER (VAL) FOR INTERNATIONAL STUDENTS

This is the general guideline on the process of the issuance of the Visa Approval Letter (VAL) for international students who wishes to pursue their study at Universiti Malaysia Sabah. This guideline is subject to change without prior notice in accordance to the rules and regulations related to visa application and approval as imposed by the Sabah State Immigration Department. The guideline is divided into three, namely (1) VAL for newly registered students; (2) renewing student visa for existing international undergraduate students; and, (3) renewing student visa for existing international postgraduate students.

1.0 VAL FOR NEW INTERNATIONAL STUDENTS

1.1 International applicants who have been offered a place to study in Malaysia are required to apply for **Visa Approval Letter (VAL)** before entering this country. The VAL process will normally take between **one (1) to two (2) months**. Therefore, international students are strongly advised to immediately apply for VAL upon receiving their offer letter from Universiti Malaysia Sabah.

1.2 **The following documents are required in applying for the VAL:**

- i. One (1) copy of the offer letter;
- ii. One (1) set of all pages in the passport including blanks to be copied only on one side of the A4-sized paper;
- iii. Three (3) pieces of blue colour background passport sized photo (3.5 cm X 5 cm);
- iv. One (1) copy of the Malaysian embassy office address located in the applicant's own country in A4 paper.
- v. One (1) copy of the paid VAL processing fee (statement / receipt)

Please submit the above documents to:

Postal Address	E-mail
<p>Centre for International Affairs Level 5, South Block, Chancellery Building Universiti Malaysia Sabah, Jalan UMS 88400 KOTA KINABALU SABAH MALAYSIA</p> <p>* kindly provide your documents in two (2) sets should you chose to deliver your documents via post</p>	<p>Official Office E-mail: intl@ums.edu.my</p> <p>Officers E-mail: vivian@ums.edu.my azimathera@ums.edu.my</p> <p>* kindly scan and submit your documents in <u>PDF version</u> to these e-mailing addresses should you chose to submit your documents via e-mail</p>

- 1.3 A processing fee of **US\$50 (US Dollar: Fifty only)** will be charged upon each VAL application. The processing fee must be paid upon registration.
- 1.4 Once the submission of documents has been made by the applicant, the Centre for International Affairs will forward the documents to the Sabah State Immigration Department for verification and issuance of the VAL. Upon obtaining the VAL, the Centre for International Affairs will e-mail the copy of the VAL to the applicant to be brought to the nearest Malaysian Embassy/Consulate in his/her home country. The VAL will then be used to issue a **Single Entry Visa** for the applicant's journey to Sabah.
- 1.5 An applicant who has previously applied his/her visa in any institutions in Malaysia is required to cancel his/her visa from his/her respective institution. Universiti Malaysia Sabah will not be able to apply Student Pass for the applicant unless cancellation has been made by the previous institution. The applicant is also required to obtain a release letter from his/her previous institution.
- 1.6 For an applicant holding a Student/Employment/Dependent Pass or other Pass from another institution/organization/company, please ensure that the existing pass validity period is shortened by the said institution/organization/company.
- 1.7 In addition, the Immigration Authority of Malaysia requires all universities in Malaysia to sign a Personal Bond on behalf of their international students, binding the university for the said sum. In regards to this, all international students applying for Student Visa are required to pay the personal bond as a guarantee should the applicant violate any provision of the Immigration Ordinance 1959 (F.M. 12 of 1969) and Immigration Regulations 1963 (F.L.N 228/63).

1.8 **MULTIPLE ENTRY VISA**

During registration, the applicant is required to register and pay all the prescribed fees before submitting his/her passports to the **Student Affairs and Visa Unit, Centre for International Affairs**. Upon completing all the registration requirements, the applicant is required to submit his/her passport with the following documents to apply for **Multiple Entry Visa**:-

- i. Two (2) copies of the offer letter;
- ii. Two (2) copies of the registration fee;
- iii. Two (2) copies of insurance payment receipt (including original receipt) from the registered insurance company*; and
- iv. Two (2) copies of the Medical Examination Report (including the original report)*.

****the forms can be collected from the Centre for International Affairs***

- 1.9 For any enquiries related to the visa application, kindly contact the Centre for International Affairs at telephone no: +6088-320 000 ext. 1025/1057/1381/1385 or e-mail at: **intl@ums.edu.my**.

2.0 RENEWING STUDENT VISA FOR INTERNATIONAL UNDERGRADUATE STUDENTS

- 2.1 The Student Visa granted to international students is valid for a period of **one (1) year**. Therefore, international students are required to renew their visa on a yearly basis throughout the period of their study.
- 2.2 It is compulsory for international students to renew their visa **one (1) month** before the expiry of their visa to avoid any visa difficulties in the future.
- 2.3 International undergraduate students who wish to renew their student visa must complete the Visa Renewal Form which is available at the office of UMS Centre for International Affairs.
- 2.4 The following documents are required to be submitted for visa renewal:-
- i. Two (2) copies of the confirmation letter (including the original letter);
 - ii. Two (2) copies of the offer letter;
 - iii. Two (2) copies of front and visa page of the student's passport;
 - iv. Two (2) copies of semester fee;
 - v. Two (2) copies of insurance payment receipt (including original receipt) from the registered insurance company*; and
 - vi. Two (2) copies of the Medical Examination Report (including the original report)*.

**the forms can be collected from the Centre for International Affairs*

- 2.5 An international undergraduate student who failed in his/her study and whose status is designated as **Fail and Dismissed (GB)** will have his/her Student Visa revoked automatically and hence, the student must immediately return to his/her home country. Shall the student make an appeal to continue his/her study at UMS and the appeal is successfully approved by the UMS Senate, the international student is required to make a fresh application for a Student Visa.

2.6 REFERENCE

For any inquiry related to the student status, kindly contact the UMS Academic Services Division at telephone no: +6088-320 000 ext. 691259/691267/691350/691351 or e-mail at: **bpa_inquiry@ums.edu.my**.

- 2.7 For any inquiry related to the VAL application, kindly contact the UMS Centre for International Affairs at telephone no: +6088-320 000 ext. 1025/1057/1381/1385 or e-mail at: **intl@ums.edu.my**.

3.0 RENEWING STUDENT VISA FOR INTERNATIONAL POSTGRADUATE STUDENTS

- 3.1 The Student Visa granted to international students is valid for a period of **one (1) year**. Therefore, international students are required to renew their visa on a yearly basis throughout the period of their study.
- 3.2 It is compulsory for international students to renew their visa **one (1) month** before the expiry of their visa to avoid any visa difficulties in the future.
- 3.3 International postgraduate students who wish to renew their Student Visa must complete the Visa Renewal Form which is available at the office of UMS Centre for International Affairs.
- 3.4 An international postgraduate student who failed in his/her study and whose status is designated as **Fail and Dismissed (GB)** will have his/her Student Visa revoked automatically and hence, the student must immediately return to his/her home country. Shall the student make an appeal to continue his/her study at UMS and the appeal is successfully approved by the UMS Senate, the international student is required to make a fresh application for a Student Visa.
- 3.5 International postgraduate students who have exceeded their study duration but wish to extend their stay for the purpose of completing their study are required to write an appeal letter for extension of their study during the first two weeks of their final semester. The student must obtain the consent of their supervisor(s) for the extension and the application must also be approved by the dean of their faculty as well as endorsed by the Postgraduate Studies Committee.
- 3.6 The following documents are required for renewal of the Student Visa:
 - i. Two (2) copies of the approval letter to continue study by the Dean;
 - ii. Two (2) copies of the offer letter;
 - iii. Two (2) copies of front and visa page of the student's passport;
 - iv. Two (2) copies of semester fee;
 - v. Two (2) copies of insurance payment receipt (including original receipt) from the registered insurance company*; and
 - vi. Two (2) copies of the Medical Examination Report (including the original report)*.

****the forms can be collected from the Centre for International Affairs***

- 3.7 For any inquiry related to the student status, kindly contact the UMS Centre for Postgraduate Studies (CPS) at telephone no: +6088-320 000 ext. 612002 or e-mail at: **ppps@ums.edu.my**.
- 3.8 For any inquiry related to the visa application, kindly contact the UMS Centre for International Affairs at telephone no: +6088-320 000 ext. 1025/1057/1381/1385 or e-mail at: **intl@ums.edu.my**.