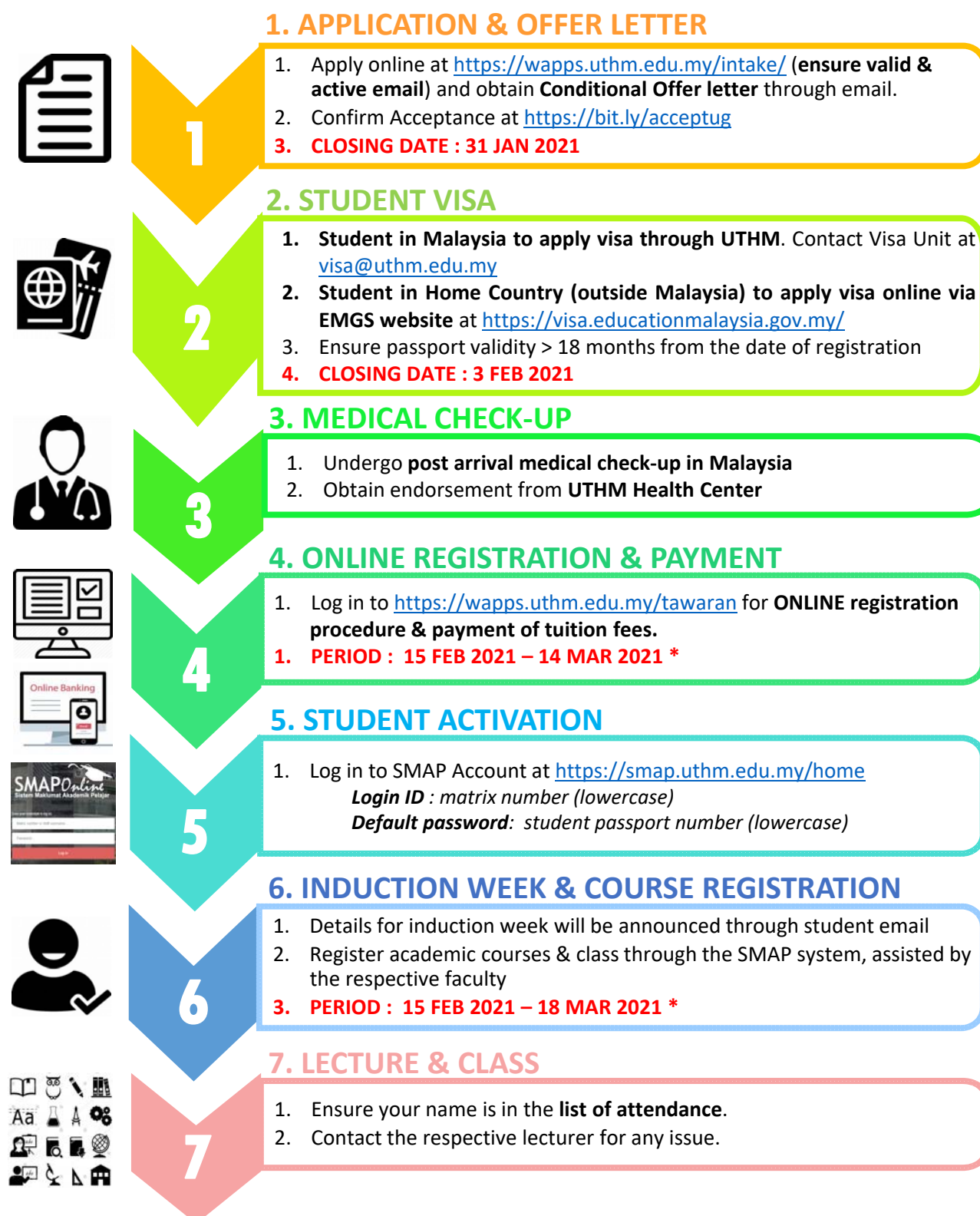


ONLINE REGISTRATION PROCEDURE FOR NEW INTERNATIONAL STUDENTS

(UNDERGRADUATE ADMISSION SEMESTER 2 SESSION 2020/2021 – MARCH 2021)



* The proposed dates are subjected to change depending on status of pandemic COVID-19

GENERAL INQUIRIES / PROBLEMS

UTHM IN BRIEF

<https://youtu.be/rHwMEP9HSfi>

1. CONDITIONAL LETTER

International Office (IO) – Mr. Hazrul
Phone : +607-4533339
Email : io@uthm.edu.my
Website : <https://io.uthm.edu.my/v3/>

2. STUDENT VISA

International Office (IO) – Mr. Azizi & Mr. Zulhibri
Phone : +607-4533339
Email : visa@uthm.edu.my
Website : <https://io.uthm.edu.my/v3/>

3. MEDICAL CHECK-UP

University Health Centre (PKU)
Madam Nor Azlina & Madam Adella
Phone : +607-4537846 / +607-4537244
Email : nlina@uthm.edu.my / adella@uthm.edu.my
Website : <https://pku.uthm.edu.my/>

4. REGISTRATION & OFFER LETTER

Office of Academic Management (PPA)
Mr. Hanif & Madam Liza
Phone : +607-4537375 / +607-4537689
Email : mdhanif@uthm.edu.my / liz@uthm.edu.my
Website : <https://amo.uthm.edu.my/>

5. COURSE REGISTRATION/ CLASS

Faculty of Civil Engineering & Built Environment
Phone : +607-4564202 / +607-4564229
Email : laiwai@uthm.edu.my
Website : <http://fkaab.uthm.edu.my/>

Faculty of Electrical & Electronic Engineering
Phone : +607-4564508 / +607-4564518
Email : jaisl@uthm.edu.my
Website : <http://fkee.uthm.edu.my/>

Faculty of Mechanical & Manufacturing Engineering
Phone : +607-4537710 / +607-4537351
Email : bukhari@uthm.edu.my
Website : <http://fkmp.uthm.edu.my/>

Faculty of Technology Management & Business
Phone : +607-4533802 / +607-4533836
Email : azlina@uthm.edu.my
Website : <https://ftmb.uthm.edu.my/>

Faculty of Technical & Vocational Education
Phone : +607-4564010 / +607-4564113
Email : hasril@uthm.edu.my
Website : <https://fptv.uthm.edu.my/en/>

Faculty of Computer Science & Information Technology
Phone : +607-4533603 / +607-4533636
Email : zubaile@uthm.edu.my
Website : <http://fsktm.uthm.edu.my/v4/>

Faculty of Applied Sciences & Technology
Phone : +606-9742019 / +606-9742126
Email : hamizahs@uthm.edu.my
Website : <https://fast.uthm.edu.my/>

Faculty of Engineering Technology
Phone : +606-9742029 / +606-9742140
Email : fathul@uthm.edu.my
Website : <https://ftk.uthm.edu.my/v3/>

6. PAYMENT & TUITION FEES

Bursary Office (PB)
Phone : +607-4537054
Email : akaunpelajar@uthm.edu.my
Website : <http://bendahari.uthm.edu.my/v2/>

7. SMAP ACCOUNT

IT Center (PTM) – Helpdesk
Phone : +607-4537292 (Whatsapp)
Email : aduanict@uthm.edu.my
Website : <https://ptm.uthm.edu.my/>

8. MATRIC CARD

Registrar Office – Helpdesk
Phone : +607-4537000
Email : pp@uthm.edu.my
Website : <http://pendaftar.uthm.edu.my/v2/en/>

9. OTHERS

Student Countries Representatives
<https://io.uthm.edu.my/v3/index.php/more-info/international-student-representatives>

Student Housing Centre
Email : prp@uthm.edu.my
Website : <https://kolejkediaman.uthm.edu.my/en/>

How to apply Visa?
<https://io.uthm.edu.my/v3/index.php/visa/visa-and-student-pass-application>

Calculate your EMGS application fees?
<https://visa.educationmalaysia.gov.my/>

Tuition fees?
<https://drive.google.com/file/d/1cUA-aggokCRYP5Z43lpaMAYkxRPHxYcP/view?usp=sharing>

VISA APPROVAL LETTER (VAL) APPLICATION PROCESS

STEP

Complete your documents



STEP 2

Apply VISA & pay your student visa online

Apply and track application status at <https://visa.educationmalaysia.gov.my>



STEP 3

Apply SEV at Malaysia Embassy



STEP 4 (POST-ARRIVAL)

Post-arrival Medical Check-up, Registration and Student Pass Endorsement

1. Scan and compile your documents listed in V (ii) checklist accordingly.
2. Ensure passport validity **NOT LESS** than **18 months** from the date of registration

IMPORTANT!

If you are applying from Malaysia, you are required to apply visa through Visa Unit UTHM. Please contact 07-453 3339 or visa@uthm.edu.my

1. **If you are applying from Home Country (outside Malaysia)**, you are required to apply Student Visa online at <https://visa.educationmalaysia.gov.my>
2. Track application status after 1 week of application
3. Immigration Malaysia will issue electronic Visa Approval Letter (eVAL) which can be downloaded at EMGS website after approval of VAL.
4. Print the eVAL to obtain Single-Entry-Visa (SEV) (refer step 3).

Noted: It may take 3-6 weeks for VAL approval.

After VAL approved, please apply Single Entry Visa (SEV) at Malaysia Representative Office* as stated in eVAL.

Countries without the Malaysia Representative Office need to obtain Visa on Arrival for Student (VOAS) at VOA counter located at Arrival Hall / Malaysia entry point upon arrival.

*If you have any queries about the procedure, email to visa@uthm.edu.my , or enquiry@emgs.com.my

NOTE: After approval of VAL and apply SEV, you may plan your travel. **PLEASE PLAN TRAVEL ARRANGEMENTS NEAR TO YOUR RECEPTION DATE** (i.e. 1-2 days before reception date).

Upon arrival at Malaysia (Immigration counter), show **your eVAL, SEV and Offer Letter** to the Immigration Officer. The Special Pass stamp will be endorsed by the Immigration for 30 days. Within the 30 days period of the Special Pass, you are required to complete the following step to obtain a Student Pass endorsement: -

- 1) Report to UTHM International Office) for post-arrival medical check-up arrangement at UTHM Health Center within 3 days of arrival.
- 2) Register as student as stated at offer letter.
- 3) Submit document for **STUDENT PASS ENDORSEMENT within 7 days of arrival at UTHM International office.**

NOTE: It should take **22 working days (or minimum 4 weeks)** upon receipt of a complete documents for student pass endorsement. The student pass application must get Supporting Letter from EMGS prior submit to Immigration Department. If student exit Malaysia (for any reason) without complete the student pass endorsement, your VAL and SEV will be **VOID**. You have to cancel previous VAL, apply new VAL and repeat the same process if you required to obtain for student pass in future.

DOCUMENTS REQUIRED FOR VISA APPROVAL LETTER (VAL) APPLICATION

NO.	DOCUMENTS	REMARKS (scan the document in PDF format)
1.	UTHM Offer Letter	Original UTHM Offer Letter
2.	Photo	Softcopy of passport photograph (3.5cm x 4.5cm) with WHITE Background only. <i>Note: Please follow Photo Requirement Guidelines</i>
3.	Passport <i>Note: Passport validity is 18 months from application date</i>	i. Bio-data page (Color) ii. Pages with visa information & Observation page (if any) iii. Special Pass (if any) <i>Student from countries Nigeria, Libya, Iran, Iraq Somalia, Syria & Yemen are required to provide ALL passport pages.</i>
4.	Academic Certificates	i. Degree - Highest School Certificate ii. Master – Degree Certificate iii. Ph.D. – Degree & Master Certificate
5.	Academic Transcripts <i>Note: to submit together with academic certificate</i>	i. Degree- High School Transcript/ Exam Result ii. Master – Degree Transcript iii. Ph.D. – Degree & Master Transcript
6.	Health Status Declaration Form	Please download template of Declaration of Health Status
7.	Letter of Eligibility (LOE) or No Objection Certificate (NOC) or No Objection Letter (NOL)	Applicable for student from Iran, Sudan and Oman only.

- **[Postgraduate only] Married students MUST** enter Malaysia as a single traveler. Dependent passes can only be applied after a student's pass is issued.
- If VAL did not approve within specific time registration period, you are advised to postpone your study to the following semester.

IMPORTANT NOTES:

- **DO NOT PURCHASE YOUR FLIGHT TICKET until** you have obtained the VAL & SEV approval.
- International Students **WILL NOT BE ALLOWED** to register with the University if you don't have VAL and SEV.
- Student is advised to travel to **Malaysia WITHIN** the period of the registration date (i.e. 1 or 2 days before reception date). The Special Pass is given for 30 days only.
- Students changing from another institution/university within Malaysia, please contact International Office UTHM via email: visa@uthm.edu.my for variation/ progression procedures.

The Immigration Law of Malaysia **DOES NOT ALLOW** foreigners entering Malaysia on a **Social Visit Pass to apply for Student Pass**. UTHM will not be responsible, and or directly or indirectly liable, in any way for the misuse of the Social Visit Pass.