

## **PASSPORT**

### **When you have a new passport**

- If you renew or change your passport for any reason, please transfer your student pass sticker from the old passport to the new passport immediately
- Your student pass will not be valid in the old passport
- You need to bring your old and new passports to the Visa Processing Centre to prepare the necessary documents for the sticker transfer
- There will be charges for a Single / Multiple entry visa based on the entry country
- The duration for transferring the sticker would be 14 working days upon submission to the Immigrations.
- If you lose your Passport

### **In the event that you lose your passport, you need to do the following steps:**

- Inform the International Student Office immediately
- Lodge a police report. With the police report, proceed to your Embassy or High Commission to make a new passport.
- Upon obtaining your new passport, proceed to the Visa Processing Centre with a copy of your police report and a letter from the Embassy as the support document to obtain your new student pass sticker for your new passport.

### **Returning Home during Holidays**

- Please inform the International Students Office if you are returning home during the semester break
- For those planning to return to your home country during the semester break or holidays, you need to inform the International Student Office for advice on your next Student Pass renewal

### **Other General and Important Information:**

Please be reminded that you are required to carry your passport at all times when travelling in Malaysia.