

## International Student Application Checklist

**Submission Deadline:** To submit complete applications at least **2 Months** BEFORE Intake Month

**STUDENT NAME :** \_\_\_\_\_

**NATIONALITY :** \_\_\_\_\_

**INTAKE :** \_\_\_\_\_

**LEAD SOURCE :** \_\_\_\_\_

**PROGRAMME :** \_\_\_\_\_

**AGENT'S NAME (IF ANY) :** \_\_\_\_\_

	Checklist	Pending Documents	Remarks
<b>1. Registration</b>			
• Duly signed Updated International Student Application Form + Payment Schedule	<input type="radio"/>		
• International Admission Procedure Form	<input type="radio"/>		
• Student Entry Requirements Assessment & Approval Form	<input type="radio"/>		
<b>2. Academic Qualifications</b>			
• One (1) set of applicant's academic qualification Certificate & Transcript (front & back), in original language & English translated copies > Specify the examination name: > Results:	<input type="radio"/>		Translation must comply with Guideline; Transcript must come with grading system
• English Language Proficiency (e.g IELTS, TOEFL)	<input type="radio"/>		
• Exemption Application Form and Approval for Exemptions (If applicable)	<input type="radio"/>		
<b>3. Student Visa</b>			
• Two (2) recent passport-sized colour photographs ([35mm width x 45mm height], <b>white</b> Background)	<input type="radio"/>		Comply with Guideline
• Two (2) set valid passport (all pages; valid for at least 18 months)	<input type="radio"/>		
• Health Declaration Form	<input type="radio"/>		
• No Objection Certificate (NOC) - Sudan/ No Objection Letter (NOL) - Oman	<input type="radio"/>		
• Letter of Eligibility (LOE) - Iran	<input type="radio"/>		
• Port of Entry (e.g KLIA, Senai Airport):	<input type="radio"/>		
• Malaysia Embassy for SEV located at:	<input type="radio"/>		
• Yellow fever vaccination certificate (countries with risk of Yellow Fever transmission)	<input type="radio"/>		
• Post-arrival medical check-up at EMGS-registered clinic (within 7 working days upon arrival)	<input type="radio"/>		
<b>4. Student transfer from another college/university</b>			
• ORIGINAL Release Letter from the previous college/university	<input type="radio"/>		
• Certified true copy of Applicant's attendance and performance record from the previous college/university	<input type="radio"/>		
• Certified true copies of Transcripts & Certificate from the previous college/university	<input type="radio"/>		
• Evidence [on passport] that your Student Pass has been cancelled by your last previous institution of study	<input type="radio"/>		
• If student has not undertaken a Medical Screening in Malaysia [at an EMGS appointed clinic] which is dated within 6 months of submitting application for change of course, student will have to undergo a Medical Screening.	<input type="radio"/>		
<b>5. Payments</b>			
• Application Fee of RM _____	<input type="radio"/>		
• 1st Installment of RM _____	<input type="radio"/>		
• Medical Insurance Fee of RM _____	<input type="radio"/>		
<b>6. Admissions</b>			
• LoO (Letter of Offer).	<input type="radio"/>		
• LOA (Letter of Acceptance) and Payment Schedule.	<input type="radio"/>		
• Visa Approval Letter (VAL)	<input type="radio"/>		
<b>7. Others</b>			
	<input type="radio"/>		
	<input type="radio"/>		
	<input type="radio"/>		

I hereby certify that the above documents submitted are photocopies from the "true" copies. I have made the relevant checks on the documents to my due diligence. The information provided are verified and confirmed.

**Submitted By :** \_\_\_\_\_

**Checked By :** \_\_\_\_\_

Name :

Name :

Date :

Date :

**Received By : (Admission)**

Name :

Date :