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Table of Content

Objective.....	3
Visa Unit Team.....	3
Contact Us	3
Visa Services Location.....	3
Education Malaysia Global Services (EMGS)	4
Visa Processing Fee.....	4
Student Pass/Visa Application	4
New Student.....	4
Student Pass/Visa Application – New Student	4
Required Documents – New Student	4
Pre-departure & Entry	5
Malaysia Digital Arrival Card (MDAC)	5
Articulating Student	6
Student Pass/Visa Application – Articulating Student	6
Required Documents – Articulating Student	6
Progressing Student	6
Student Pass/Visa Application – Progressing Student	6
Required Documents – Progressing Student	7
Internal Course Transfer.....	7
Student Pass/Visa Application – Course Transfer Student.....	7
Change of Program Within the First Year	7
Required Documents – Course Transfer Student.....	8
Change of Program AFTER the First Year	8
Student Pass/Visa Renewal	9
Documents required for Student Pass/Visa Renewal	9
When to Renew Student Pass/Visa	9
Student Pass/Visa Renewal Criteria	9
Information on Student Pass/Visa	10
International Student Attendance Record	10

Attendance Below 80%	10
CGPA Requirement for International Student	10
Grades Below CGPA 2.00.....	10
Special Pass.....	10
Overstaying.....	11
Travelling to Other States in Malaysia.....	11
Violation of Student Pass.....	11
Leave of Absence (LOA)	11
Withdrawal & Student Pass/Visa Cancellation	12
Withdrawing / Completed Studies / Returning to Home Country	12
Transfer to Other Institution in Malaysia	13
Contact Details Update.....	13
Purpose of Contact Details Update	13

Objective

The objective of this document is to provide information about the responsibilities of being an international student throughout your study at Swinburne University of Technology Sarawak.

Visa Unit Team

Our team's scope is to provide PROCESSING of international and non-Sarawakians student's visa/pass application including renewal and cancellation. We are also here to GUIDE and ADVICE students on matters pertaining to student's visa/pass processes and procedures.

We also act as the LIAISON OFFICER between students, EMGS and Malaysia Immigration Department.

[Student Engagement Staff Directory](#)

Contact Us



iss@swinburne.edu.my



+60 82 260 600



[Student Information Centre Servicedesk](#)

Visa Services Location



Block A, Student HQ Ground Floor, Counter 13 &14



Monday to Thursday:
8.30am – 5.00pm

Friday: 8.30am – 12.00pm (closed 12.00pm –
2.00pm)
2.00pm – 5.00pm



Weekends & public holidays

Education Malaysia Global Services (EMGS)

All international student pass/visa applications will be submitted by the university through Education Malaysia Global Services (EMGS).

You may track your application status and download your eVAL/VAL from [EMGS webpage](#).

EMGS is a company Limited by Guarantee under the purview of Ministry of Higher Education Malaysia.

It is the principal body that manages the movement of international students in Malaysia, including facilitating visa processing.

Visit [EMGS Webpage](#) for more information.

Visa Processing Fee

Student visa related fees are outlined in our [Ancillary Fees](#) available on our [University website](#).

Student Pass/Visa Application

With effect from 1 August 2022, all international student's pass / visa application must be submitted to Education Malaysia Global Services (EMGS) through the university.

Attempting to enter Malaysia using a Tourist Visa and then converting it into student pass/visa is not possible. This will lead to Malaysia Immigration advising you to exit Malaysia and cause unwarranted delays with both EMGS and Malaysia Immigration Department.

In the event that you have already applied for an eVAL/VAL but attempt to enter Malaysia using a Tourist Visa, please be aware that you will likely be denied entry at the immigration entry point. It is crucial to adhere to the correct visa application and entry procedures to avoid any complications or issues with immigration authorities.

New Student

Student Pass/Visa Application – New Student

Before able to travel to Sarawak campus, new students are mandated to apply for student pass / visa. To obtain this, student must acquire a Visa Approval Letter (eVAL/VAL) from Malaysia Immigration Department (Sarawak).

Please contact our Admissions Office for documents details and submission.

Required Documents – New Student

Passport size photo	<ul style="list-style-type: none">• A passport size photo with WHITE background (35mm x 45mm)• Make sure to follow the photo requirements as detailed below:<ul style="list-style-type: none">○ Photo requirements○ Check your photo compatibility using Online Photo Checker
Copies of Passport Pages	copies of all passport pages, including the cover page and all blank pages
Passport Validity	<ul style="list-style-type: none">• The passport should be valid for at least 18 months from application submission date. If needed, renew your passport before submitting your application.• Changes to passport number after eVAL/VAL is issued by Malaysia Immigration Department may lead to complications when applying for Single Entry Visa (SEV) or eVISA. It will also lead to complications when acquiring student pass/visa endorsement after arriving Malaysia
Special pass or Exit Stamp	If applicable, provide a copy of the special pass or exit stamp out of Malaysia
Swinburne Offer Letter	The official offer letter from Swinburne University

Academic Records	Provide academic records, certificates or transcript from your previous institutions
Pre-VAL Medical Report	Submit a medical report in English. Ensure that all sections in the Health Screening Form is complete
No-Objection Certificate (NOC)	No-Objection Certificate (NOC) is only required if the student is from Sudan.
LOE	Letter of Eligibility is only required if the student is from Iran
China Credentials Verification (CSSD) / Academic Degrees and Graduate Education Development Center (CDGDC)	<ul style="list-style-type: none"> • Student who are from China are required to submit Verification from China Credentials Verification (CSSD) / Academic Degrees and Graduate Education Development Centre (CDGDC) for the qualification and translated in English. • Applicant may apply for verification through http://www.chsi.com.cn
Other Documents	Be prepared to submit any additional documents as required by EMGS or Malaysia Immigration Department as and when advised during application process

Pre-departure & Entry

Please refer to the [Pre-departure & Entry Guide](#) available from our Swinburne Sarawak webpage

Malaysia Digital Arrival Card (MDAC)

With reference to the recent announcement made by the Ministry of Home Affairs (KDN), all foreign visitors to Malaysia will be required to complete Malaysia Digital Arrival Card (MDAC).

1. MDAC is applicable to the following international students:

- Students who have obtained Visa Approval Letter (VAL/eVAL) and travelling to Malaysia to commence study
- Mobility students

2. MDAC must be applied through Malaysia Immigration Department website: <https://imigresen-online.imi.gov.my/mdac/main?register>

- Application can be completed 3 days before arrival
- International student must present completed MDAC at entry points for immigration clearance

3. Existing international students who holds a valid student pass are not required to complete MDAC if re-entering Malaysia with a valid student pass/visa

4. Implementation of MDAC will take effect from **1 January 2024**.

For further information, please refer <https://imigresen-online.imi.gov.my/mdac/main>



Articulating Student

Student Pass/Visa Application – Articulating Student

When Articulating from Swinburne Foundation Studies to a degree program of your choice, you are required by Malaysia Immigration Department to re-apply for a new student pass/visa under your new program. Application will only be submitted while you are in Malaysia.

It is important that you submit your application for student pass/visa as soon as you have completed your foundation studies and remain in Malaysia until you obtain the approved Visa Approval Letter (eVAL/VAL) and have your student pass/visa endorsed on your passport under degree program.

Registration into degree semester will only be given once you have obtained your eVAL/VAL.

Do reach out to Visa Unit if you need further consultation.

Required Documents – Articulating Student

Passport size photo	<ul style="list-style-type: none">• A passport size photo with WHITE background (35mm x 45mm)• Make sure to follow the photo requirements as detailed in Photo Requirements• Check your photo compatibility using Online Photo Checker
Copies of Passport Pages	copies of all passport pages, including the cover page and all blank pages
Passport Validity	The passport should be valid for at least 18 months from application submission date. If needed, renew your passport before submitting your application ahead of completion of your foundation studies. Changes to passport number after eVAL/VAL is issued by Malaysia Immigration Department may lead to complications and delay when acquiring student pass/visa endorsement
Special pass or Exit Stamp	If applicable, provide a copy of the special pass or exit stamp out of Malaysia
Degree Offer Letter	The official Articulation Letter. You may request this letter through Application for Status Letter
Academic Records	Provide official academic records, certificates and transcript including Foundation program. Apply for Foundation Certificate here
Pre-VAL Medical Report	A Guarantee Letter will be provided by the university for you to proceed with medical screening at designated panel hospital. Consult with Visa Unit to request for a Guarantee Letter.
No-Objection Certificate (NOC)	No-Objection Certificate (NOC) is only required if the student is from Sudan.
LOE	Letter of Eligibility is only required if the student is from Iran
China Credentials Verification (CSSD) / Academic Degrees and Graduate Education Development Center (CDGDC)	<ul style="list-style-type: none">• Student who are from China are required to submit Verification from China Credentials Verification (CSSD) / Academic Degrees and Graduate Education Development Centre (CDGDC) for the qualification and translated in English.• Applicant may apply for verification through http://www.chsi.com.cn
Other Documents	Be prepared to submit any additional documents as required by EMGS or Malaysia Immigration Department as and when advised during application process

Progressing Student

Student Pass/Visa Application – Progressing Student

When progressing to a higher level of study, you are only allowed to apply for a new eVAL/VAL under the progressed program while remaining in Malaysia IF you have received your offer within 3 months after completion of your previous program. Registration into the new program will only be allowed after you obtain the approved eVAL/VAL.

If you receive your offer beyond 3 months threshold after completion of your previous program, you will be required to cancel your current student pass/visa (if still active) and obtain Check Out Memo to exit Malaysia. You may only submit your application for eVAL/VAL while at your home country and only be allowed to enter Malaysia after receiving your approved eVAL/VAL. Registration into your progressed program will only be possible after receiving approved eVAL/VAL.

Contact Visa Unit if you require further consultation.

Required Documents – Progressing Student

Passport size photo	<ul style="list-style-type: none"> • A passport size photo with WHITE background (35mm x 45mm) • Make sure to follow the photo requirements as detailed in Photo requirements • Check your photo compatibility using Online Photo Checker
Copies of Passport Pages	copies of all passport pages, including the cover page and all blank pages
Passport Validity	<p>The passport should be valid for at least 18 months from application submission date. If needed, renew your passport before submitting your application ahead of completion of your previous studies.</p> <p>Changes to passport number after eVAL/VAL is issued by Malaysia Immigration Department may lead to complications and delay when acquiring student pass/visa endorsement</p>
Special pass or Exit Stamp	If applicable, provide a copy of the special pass or exit stamp out of Malaysia
Progressed Program Offer Letter	The official Swinburne Offer Letter for progressed program
Academic Records	Provide official academic records, certificates and transcript including previous program completed with Swinburne.
Pre-VAL Medical Report	<p>A Guarantee Letter will be provided by the university for you to proceed with medical screening at designated panel hospital.</p> <p>Consult with Visa Unit to request for a Guarantee Letter.</p>
No-Objection Certificate (NOC)	No-Objection Certificate (NOC) is only required if the student is from Sudan.
LOE	Letter of Eligibility is only required if the student is from Iran
China Credentials Verification (CSSD) / Academic Degrees and Graduate Education Development Center (CDGDC)	<ul style="list-style-type: none"> • Student who are from China are required to submit Verification from China Credentials Verification (CSSD) / Academic Degrees and Graduate Education Development Centre (CDGDC) for the qualification and translated in English • Applicant may apply for verification through http://www.chsi.com.cn
Other Documents	Be prepared to submit any additional documents as required by EMGS or Malaysia Immigration Department as and when advised during application process

Internal Course Transfer

Student Pass/Visa Application – Course Transfer Student

When it comes to changing program as an international student in Malaysia, there are specific guidelines to follow:

Change of Program Within the First Year

The Malaysia Immigration Department (Sarawak) only allows changes of program during the first semester of study without requiring you to exit Malaysia. This means that you can change your program to any other approved program during your initial semester without leaving Malaysia.

Changing your program on the second semester of study without leaving Malaysia will be subject to approval from Director, Malaysia Immigration Department (Sarawak).

Please consult with Visa Unit before deciding about applying for internal course transfer.

Required Documents – Course Transfer Student

Passport size photo	<ul style="list-style-type: none"> • A passport size photo with WHITE background (35mm x 45mm) A passport size photo with WHITE background (35mm x 45mm) • Make sure to follow the photo requirements as detailed: Photo requirements • Check your photo compatibility using Online Photo Checker
Copies of Passport Pages	copies of all passport pages, including the cover page and all blank pages
Passport Validity	The passport should be valid for at least 18 months from application submission date. If needed, renew your passport before submitting your application ahead of completion of your previous studies. Changes to passport number after eVAL/VAL is issued by Malaysia Immigration Department may lead to complications and delay when acquiring student pass/visa endorsement
Special pass or Exit Stamp	If applicable, provide a copy of the special pass or exit stamp out of Malaysia
Progressed Program Offer Letter	The official Swinburne Offer Letter for progressed program
Academic Records	Provide official academic records, certificates and transcript including previous program completed with Swinburne.
Pre-VAL Medical Report	A Guarantee Letter will be provided by the university for you to proceed with medical screening at designated panel hospital. Consult with Visa Unit to request for a Guarantee Letter.
No-Objection Certificate (NOC)	No-Objection Certificate (NOC) is only required if the student is from Sudan.
Letter Of Eligibility (LOE)	Letter of Eligibility is only required if the student is from Iran
China Credentials Verification (CSSD) / Academic Degrees and Graduate Education Development Center (CDGDC)	<ul style="list-style-type: none"> • Student who are from China are required to submit Verification from China Credentials Verification (CSSD) / Academic Degrees and Graduate Education Development Centre (CDGDC) for the qualification and translated in English. • Applicant may apply for verification through http://www.chsi.com.cn
Other Documents	<ul style="list-style-type: none"> • Be prepared to submit any additional documents as required by EMGS or Malaysia Immigration Department as and when advised during application process
Visa Processing Fee Payment	<ul style="list-style-type: none"> • Payment of RM2000 to Finance Counter or payment options here

Change of Program AFTER the First Year

If you wish to change your program after completing the first year of study, you will need to cancel your current student pass/visa and exit Malaysia. You will then need to re-apply for a new Visa Approval Letter (eVAL/VAL) from your home country.

Refer to [Documents Required – New Student](#)

Student Pass/Visa Renewal

Renewing your student pass/visa is an important responsibility for all international students in Swinburne Sarawak. A valid student visa allows you to study full time and have multiple entries into Malaysia.

Please carefully follow the steps outlined below to ensure a smooth renewal process.

Documents required for Student Pass/Visa Renewal

Passport size photo	A passport size photo with WHITE background (35mm x 45mm) Make sure to follow the photo requirements as detailed below: Photo requirements Check your photo compatibility using Online Photo Checker
Copies of Passport Pages	copies of all passport pages, including the cover page and all blank pages
Passport Validity	The passport should be valid for at least 18 months from application submission date. If needed, renew your passport before submitting your application ahead of completion of your previous studies. Changes to passport number after eVAL/VAL is issued by Malaysia Immigration Department may lead to complications and delay when acquiring student pass/visa endorsement
Medical Report	If this is your third student pass/visa renewal
Explanation Letter & Official Evidence	If your CGPA is below 2.00 and/or your attendance is below 80%

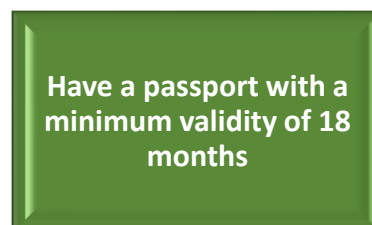
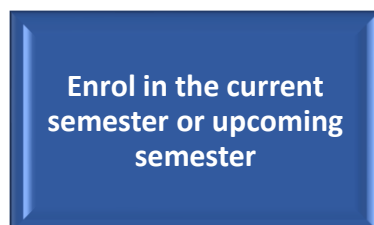
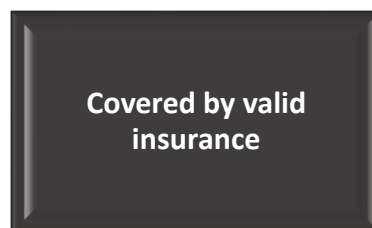
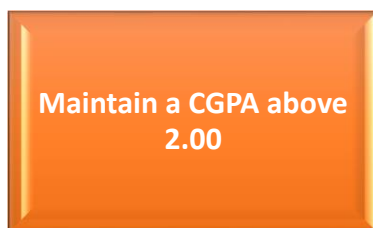
When to Renew Student Pass/Visa

Renewing your student pass/visa is essential to avoid penalties for overstaying. It is recommended to renew your student pass/visa **3 months before expiry**.

While Malaysia Immigration Department issues and manages these passes, Swinburne Sarawak Visa Unit will assist you in applying for your student pass/visa renewal through Education Malaysia Global Services (EMGS).

Student Pass/Visa Renewal Criteria

To be eligible for student pass/visa renewal, you should meet the following conditions:



Information on Student Pass/Visa

Note the information on your student pass/visa.



International Student Attendance Record

All international students must maintain an attendance of 80% and above every semester.

If you are absent due to unforeseen circumstances, official evidence/supporting document is required to be submitted to your Unit Convenor for record.

These official evidence/supporting document must be kept throughout your study with this university.

Attendance Below 80%

An explanation letter with official evidence/supporting documents must be provided for submission to EMGS and Malaysia Immigration upon renewal of your student pass/visa.

All absence due to health issues MUST be supported with Medical Certificate obtain from certified doctor.

These evidences must be kept throughout your studies and will be required for submission to EMGS and Malaysia Immigration should your attendance record falls below 80%

CGPA Requirement for International Student

International students are to maintain a CGPA of 2.00 every semester. This is part of the criteria to adhere to in order to successfully renew your student pass/visa without complications.

Grades Below CGPA 2.00

If your academic progress falls below CGPA 2.00, an explanation letter outlining your reasons for poor academic performance must be provided for submission to EMGS and Malaysia Immigration upon renewal of your student pass/visa.

If reason given concerns health issues, a formal medical report from attending doctor MUST be provided at application submission.

Malaysia Immigration Department have the rights to revoke your student pass/visa renewal application should they deem you unable to continue to progress in your studies.

Special Pass

Special Pass will only be granted by Malaysia Immigration Department (Sarawak) under SPECIAL circumstances. This will be advised by Visa Unit and Malaysia Immigration Department.

Fee for Special Pass is RM100 and the duration granted will be at Malaysia Immigration Department (Sarawak) discretion.

Overstaying

If you remain in Malaysia past your student pass/visa expiry date and fail to have it renewed, you will be deemed as overstaying by Malaysia Immigration Department.

Overstaying will be penalized by Malaysia Immigration Department and may be referred to Immigration Enforcement Unit for further decision.

When being referred to Enforcement Unit, you will be penalized and are at risk of being deported or blacklisted or both by Malaysia Immigration Department from entering Malaysia. This also may impact your record when requesting for Certificate of Good Conduct.

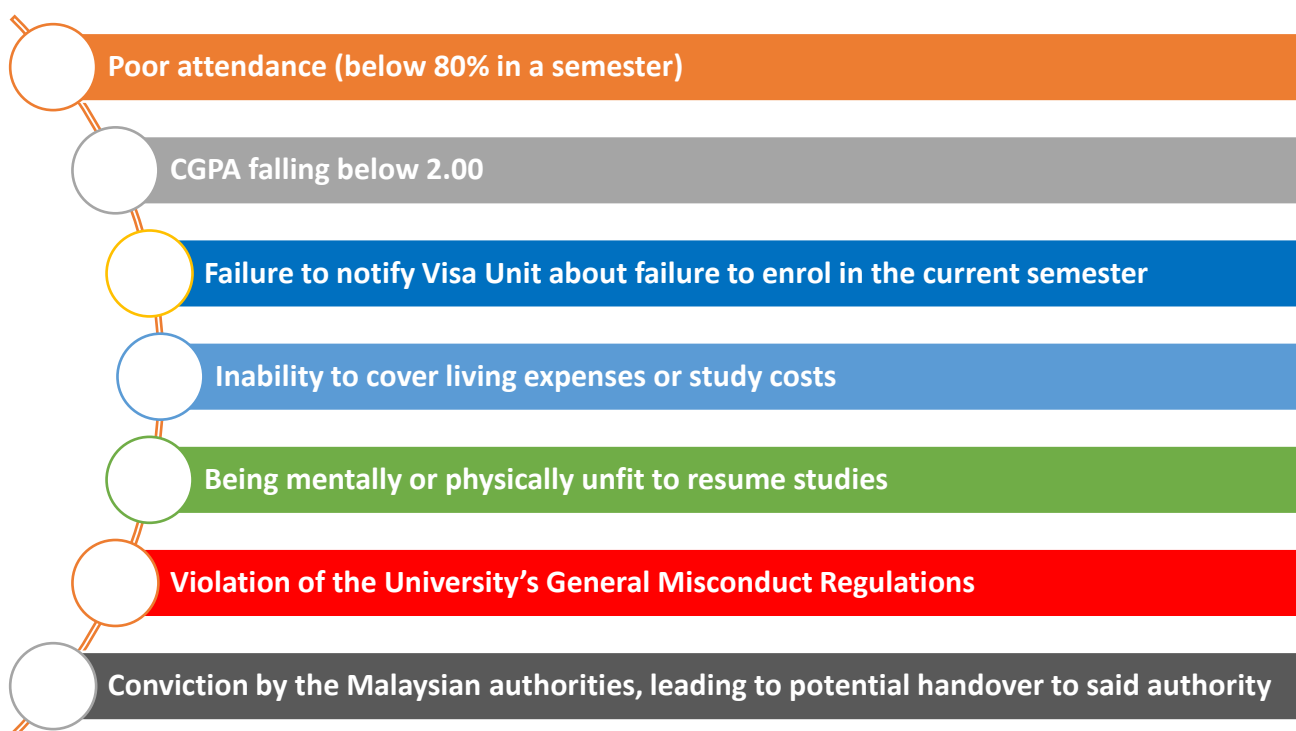
We strongly advise that you stay vigilant and submit your application for student pass/visa renewal 3 months before expiry.

Travelling to Other States in Malaysia

Before visiting other states in Malaysia, please check with the respective state Malaysia Immigration Department. Each state may have different immigration regulations and entry restrictions.

Violation of Student Pass

Renewal may be affected if you violate any of these conditions:



Leave of Absence (LOA)

International student must NOT remain in Malaysia while undergoing LOA. It is Malaysia Immigration Department and Ministry of Higher Education regulations that student must not be in Malaysia while inactive.

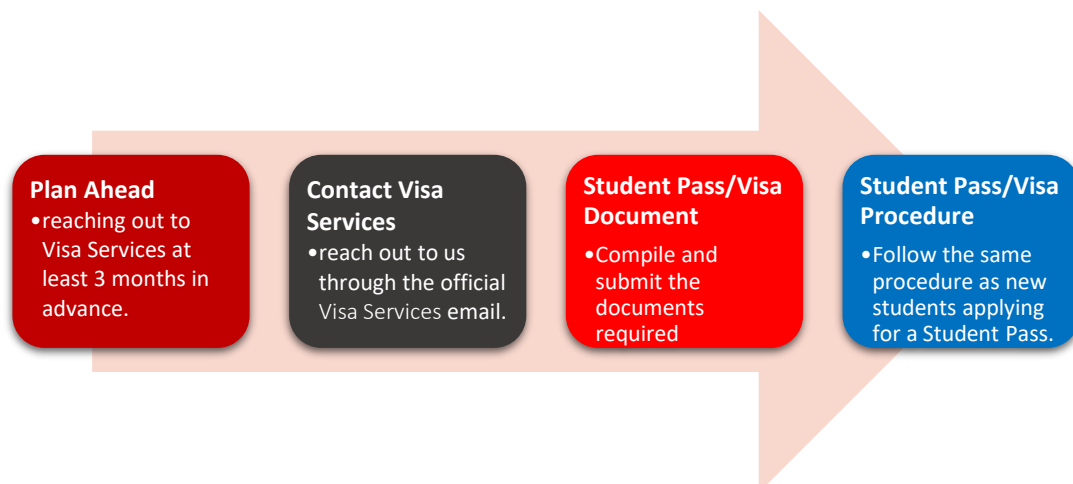
When applying for LOA, you must first have your current student pass/visa cancelled and acquire Exit Memo from Malaysia Immigration Department.

Unless you are medically unfit to travel, you may remain in Malaysia. A doctor's official confirmation of your medical status MUST be submitted with your LOA application. The medical confirmation must include the duration that you are unfit to travel. You will then be required to cancel your current pass and Exit Malaysia when you are fit to travel back to home country.

When returning from LOA, you are required to re-apply for Visa Approval Letter (eVAL/VAL) at least 3 months before commencement of your returning semester.

Refer to [Documents Required – New Student](#)

You are required to consult with Visa Services officers before applying for LOA.

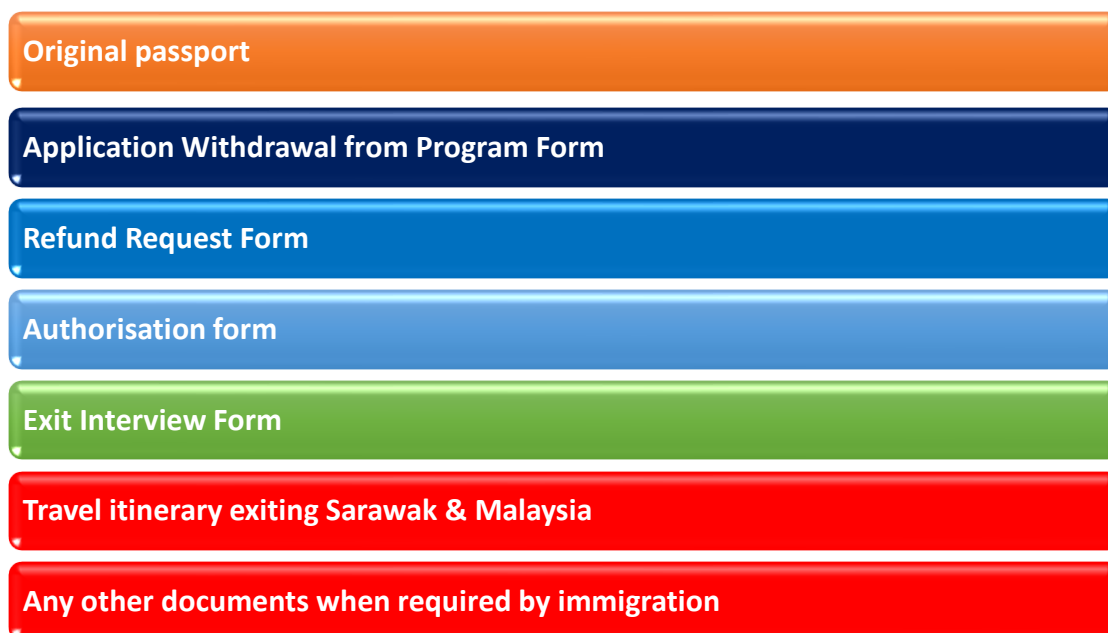


Withdrawal & Student Pass/Visa Cancellation

Withdrawing / Completed Studies / Returning to Home Country

If you are leaving the university, completing your studies or returning to your home country, follow these steps for student pass/visa cancellation:

Complete the required forms available on the Student Form webpage. Submit these documents to Visa Services Counter at least **seven (7) working days** before your departure:



Important Notes

1. Your Withdrawal documents will be processed after your student pass/visa is cancelled with Malaysia Immigration Department (Sarawak)
2. Please note that during your exit from Malaysia, you are allowed a layover in any state within Malaysia a maximum duration of 24 hours

3. If you are not in Sarawak/Malaysia at the point of withdrawal submission, you MUST email us the Immigration Exit Stamp page, student visa page and Passport Details page from your passport along with the documents stated above. Processing of your withdrawal and refund will take longer than expected because the university is required to notify all relevant authorities and obtain their feedback before endorsing your withdrawal application

Transfer to Other Institution in Malaysia

If you are transferring to other institution within Malaysia, in addition to the documents required for withdrawing from the university, you will need the following additional document:

- New institution offer letter
- Flight itinerary out of Sarawak if institution is located in other state besides Sarawak

Please provide all the necessary documents accurately for a smooth student pass/visa cancellation process. If you have any questions or concerns, reach out to Visa Services Counter or email iss@swinburne.edu.my

Contact Details Update

International students must constantly update your Correspondence Address and Contact Number in your Student Portal. This is required by Ministry of Higher Education Malaysia and the university is obligated to report students' current contact details on a quarterly basis.

Purpose of Contact Details Update

