

NOTIFICATION ON THE GUIDELINES FOR THE IMPLEMENTATION OF APPLICATION OF MOBILITY PROGRAMMES THROUGH EMGS STARS

1. PURPOSE:

The Home Ministry (KDN) has issued procedures for International Student Admission to Institutions of Higher Education dated May 6, 2016 (Ruj. Kami: KDN(S): IM 100/855/1 KLT.55) in which it was agreed that students who will enroll for Mobility Programmes in Institutions of Higher Education in Malaysia is required to submit through EMGS. As directed by the Department of Higher Education (JPT) on November 24, 2016 (Ruj. Kami: JPT (BEM) 1000/013/02/01 Jld.2 (14)) EMGS has enhanced the STARS system to enable institutes to register foreign students who intend to enroll for mobility programs.

Effective 01 December 2016, all students intending to enrol in mobility programs will be required to apply through EMGS.

2. ELIGIBILITY:

- This facility is only applicable for the following type of Institutions
 - Public Universities; and
 - Private Institution of Higher Learning (IPTS) with a “University” title including Institutions of Foreign Campus that has attained the Certificate of Registration. The approval to offer programmes and the approval to recruit International Students from KDN which are still valid. Refer to the attachment for a list of all institutions.
- In order to be eligible, the foreign student must be enrolled as a full-time student in an overseas university which is registered by the governing body in its country of operation. The student will be required to show proof of this by providing either a letter from the overseas university, or a copy of their student matriculation card certified by the overseas university.
 - All mobility programmes should not exceed 12 months.
 - International students will have the option to apply for mobility programmes through the EMGS website after receiving an offer letter from the Institution of Higher Education for an approved mobility programme.
 - Dependent passes will not be issued for the families of students who enrol in mobility programmes.

3. IMPLEMENTATION IN STARS:

An additional form will be enabled in STARS for the institutions to make the applications for mobility students. The Student Pass Application Form (IM14m) for

Mobility form in STARS will be used to apply for programmes more than 3 months but not exceeding 12 months.

- (a) In order to apply for a mobility programme the institutions will be required to submit all the supporting documents for a Visa Approval Letter (VAL) application. Please refer to the attached checklist.

This application will be managed similar to Visa Approval Letter (VAL) process. A VAL will be issued and a student pass will be endorsed in the passport after their arrival in Malaysia.

The student pass issued will be in accordance with the selected programme depending on the programme duration.

- (b) Insurance:

All students are required to obtain a valid insurance policy in Malaysia. Students can obtain insurance policies available which are available through EMGS STARS system or through their educational institution.

- (c) Medical Screening:

The requirement for pre-arrival medical screening will remain as per the current student pass application process. Mobility students who are citizens of the 14 countries that are listed below are exempted from pre-arrival medical screening in accordance with the conditions and requirement stated in Surat Makluman KPT bil. JPT (BEM) 1000/016/046Jld.6 (25) dated 30 June 2016. The countries are United Kingdom, Japan, USA, Australia, South Korea, Belgium, Finland, France, Germany, Netherlands, Spain, Sweden, Switzerland, and

In place of the Medical Examination Report, students from the above countries will be required to submit a declaration of their health status. Refer to the attached template for your reference: it may also be downloaded from STARS.

- (d) All students will be required to attend a medical screening once they have arrived in Malaysia. Any students who fail this medical screening will not be issued with a student pass and will be required to leave the country.

- (e) iKad:

iKad will be issued for ALL mobility students who have received a student pass.

4. MOBILITY PROGRAMME REGISTRATION:

- Institutions are required to register their mobility programmes with EMGS prior to making an application in STARS. To register, please use the attached excel form to submit the mobility programme details to EMGS. An official letter from the University Senate, Chancellor, Vice Chancellor, or CEO to support the list of mobility programmes must be attached when submitting the form to EMGS.
- Please send the completed registration documents (programme details, and supporting letter) to enquiry@emgs.com.my.

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