



**INTERNATIONAL STUDENT DEPARTMENT (VISA)
RENEWAL APPLICATION
PLEASE PROVIDE THE REQUIRED DOCUMENTS:**

- 1 Clear and Colored Photograph** (Passport size 3.5cm (W) x 4.5cm (H) with WHITE BACKGROUND ONLY)
 - MUST NOT wear glasses, Mouth MUST BE closed, Hair MUST NOT cover the face
 - Attire MUST BE formal (DO NOT wear open shoulders clothes), and NO WHITE/LIGHT colored clothes/hijab
- 1 Clear copy of Every Single Page of passport INCLUDING Empty Pages**
(OLD AND NEW- If student has 2 passports)
- 1 Set Copy of Front Page, Visa Page and Latest Entry Stamp in color**
- Original Bursary Statement from Bursary Department**
 - Ensure there is **NO OUTSTANDING**
 - Sponsorship student need to provide Latest Scholarship Letter
- Student with Conditional Offer Letter MUST provide: IELTS / MUET / TOEFL / PTE certificate**
- Original Supporting Letter from the Faculty / LEC** (Addressed to EMGS) for below situations:
 - Student Deferred Semester or Subject / Failed any subject / GNS/ DNC/ Academic progress report
 - Expected graduation date for Post Graduate Student
 - Visa extension (studies more than course of duration)

RENEWAL FEES (BY MALAYSIAN RINGGIT)			
FEES		DURATION OF PASSPORT VALIDITY	
3 Months	RM 409	Applying for 3 Months	6 Months
6 Months	RM 509	Applying for 6 Months	9 Months
9 Months	RM 609	Applying for 9 Months	12 Months
12 Months	RM 709	Applying for 12 Months	16 Months

SPECIAL PASS DURATION

Please note that student may obtain FINAL Special Pass (The Immigration Department has notify that no further extension is allowed)

Special Pass 1 – 27 days > 30 days

Student MUST provide flight ticket in accordance to the application of Special Pass should the need arise

IMPORTANT: Payment for Special Pass remained at RM 100 each regardless of the duration

RM 100 SPECIAL PASS PAYMENT (WHEN APPLICABLE)

IF STUDENT HAVE TO LEAVE MALAYSIA AND RE-ENTER WITH SOCIAL STAMP ONCE SUPPORTING LETTER IS APPROVED, PAYMENT OF RM 600 IS APPLICABLE TO ISSUE VISA STICKER.

IMPORTANT NOTE: STUDENT MUST SUBMIT APPLICATION 3 MONTHS BEFORE VISA EXPIRY DATE, FAIL TO DO SO, PENALTY OF RM 1,700 WILL BE CHARGED.

SUBMIT YOUR PASSPORT TO VISA DEPARTMENT;

14 (FOURTEEN) DAYS BEFORE CURRENT VISA EXPIRES WITH RM 100 SPECIAL PASS PAYMENT AND / OR APPLICATION REACHES 90% IN EMGS ONLINE TRACKER

NOTE: IF THE EMGS SUPPORTING LETTER EXPIRED, PAYMENT OF RM 120 WILL BE APPLIED FOR EMGS SUPPORTING LETTER RENEWAL (IN WITHIN 3 MONTHS AFTER EXPIRY). SHOULD THE EXPIRY PERIOD OF YOUR VISA STICKER REACHES 3 MONTHS, YOU MUST RE-APPLY YOUR APPROVAL LETTER.

***OVERSTAY CHARGES**

***SUBMISSION DAY EXCLUDED**

1st Overstay-RM 1,200 (New/Transfer), RM 1,700 (Current Student)

Overstay period reaches 6 Months or more – RM 2,700

Overstay 1 year and above – RM 3,700

2nd Overstay and MORE -RM 3,700

All overstay student will be facing consequences of being BLACKLISTED by Malaysian Immigration if it's not supported by the Immigration of Student Pass Unit.

Please note that ALL overstay cases may OR may not pay compound of RM 5,000, please be prepared

- To Follow-Up on Your Application:

(Please Email Below Contacts According to Your Needs)

Type of Process	Name of Responsible Person	E-mail Address
LUCT Reapply Applications	Ms. Fatini Umairah	nur.fatini@limkokwing.edu.my
LUCT & LEC	Ms. Eida Azreen Ab. Wahab	azreen.wahab@limkokwing.edu.my
Renewal Applications	Ms. Nurin adiyana	adiyana.rashid@limkokwing.edu.my
Correction (New/Transfer)	Ms Siti Rohana Shaaarudin	rohana.shaaarudin@limkokwing.edu.my
Inquiries	Visa Department	visa@limkokwing.edu.my
Please CC your e-mail to Mr. Zul Zahiruddin and Visa as below e-address: zul.zahirudin@limkokwing.edu.my & visa@limkokwing.edu.my		

Important Note: It takes 6-8 weeks to obtain Supporting Letter (SLC). Do note that you are NOT ALLOWED to leave Malaysia during your application period. Please refer to Visa Department for assistance/ clarification.

INCOMPLETE DOCUMENTS WILL BE REJECTED