



كَلِيَّةُ السُّلْطَانِ إِسْمَاعِيلَ بْنِ إِسْمَاعِيلَ فَتْرَ الْجَامِعِيَّةِ الْإِسْلَامِيَّةِ الْعَالَمِيَّةِ

KOLEJ UNIVERSITI ISLAM ANTARABANGSA SULTAN ISMAIL PETRA (KIAS)

SULTAN ISMAIL PETRA INTERNATIONAL ISLAMIC UNIVERSITY COLLEGE

Peti Surat 68, Nilam Puri, 15730 Kota Bharu, Kelantan Darulnaim

No. Tel : 609-7129386 / 7129387 Faks : 609-7129444/712 6100

INTERNATIONAL STUDENT UNIT

PROCESS OF NEW STUDENT VISA APPLICATION

1. The required documents **must be submitted** to KIAS at least 12 weeks (3 months) before the registration date to ensure that the Visa Approval Letter (VAL) **can be processed** and approved by the Malaysian Immigration Department (JIM).
2. After the International Student Unit (UPA KIAS) **receives** a complete set of documents along with the processing fee from the student, the student's application **will be submitted** to Education Malaysia Global Services (EMGS) by UPA KIAS. Payments **can be made** to BIMB account 03036010013232 under the name of KIAS DARULNAIM SDN BHD.
3. The student **is required** to undergo a pre-arrival health screening in their home country using the Health Declaration Form provided by EMGS. The completed health declaration form **must be submitted** to UPA KIAS immediately after the health check.
4. The student visa **will be applied** online by UPA KIAS, and payment **will be made** to EMGS for processing. The submitted documents **will be reviewed** and processed by EMGS. Once the documents **are approved** by EMGS, they **will be forwarded** to JIM Putrajaya to obtain the Visa Approval Letter (VAL).
5. UPA KIAS **will be notified** by EMGS via official email once the VAL **has been successfully processed**. The student **will be informed** by UPA KIAS, and the VAL **will be sent** to them.
6. The student **must bring** the VAL to the Malaysian Embassy in their home country to obtain a Single Entry Visa (SEV). The flight ticket should then **be purchased by the student**, and UPA KIAS **must be notified** at least two weeks before arrival. The student **will be picked up** at the entry point (KLIA1/KLIA2 Airport) by UPA KIAS, and assistance **will be provided** in obtaining an Entry Stamp and a Special Pass (30 days) from JIM at the airport.
7. Upon arrival in Malaysia, the student **must undergo** a health examination at a panel clinic registered with EMGS. Passing this health examination **is mandatory**. If the student **fails** the health examination, they **will not be allowed** to study, and the student visa **will not be issued** by the Malaysian Immigration Department (JIM). The student **must return** to their home country before the Special Pass expires.
8. If the health examination **is successful**, a copy of the Entry Stamp **will be sent** by UPA KIAS to EMGS to facilitate the issuance of a Supporting Letter for the International Student Pass Sticker Application.
9. After the Supporting Letter **is issued**, the student's passport **will be brought** by UPA KIAS to the state immigration office for the attachment of the Student Visa sticker. The visa fee **must be paid** by the student as determined by the Malaysian Immigration Department (JIM) based on their nationality.
10. Once the International Student Visa process **is completed**, the student **may pay** the registration and tuition fees and **begin** their studies at KIAS.