

## **IMPORTANT NOTES FOR UMP CURRENT STUDENT**

1. **PASSPORT VALIDITY** - Please ensure your passport has validity of minimum eighteen (18) months for visa application and renewal
2. **EXPIRY DATE OF STUDENT PASS** - Student has to take responsibility for monitoring the expiry dates of his/her passport and student pass. All penalties imposed by the Malaysia Immigration Department in the event of late extension or expiry of the student pass are to be borne by the student.
3. **STUDENT PASS RENEWAL** - All applications for renewal of a student pass/social pass must be submitted to International Office 3 months before expiry date in order to provide us ample time to take necessary actions. Any application submitted less than 2 months (8 weeks), will be charged a penalty of RM500 by International Office.

For any application of renewal that requires to be made more than three (3) months before current expiry date, the student shall provide the reason letter and supporting documents to be attached together with the application. Examples of the cases : a) Perform Hajj b) Renewal of Residence Visa (UAE, Saudi etc) c) Medical Examination d) Wedding Ceremony e) Others (Emergency Cases).

You are not allowed to make any travel plan while your passport is being processed for student pass at EMGS/Immigration Department. All fees related to Visa Processing and Medical Examination is excluded from the tuition fees and should be fully borne by the students.

**It is mandatory that student pass be applied and renewed through UMP International Office. Failure to do so will be a violation of the Malaysian Immigration Department's regulation. While the university assists students in their student pass applications, UMP cannot be held liable for any change in policies by the Malaysian Immigration Department in regards to the issuance of Student Pass.**

4. **SUBMITTING COMPLETE DOCUMENTS** - Kindly make a photocopy of documents required before submission to International Office. All documents that need to be photocopied are under your own cost and responsibility incomplete documents will delay the process of pass and visa application.

5. **PROCESS DURATION OF STUDENT PASS APPROVAL**- The whole process will take up to 90 working days upon receipt of the complete hardcopy documents. EMGS and the University may request additional documents from you in this period, and delays in submitting the requested documents may affect your renewal approval.

The student may use the application tracker on EMGS website to keep track of the application status after thirty (30) working days of submission of hardcopy documents to International Office, UMP. UMP may not be able to obtain a Student Pass for you on time if your application to UMP is received less than 8 weeks from the current expiry date or for Visa Approval Letter less than 3 months from the programme intake date.

6. **CANCELLATION OF VISA – DEFER STUDY, TERMINATION, QUIT, WITHDRAW** - Student who wishes to defer the study or have withdrawn and have been terminated is no longer entitled to use the student pass. He/she is required to report to International Office and bring along a confirmed air ticket for Student Pass cancellation within 21 days after receiving a letter from the BPA/IPS.

The International Office will issue the reminder letter for those students. The request for Personal Bond refund is depending on your visa cancellation status. However, in order to obtain the release letter from the university, the students need to follow the university clearance process to ensure that the students do not have any outstanding debt with the university. (faculty, library, finance department, hostel etc)

7. **FAIL TO ATTEND CLASS** -Students who are absent from classes for three (3) consecutive days will be reported to the Malaysian Immigration Department. International Students whose attendance are below the required percentage will be reported for non-attendance in accordance with Malaysian Government requirements and the Student Pass will not be renewed
8. **WORKING WITHOUT PRIOR APPROVAL** - Permitted to do part-time for 20 hours per week during semester breaks or any holidays exceeding 7 days. Work ONLY at restaurants, petrol kiosks, mini markets and hotels. Permissions to work can be extendable by the Immigration Department depending on your attendance and academic reports. Offenders could have their student pass revoked by the Immigrant Department and forfeiting their personal bond.
9. **MEDICAL CONDITIONS** - Students with medical conditions as per following will not be accepted for registration and will be terminated from study. It is a mandatory requirement from the Government of Malaysia and approved by the University Senate to protect the health of Malaysian residents and to reduce the potential burden on the public health service in Malaysia.

COMMUNICABLE DISEASE	NON COMMUNICABLE CHRONIC DISEASE
<ol style="list-style-type: none"> <li>1. HIV/AIDS</li> <li>2. HEPATITIS</li> <li>3. TUBERCULOSIS</li> <li>4. MALARIA</li> <li>5. TYPHOID</li> <li>6. SYPHILIS</li> </ol>	<ol style="list-style-type: none"> <li>1. SCHIZOPHRENIA</li> <li>2. EPILEPSY</li> <li>3. DIALYSIS CANCER</li> <li>4. DRUGS</li> <li>5. HYPERTENSION</li> <li>6. DIABETES MELITUS</li> </ol>

The university reserves the right to refuse admission based on these justifications:

- Infectious
- Difficult to cure over long term
- High treatment cost
- Disease /condition that can endanger oneself or others
- Treatment and complications can affect the studies

10. **PERSONAL BOND REFUND** - The personal bond will be refunded upon cancellation of the student pass provided there are no other claims against the applicants upon completion of studies at UMP. Student must submit application for cancellation 21 days (working days) before travelling date. Please consult the International Office before purchasing air ticket. UMP will not be liable for any difficulties or any loss for the arrangement that been made by the student.