



## STUDENT PASS RENEWAL VIA EMAIL

During the Movement Control Order (MCO), we highly advise the students to do the **submission of the documents for Student Pass Renewal VIA EMAIL to Visa Unit Staff.**

Student Pass Renewal : Mdm Azmira Ali  
([azmira@uum.edu.my](mailto:azmira@uum.edu.my))

For a **new student**, please frequently check/track your application through EMGS website. Any additional documents required by EMGS should email to:

New Student Pass : Mdm Iffah Zarreen Ahmad Subri  
([i.zarreen.ahmad@uum.edu.my](mailto:i.zarreen.ahmad@uum.edu.my))

**For Renewal**, kindly email all required documents as below:

NO.	DOCUMENTS REQUIRED	COPIES
1	Certification of study with new passport number	2
2	UUM Offer Letter	2
3	Certification of class attendance / attendance record / progress report certified by supervisor	
4	Insurance (old and new)	2
5	Student's passport (All pages) (new and old passport with date of entry to Malaysia) <ul style="list-style-type: none"><li>- Front page of the passport to be copied only on one side of the A4 sized paper</li><li>- The subsequent of every 2 pages must be copied on one side of the A4 sized paper</li><li>- <b>One copies of passport must be coloured only the printed pages</b></li><li>- <b>Letter of support from embassy certifying that the holder of both, old and new passports, is the same person</b></li></ul>	2
6	2 coloured photos (passport size) - 3.5cm x 5cm, with LIGHT BLUE background	2
7	Supporting letter for 'continued of study' if CGPA below than 2.00	3
8	<b>Payment for Banker's cheque / transfer payment to Maybank: EMGS ESCROW ACCOUNT 1</b> Account Number: 514057662341 Swift Code : MBBEMYKLXXX Bank : MALAYAN BANKING BERHAD (MAYBANK) Bank Address : Ground & Mezzanine Floor, Bangunan UTMSPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur.	RM618.40
9	Processing fees via UUM e-com ( <a href="https://e-com.uum.edu.my/">https://e-com.uum.edu.my/</a> )	RM20

## STEPS TO RENEW STUDENT PASS VIA EMAIL



### Submit all documents to Visa Unit, CIAC

CIAC Visa Unit will facilitate the process of submission to EMGS through online application.



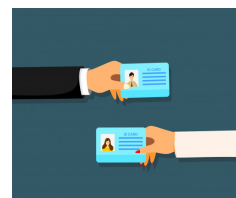
### Submit Your Passport

Please check/track your application through EMGS website. If it reaches 90%, you can submit your passport to Visa Unit @ U-Assist, UUM to process student pass sticker endorsement from Kedah Immigration Department. It normally takes approximately 3-4 weeks



### Collect Your Passport

Please check/track your application through EMGS website. If it reaches 100%, your passport is ready for collection



### Collect Your Ikad & Insurance

IKad & Insurance Card will be issued 2 weeks after student pass endorsement