

7 | IMMIGRATION - BEFORE & AFTER YOUR ARRIVAL

International Student Department (ISD)

For an international student, ISD act as a one-stop-centre that takes care of your the needs during your stay at the college. The responsibilities of this department begin well before your arrival with the processing of visas and immigration documents. Upon arrival, you will be picked-up from the airport and brought to the campus where we will assist you in your enrolment and accommodation procedures. As an International student, you need only to refer to ISD

Visa Processing

International student application process commences once ISD receive the following documents

- 8 Photographs [Blue Background] 3.5cm x 5cm
- 3 Sets of Passport copy [all pages]
- 3 Sets Results/Transcripts [Country of Origin]
- Sponsor Letter [If any]
- 3 Sets No Objection Letter (NOC)/ Eligibility Letter [Sub-Saharan Countries]

The application are done through Education Malaysia Global Services (EMGS)

Education Malaysia Global Services (EMGS) - One-Stop Application Centre

The Malaysian government is committed to making the country a hub for world-class education and welcomes foreign students who want to pursue courses of study here. The government has made it convenient for foreigners with the genuine intention of studying in Malaysia to obtain a student pass and visa, a requirement by the country's Immigration Department.

From the 1st February 2013 foreign students who wish to apply to a private institution of higher education must apply to study in Malaysia through Education Malaysia Global Services. This One Stop Application process allows the student to search and apply for multiple courses at multiple institutions all at the same time. Foreign Students must only study at courses and institutions that are accredited and licensed - Education Malaysia only lists courses that meet these requirements - this takes some of the burden from the student.

Education Malaysia Global Services (Company No: 986610-U) ("EMGS") is wholly owned subsidiary of the Ministry of Education of Malaysia. It is a company limited by guarantee incorporated under the laws of Malaysia and plays the following roles:

1. Assisting the Ministry of Education in the implementation of policies relating to students
2. Carrying out research and development in the field of education
3. Collecting, publishing and disseminating student information
4. Providing marketing and awareness with a view to promoting Malaysia as a global destination for education services destination for education services
5. Facilitating an efficient, transparent and auditable process for issuing and tracking student passes

Under the new process, institutions of higher education in Malaysia will submit student pass applications to EMGS on behalf of international students. The application and approval processing is centralized to ensure efficiency, transparency and consistency. Other advantages include:

- Shortened turnaround time between application processing and the issuance of a Visa Approval

Letter by the Immigration Department of Malaysia.

- Mitigating the risk of international students being cheated by bogus educational institutions.
- The standardization of student passes applications and processing fees.

Currently the services undertaken by EMGS are as follows

- New student pass application/ Transfer college / Transfer Program
- Endorsement of student pass
- Students pass renewal

What Is A Visa Approval Letter for Student Pass?

This approval letter enables the student to apply student's visa from country of origin to enter Malaysia to study. Approval letter will be forwarded to the student once college tuition fees are paid.

Where To Obtain A Visa

Application for a visa can be made at any Immigration Attaché Office, Consulate, Malaysian High Commission Office, and Malaysian Embassy or at the British Consulate in a country where there is no Malaysian Representative Office.

Visa requirements

According to the rules and regulations of the Malaysian Immigration Department, all international students (full-time and foreign exchange students) are required to have a valid Student Pass in order to study in Malaysia. The government agencies responsible are the Malaysian Immigration Department and the overseas Malaysian diplomatic missions (i.e. Malaysian High Commission, Consulates or Embassies).

Visa requirements for a foreign student are simple and straightforward. Before you can begin your studies you must apply for a Student Pass. This application is made by your chosen institution to Education Malaysia. Once you have successfully applied for a Student Pass you will have to get a single entry visa through the Malaysian Embassy or High Commission in your home country. Education Malaysia cannot apply for this visa on your behalf. Please contact your local diplomatic mission. Entry visa requirements are set by the Department of Immigration.

Foreign students need to meet the following criteria:

- Have an offer of study from at a public or private higher educational institution
- Have the financial capability to meet the course fees and other expenses related to living and studying in Malaysia
- Be in good health and of good character
- Intend to reside in Malaysia for education purposes only

How To Obtain Visa (At The Country Of Origin)

A visa must be obtained before a person enters Malaysia by self-representation at the visa issuing office. Documents required for a visa application are as follows:

- A valid Passport (not less than 18 months).
- 3 passport sized photographs.
- Airline ticket to Malaysia
- Offer letter of admission (FTMS College offer letter).
- Approval letter for foreign student to study in Malaysia issued by IM.
- Visa Fee (according to country)

Student Pass Sticker/Pass

A Student Pass is an approval document issued by IM of Malaysia for a foreigner to be in Malaysia for education purposes. Student pass is a compulsory document for all international students.

How to Obtain A Student Pass

Student pass is processed once we receive our course fee and on issuance of offer letter by the Academic Department of FTMS College. After arrival, international students will have to present their original passport at the ISD counter for the application of the student pass sticker. ISD Officer will assist international students in the student pass application, which will be made at the EMGS office. The documents required for student pass application are as follows:

1. The Approval Letter by the IM.
2. Original Passport.
3. 2 copies of passport information
4. Airport Arrival card.
5. FTMS College fee paid

Journey Performed Fee

Students who enter Malaysia prior obtaining approval letter to study or without visa will have to pay **Journey Performed Fee** for each passport. *Journey Performed Visa will be charged for the following reasons:*

1. Student enters Malaysia without visa and student pass approval letter from the IM.
2. Student enters Malaysia without visa and their student pass has expired.

Airport Arrival Transportation

Once your Student Pass is approved, we will send you a copy of the approval letter with an Arrival Air Port Pickup Request Form. You are required to complete the Arrival Air Port Pickup Request Form containing arrival flight and accommodation information and send / fax / email to us at least **2 weeks** before date of arrival to:

The International Student Department, FTMS College.

Tel: +603-8310 9355, fax: +603-8310 9211,

Email: Azahari@ftms.edu.my or Magen@ftms.edu.my

- Student are required to inform ISD of any changes to flight arrival information.
- Yellow fever injection is compulsory for students from some African countries for entrance to Malaysia. At the point of entry, students have to present their injection certification as evidence.

At Entry Point (KLIA)

With ISD officer assists, students are require to

- obtain special pass or social visa at Immigration Office, 3floor (Arrival hall)
- obtain arrival card



Deadline

You have to plan for your visa and student pass application/renewal to avoid journey performed and special pass charges. Please ensure your passport is valid at least 18 months for visa application and renewal of students pass. Students, who defer, withdraw or being terminated will have their pass and visa terminated.

- **Single Entry Visa:** Preferably 2 weeks before intention departure to Malaysia
- **Student pass (sticker):** Submit Immediate (after arrival at FTMS)
- **Renewal of students pass:** At least 70 days before expiry date
- **Termination of student pass on cases of deferment, withdrawal or dropout:** Immediate

Termination of Pass And Visa

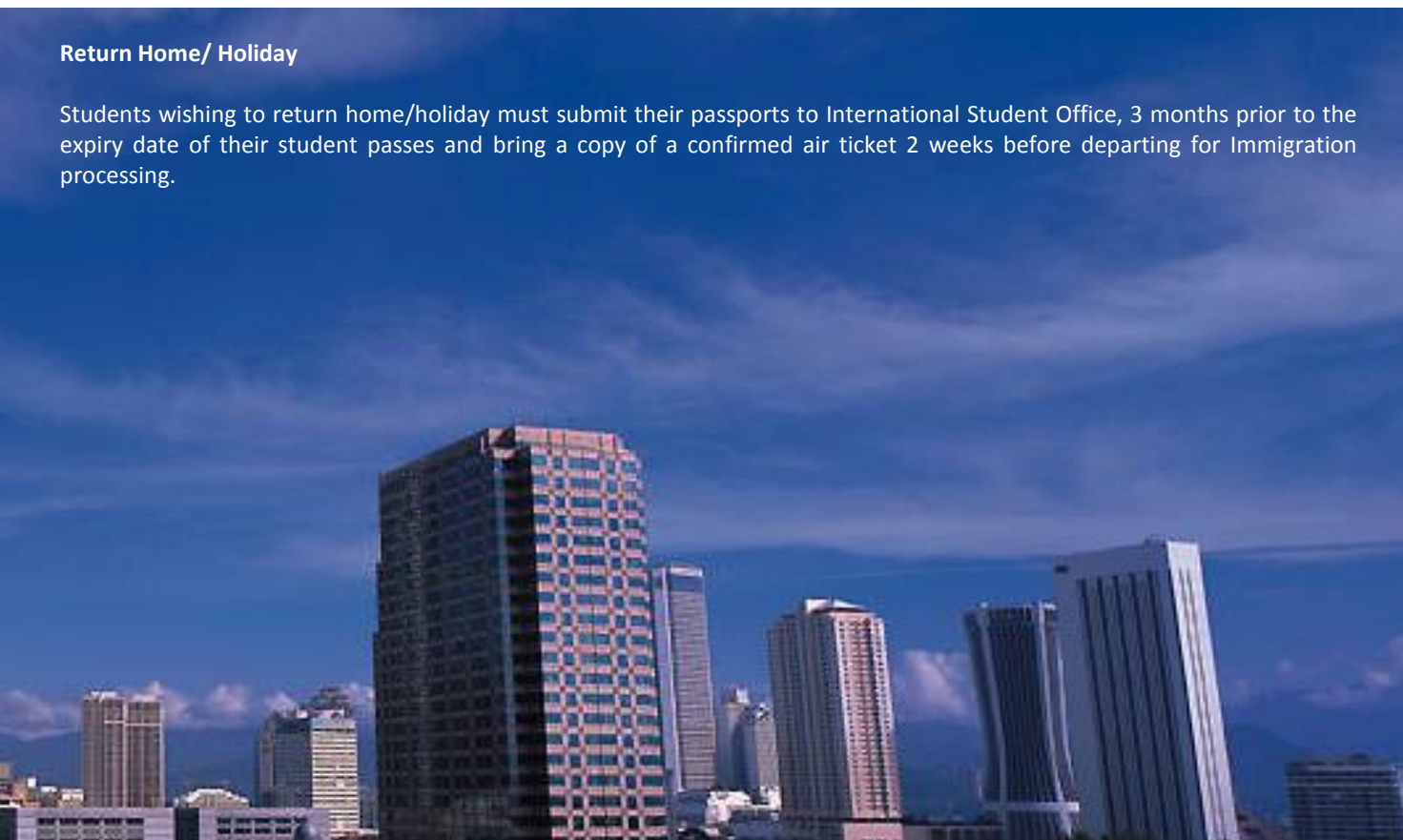
Students, who defer, withdraw or being terminated will have their pass and visa terminated. Student withdrawing their studies must report to International Student Office, 1 month prior to departure, fill up withdrawal form. Students are to bring confirmed air ticket and photocopy for Immigration processing. Processing takes up to 2 months. Student who defers studies will have their student pass cancelled. Student to report to International Student Office otherwise a police report will be lodged to effect the cancellation of the student pass.

When You Have A New Passport

If you renew/change your passport, please transfer your student pass to the new passport immediately. Your student pass will not be valid in the old passport. Bring your old and new passport/s to International Student Office so that its staff will advise you on what to do.

Return Home/ Holiday

Students wishing to return home/holiday must submit their passports to International Student Office, 3 months prior to the expiry date of their student passes and bring a copy of a confirmed air ticket 2 weeks before departing for Immigration processing.



Health Requirement / medical screening

It is necessary for all international students to undergo and pass the health and medical test immediately on arriving in Malaysia.

Medical screening is a health check that comprises of a general examination by the examining doctor, blood and urine tests and a chest x-ray examination. All international students who apply for a student pass **MUST** undergo a Malaysian medical screening procedure at a EMGS appointed panel.

Documents required for students transferring college or changing program within the college

- 8 Photographs [Blue Background] 3.5cm x 5cm
- 3 Sets of Passport copy [all pages with a copy of visa shortening or (cancellation + Special pass attached)]
- 3 Sets Results/Transcripts [Country of Origin]
- 3 Sets Results/Transcripts [Previous College/FTMS]
- 3 Sets Attendance record [Previous College/FTMS]
- 3 Sets Release Letter [Transfer College only]
- 3 Sets No Objection Letter (NOC)/ Eligibility Letter [Sub-Saharan Countries]

Providing False Information

Qualifications stated in your application form and certificates provided will be verified by checking the original documents at the time of enrolment. Providing fake , doctored certificate or misleading information in the form or failure to provide/present the original documentation will result in termination of the application for admission and if you are already in the program, your program will be pre maturely terminated and you have to return home and any amount of fees paid will **NOT** be refunded.

No Objection Certificate (NOC) for students from Sub Sahara Nations

A no objection certificate is required by the Ministry of Higher Education of Malaysia from students from Sub Sahara nations and those acquiring qualifications these nations .The no objection Certificate must be signed and Ministry of the education in the country of origin.

List of Countries of Sub Saharan Africa

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|--------------------------------|-------------------|-------------------------------|------------|
| • Angola | • Eritrea | • Namibia | • Zambia |
| • Benin | • Ethiopia | • Niger | • Zimbabwe |
| • Botswana | • Gabon | • Nigeria | |
| • Burkina Faso | • Gambia | • Rwanda | |
| • Burundi | • Ghana | • Soa Tome and Principle | |
| • Cameroon | • Guinea | • Senegal | |
| • Cape Verde | • Guinea – Bissau | • Seychelles | |
| • Central African Republic | • Kenya | • Sierra Leone | |
| • Chad | • Lesotho | • Somalia | |
| • Comoros | • Liberia | • South Africa | |
| • Congo | • Madagascar | • Swaziland | |
| • Cote d'Ivoire | • Malawi | • Togo | |
| • Democratic Rep. of the Congo | • Mali | • Uganda | |
| • Equatorial Guinea | • Mozambique | • United Republic of Tanzania | |



