

**STUDENT PASS GUIDELINES FOR INTERNATIONAL STUDENTS
(3 – 12 Month)**

1. Calling Visa

1.1 Begin 01 December 2016, Malaysian Department of Immigration Malaysia has decided that calling visa is compulsory to all mobility/internship international students.

1.2 All calling visa expenses are to be borne by the prospective students themselves in a telegraphic transfer/bank draft form which payable to:

Purpose of Payment	: Calling Visa Processing Fees
Account Name	: Bendahari Universiti Malaysia Terengganu
Bank Name	: CIMB Islamic
Account No	: 8601751742
Bank Address	: CIMB Bank Berhad Cawangan Kuala Terengganu Lot 3083, Jalan Sultan Ismail, 20200 Kuala Terengganu, Malaysia
Swift Code	: CIBBMYKL
Amount Payable	: MYR339.20

1.3 All document(s) below must reach our address or email at **ic@umt.edu.my** 3 month prior to your registration day:

- a) Passport size photograph (White background 3.5cm x 4.5cm).
- b) Clear copy of all pages of the passport including the empty pages and passport validity (must be at least 12 months from the expected date of entry).
- c) A copy of academic and other related certificates.
- d) A proof of payment slip for visa processing at MYR339.20
- e) A completed letter of acceptance.
- f) Conformation Letter as a student from the original university.
- g) Letter of Eligibility (For Iran and Sudan Only).

1.4 Please ensure that International Centre will receive the exact amount and all document. Otherwise UMT International Centre will not able to process your VDR application. Once the application has been approved by the Immigration Department of Malaysia, the approval letter will send to the faculty for the faculty to send to the student.

Students are required to enter Malaysia within 3 month after the issuance of the VDR. Upon arrival student will be given a social visit pass but its validity is limited to between 14 to 90 days. You are advised to enter Malaysia prior to your registration date, but not earlier than 7 days before the date.

In order to convert the social visit pass to student pass, you must register as UMT student as soon as possible. Once registered, you have to submit your valid original passport to UMT International Centre.

2. Medical Examination

- 2.1 A medical examination is compulsory for all local and international students in Malaysia.
- 2.2 A medical checkup must be done at our panel clinics in Kuala Terengganu by using a prescribed form on your offer letter. A report from other than our panels will not be considered.
- 2.4 University has the right to withdraw this offer or to terminate you from your studies if you are found to suffer from or to be a carrier of such diseases, or to suffer from a medical condition requiring continuous medical care that will adversely affect your study at UMT

3. Insurance

- 3.1 In 2008, the Ministry of Higher Education (MOHE) has endorsed that all international students must have an insurance scheme. It is compulsory for all international students to have this insurance scheme.
- 3.2 This insurance package must be effective from the day of the students' registration (after the medical check-up conducted at our panel clinics is submitted to the International Centre).
- 3.3 MOHE has set a minimum premium of RM 300.00 per year. UMT will select the insurance company that is registered under the Ministry of Finance. Any other insurance companies, within or outside Malaysia, will not be accepted.
- 3.4 The schedule of benefits are as follows:-
 - a) Personal Accident and Death
 - b) Inpatient Services
 - c) Repatriation
- 3.5 Please note that insurance coverage does not include the medical checkup that students must undergo or any pre-existing illness.
- 3.6 If no illness is detected, students must pay their insurance premium as set by International Centre. Students must obtain payment form from International Centre and are required to pay at the Bursar Counter. Receipt issued at the counter must be handed over to International Centre right away to obtain clearance form.
- 3.7 After the clearance form is issue, students then can register at Postgraduate Management Centre for the Postgraduate Student / Academic Department for the Undergraduate Student.