



UK | DUBAI | MALAYSIA

# INTERNATIONAL STUDENT GUIDE

essential information for new students



**Malaysia Campus**

[www.hw.ac.uk](http://www.hw.ac.uk)

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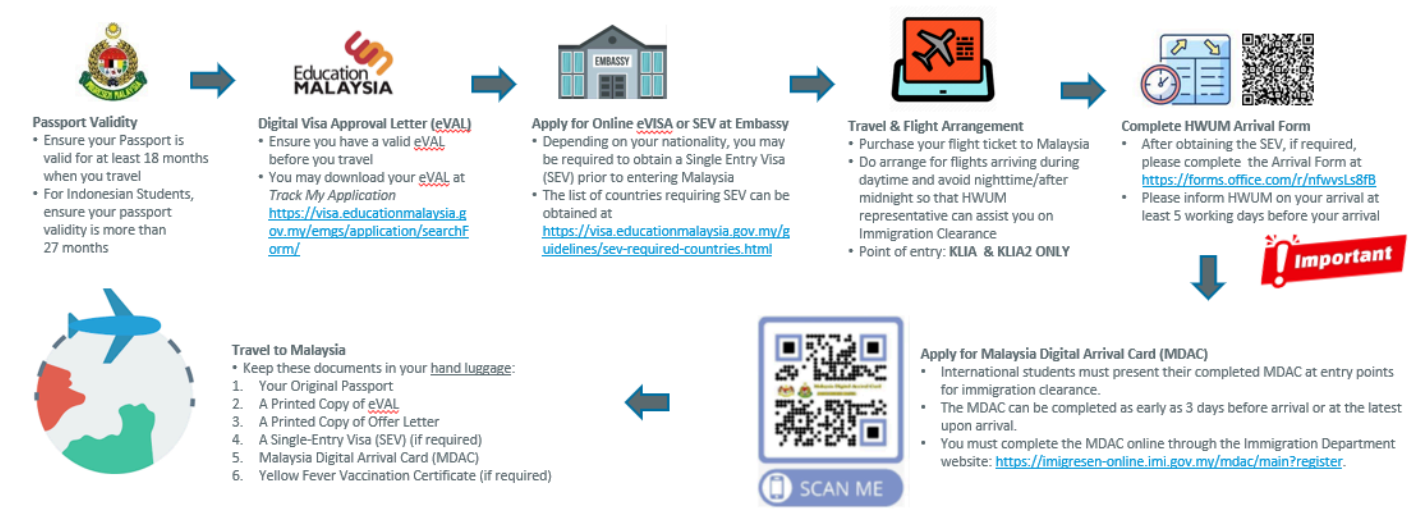
# WELCOME TO HERIOT-WATT UNIVERSITY MALAYSIA [HWUM]

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The Global Student Office (GSO) is delighted to welcome you to Heriot-Watt University Malaysia. Here is a quick guide designed to help you to understand the visa application process for international students in Malaysia and in your home country.

## Flowchart for International Students Entering and Studying in Malaysia

### FLOW CHART FOR NEW INTERNATIONAL STUDENTS ENTERING MALAYSIA (PRE-ARRIVAL)



**Gentle Reminder:**  
Please **DO NOT** purchase a flight ticket before you received your eVAL and eVISA, unless it's a flexible flight ticket.

Abbreviation:			
GSO	: Global Student Office	SEV	: Single Entry Visa
EMGS	: Education Malaysia Global Services	KLIA	: Kuala Lumpur International Airport
<u>eVAL</u>	: Digital Visa Approval Letter	KLIA2	: Kuala Lumpur International Airport 2



## Step 1 : Electronic Visa Approval Letter (eVAL)

Students are allowed to enter Malaysia once the eVAL is ready for download from STARS.

Once approved, you will be able to download the eVAL through the EMGS website ([Track My Application](#)).

Students from selected nationalities will need to obtain a Single Entry Visa (SEV) from the nearest Malaysian High Commission. Students may refer to the list at <https://visa.educationmalaysia.gov.my/guidelines/sev-required-countries.html>

### Sample of Electronic Visa Approval Letter (eVAL)

	<b>JABATAN IMIGRESEN MALAYSIA</b> (KEMENTERIAN DALAM NEGERI) UNIT PAS PELAJAR, EMGS CYBERJAYA BAHAGIAN VISA, PAS DAN PERMIT NO.3539, ARAS 2, BANGUNAN MERCU MGA JALAN TEKNOKRAT 7, 63000 CYBERJAYA	
		Telefon : 603-8312 2255 Faks : 603-8312 2254 Portal Rasmi : www.imi.gov.my

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[Redacted]

C/O: HERIOT-WATT UNIVERSITY MALAYSIA  
NO.1, JALAN VENNA P5/2  
PRESINT 5  
62200 WP PUTRAJAYA

Our Ref. : [Redacted]

Date : 16 July 2020



Dear Sir/Madam,

**APPROVAL OF FOREIGN STUDENT STUDYING IN MALAYSIA**

We are pleased to inform you that immigration Department has approved your student pass application as follows:

Name Of Student	:	[Redacted]
Passport No.	:	[Redacted]
Nationality	:	[Redacted]
Course	:	[Redacted]
Institution	:	[Redacted]
Duration Approved	:	[Redacted]

2. If you are a national/citizen of a country that requires a visa to enter Malaysia, kindly make such application at the nearest Malaysian Embassy / Consulate before leaving your country
3. For Immigration clearance, you are required to produce this letter upon arrival.
4. Payment for processing fee, Student Pass and Visa are:
  - 4.1. **Student Pass** - RM 60.00 a year or part of year.
  - 4.2. **Visa / Re-Entry Visa** - According to country(not exceeding RM 50.00)
5. This letter is valid for six (6) months from the date of issuance.

Thank you and have a pleasant journey to Malaysia.

Sincerely,

Director of Visa, Pass and Permit Division  
for Director General of Immigration  
MALAYSIA

*This is a computer generated letter. No signature is required.*

## Step 2: Pre-Arrival

Complete the **HWUM Arrival Form** at <https://forms.office.com/r/nfwvsLs8fB> at least 7 days before travelling to Malaysia.

## Step 3: Apply for Malaysia Digital Arrival Card (MDAC)

You must present your completed Malaysia Digital Arrival Card (MDAC) at entry points for immigration clearance. MDAC can be completed as early as 3 days before arrival or at the latest upon arrival via the following link:

<https://immigresen-online.imi.gov.my/mdac/main?register>



For more information, please refer to the Immigration website at the following link: <https://immigresen-online.imi.gov.my/mdac/main>.

## Step 4: Medical Screening

All new international students are required to undertake a medical screening within **seven (7)** days upon arrival. You will receive an email from GSO and will be provided the list of EMGS panel clinics.

Please visit EMGS website for more information on [medical screening](#).

## Step 5 : EMGS Supporting Letter

Once your medical screening is approved, EMGS will issue a supporting letter.

This supporting letter will allow GSO to submit your passport to the Immigration Department of Malaysia for your Student Pass endorsement.

### Sample of EMGS Supporting Letter



**EDUCATION MALAYSIA GLOBAL SERVICES (986610-U)**  
Education Malaysia One-Stop-Centre, 20th Floor,  
Menara TA One, 22, Jalan P. Ramlee, 50250  
Kuala Lumpur, Malaysia

Tel: +603 2782 5888  
Faks: +603 2711 8533  
Portal: [www.educationmalaysia.gov.my](http://www.educationmalaysia.gov.my)

Rujukan Fail : [REDACTED]  
Tarikh : 9 November 2020

Ketua Pejabat Imigresen  
Unit Pas Pelajar Cawangan EMGS Cyberjaya  
Jabatan Imigresen Malaysia  
No 3539, Tingkat 2, Bangunan Axis Eureka  
Jalan Teknokrat 7  
**63000 CYBERJAYA**

Tuan,

#### **SURAT SOKONGAN PERMOHONAN STIKER PAS PELAJAR ANTARABANGSA BAGI PERMOHONAN BARU**

Dengan hormatnya merujuk kepada perkara di atas.

2. Sukacita dipanjangkan permohonan bagi stiker pas pelajar antarabangsa (baru) yang telah diluluskan oleh Jabatan Imigresen Putrajaya. Pemohon ini juga telah menjalani dan melepasi pemeriksaan kesihatan serta mempunyai insurans perlindungan diri yang telah disahkan oleh pihak kami. Pihak penganjur hendaklah memastikan pemohon mempunyai perlindungan insurans sepanjang tempoh pengajian. Butiran permohonan adalah seperti yang berikut:

Nama Pelajar : [REDACTED]  
No. Pasport : [REDACTED]  
Warganegara : [REDACTED]  
Kursus : [REDACTED]  
Institusi : [REDACTED]  
Tempoh : [REDACTED]

3. Pegawai yang mewakili Education Malaysia Global Services (EMGS) untuk pengurusan stiker adalah bertanggungjawab terhadap kes ini sahaja. Butiran pegawai tersebut adalah seperti berikut:

Nama : [REDACTED]  
Majikan : [REDACTED]

4. Surat ini adalah sah selama **ENAM PULUH (60) HARI** sahaja dari tarikh pengeluaran. Sila hubungi EMGS di talian 03-27825888 untuk sebarang pertanyaan lanjut.

Sekian, terima kasih.

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

**(NAZIA NURSHAFINA BINTI CHE OMAR)**

Penolong Pengurus

b/p Ketua Pegawai Eksekutif EMGS

Education Malaysia Global Services (EMGS)

Ini adalah cetakan komputer, tandatangan tidak diperlukan.



# Useful Links

1. **International Student Handbook**

[https://www.hw.ac.uk/uk/students/doc/International\\_Student\\_Guide\\_Malaysia.pdf](https://www.hw.ac.uk/uk/students/doc/International_Student_Guide_Malaysia.pdf)

2. **HWUM Website**

<https://www.hw.ac.uk/uk/students/new-students/malaysia-campus-students.htm>

3. **EMGS Website**

<https://educationmalaysia.gov.my/>  
<https://visa.educationmalaysia.gov.my/>

4. **Immigration Department of Malaysia Website**

<https://www.imi.gov.my/>

## GSO Office Location and Contact Details

Location: Student Life Ground Floor, East Wing, No 1, Jalan Venna P5/2, Precinct 5, 62200 Putrajaya, Malaysia

Office Hours: Mon to Fri, 9am to 5pm  
(Except for Public Holidays)

Office Number: +603-8894 3888

Emergency Contact: +6012 667 7140 / +6012 632 2799  
(24 Hours Hotline)

Email: [MYInternationalOffice@hw.ac.uk](mailto:MYInternationalOffice@hw.ac.uk)



