The Student at his/her country receives offer letter from Universiti Malaysia Pahang

(The Note 1)

The student applies calling visa online via International Students Information System (ISIS) at (http://apps-oss.ump.edu.my/ISIS/)

(The Note 2)

International Office will fill up the form (IM14&IM38) on behalf of the student for Calling visa with Reference of Student Pass application and submit to State Immigration Department/ Putrajaya Office

(Note 3 & Note 4)

After getting approval, International Office will inform the student through email that the softcopy of the document can be uploaded via system whereby the original document will be sent to the student’s address abroad through courier

After receipt of the calling visa document (Visa Approval Letter), the student needs to present it to nearby Malaysian Mission Abroad for Applying the Endorsed visa entry to enter Malaysia.

After entering Malaysia, the student needs to register as a student of Universiti Malaysia Pahang.

The Student must bring the fee payment and original copy of documents required to International Office within 7 days of the registration day

(Note 5)

(The Note 5)

The Student will be given a Student Pass Sticker on their passport. The process will take 1-5 days processing. Normally, it is for 6 to 12 months approval.

End

Note 1:
- Undergraduate Students – Bahagian Pengurusan Akademik (BPA)
- Postgraduate Students – Institut Pengajian Siswazah (IPS)

Note 2:
- a) Copy of online Visa application form
- b) Copy of offer letter
- c) Copy of all pages of passport (with validity of more than 6 months)
- d) 2 passport size photographs with white or blue background (3.5cm x 5cm)
- e) Original copy of Medical Health Examination Report (must use UMP standard template form attached together with your offer letter)
- f) Copy of Processing Fee Payment receipt

** For items b and c, it must be certified as a true copy by the commissioner of oaths, notary public, lawyer or the institution issuing the documents.

Note 3:
Process for getting approval from Immigration Department will take:
- State Immigration Department (7 to 14 working days)
- Putrajaya Immigration Office (14 to 60 working days)

Note 4:
For Students aged above 25 years old from:
- India
- Pakistan
- Bangladesh
- Nigeria
- Sri Lanka
Must get approval from Putrajaya Immigration Office

Note 5:
Original Documents:
- Passport
- Fee Payment:
  - Processing Fee : RM 100.00
  - Student Pass : RM 60.00
  - Stamp duty of Personal Bond : RM 10.00
  - Visa : According to country

Note 2:
- a) Copy of online Visa application form
- b) Copy of offer letter
- c) Copy of all pages of passport (with validity of more than 6 months)
- d) 2 passport size photographs with white or blue background (3.5cm x 5cm)
- e) Original copy of Medical Health Examination Report (must use UMP standard template form attached together with your offer letter)
- f) Copy of Processing Fee Payment receipt

** For items b and c, it must be certified as a true copy by the commissioner of oaths, notary public, lawyer or the institution issuing the documents.
The Student in Malaysia receives offer letter from Universiti Malaysia Pahang (NOTE 1)

A student who possesses student pass from another local university should cancel the pass a month prior to enrolment at UMP

The student needs to register as a student of Universiti Malaysia Pahang.

The student apply student pass online via International Students Information System (ISIS) at (http://apps-oss.ump.edu.my/ISIS/) and fill up the form (IM14 & IM38) within 7 days of registration day. The student must bring all the documents required. (NOTE 2)

International Office will submit to State Immigration Department/ Putrajaya Office (NOTE 3 & NOTE 4)

After getting approval, International Office will inform the student through email that the student pass is approved

The Student must bring the fee payment and original copy of documents required to International Office within 7 days of the approval obtained (NOTE 5)

The Student will be given a Student Pass Sticker on their passport. The process will take 1-5 days processing. Normally, it is for 6 months approval.

End

Note 1:
- Undergraduate Students – Bahagian Pengurusan Akademik (BPA)
- Postgraduate Students – Institut Pengajian Siswaah (IPS)

Note 2:
- a) Copy of online Visa application form
- b) Copy of offer letter
- c) Copy of ALL pages of passport (with validity of more than 6 months)
- d) 2 passport size photograph with white or blue background (3.5cm x 5cm)
- e) Copy of release letter from previous institution
- F) Copy of Health Examination Report verified by UMP Medical Officer

** For items b and e, it must be certified as a true copy by the commissioner of oaths, notary public, lawyer or the institution issuing the documents.

Note 3:
- Process for getting approval from Immigration Department will take:
  - State Immigration Department (7-14 working days)
  - Putrajaya Immigration Office (14-60 working days)

Note 4:
- For Students aged above 25 years old from:
  - India
  - Pakistan
  - Bangladesh
  - Nigeria
  - Sri Lanka
  - Must get approval from Putrajaya Immigration Office

Note 5:
- Original Documents:
  - Passport
  - Medical Health Report
- Fee Payment:
  - Processing Fee : RM 100.00
  - Student Pass : RM 60.00
  - Stamp duty of Personal Bond : RM 10.00
  - Visa : According to country