

## **RENEWAL OF STUDENT PASS**

### **STEP 1 :**

- Student to Complete Renewal Student Pass Form . This can be obtained from the International Student Office .
- Student need to submit the application form at least 3 months prior to the expiry of the current Student Pass. It will take approximately 60 days to obtain renewal from the EMGS .
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### **STEP 2 :**

- The complete form together with their \*Attendance report for previous semester/year, latest examination results or transcript as the supporting documents, insurance cover note and latest medical report form Hospital/Clinic.
- The Approval for renewal is also subject to:
  - Student attendance to be at least 80%
  - GPA – 2.0 and above
  - The Immigrations has the right to cancel a student pass based on poor attendance and poor academic results.

\*these documents will be compiled by the International Student Office

### **STEP 3 :**

The International Students Office will compile and prepare the documents to be submitted to EMGS (Education Malaysian Global Services) for approval together with all the supporting documents as below :

- Passport
- Latest Examination Result,
- Copy of front page of the passport front
- Latest sticker page
- IMM 14-Pin 1/97 Form and
- EMGS Insurance cover note

The processing period will take up to 4 weeks.

### **STEP 4 :**

- Student will received Passport with new student pass sticker within one week after application Approved
- If application rejected, QIUP will arrange for special pass to allow student to go back to their country or transfer to other institution.