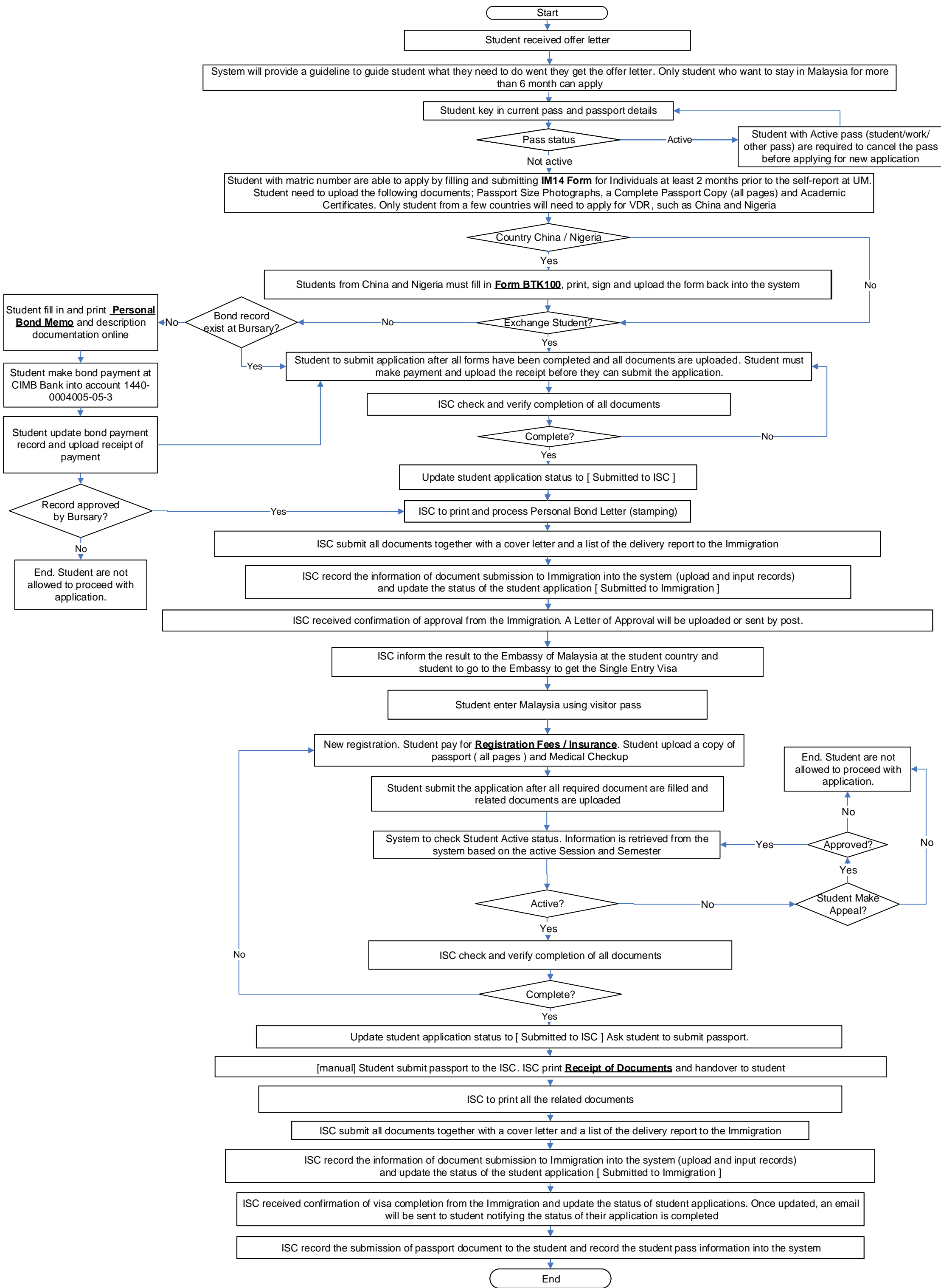
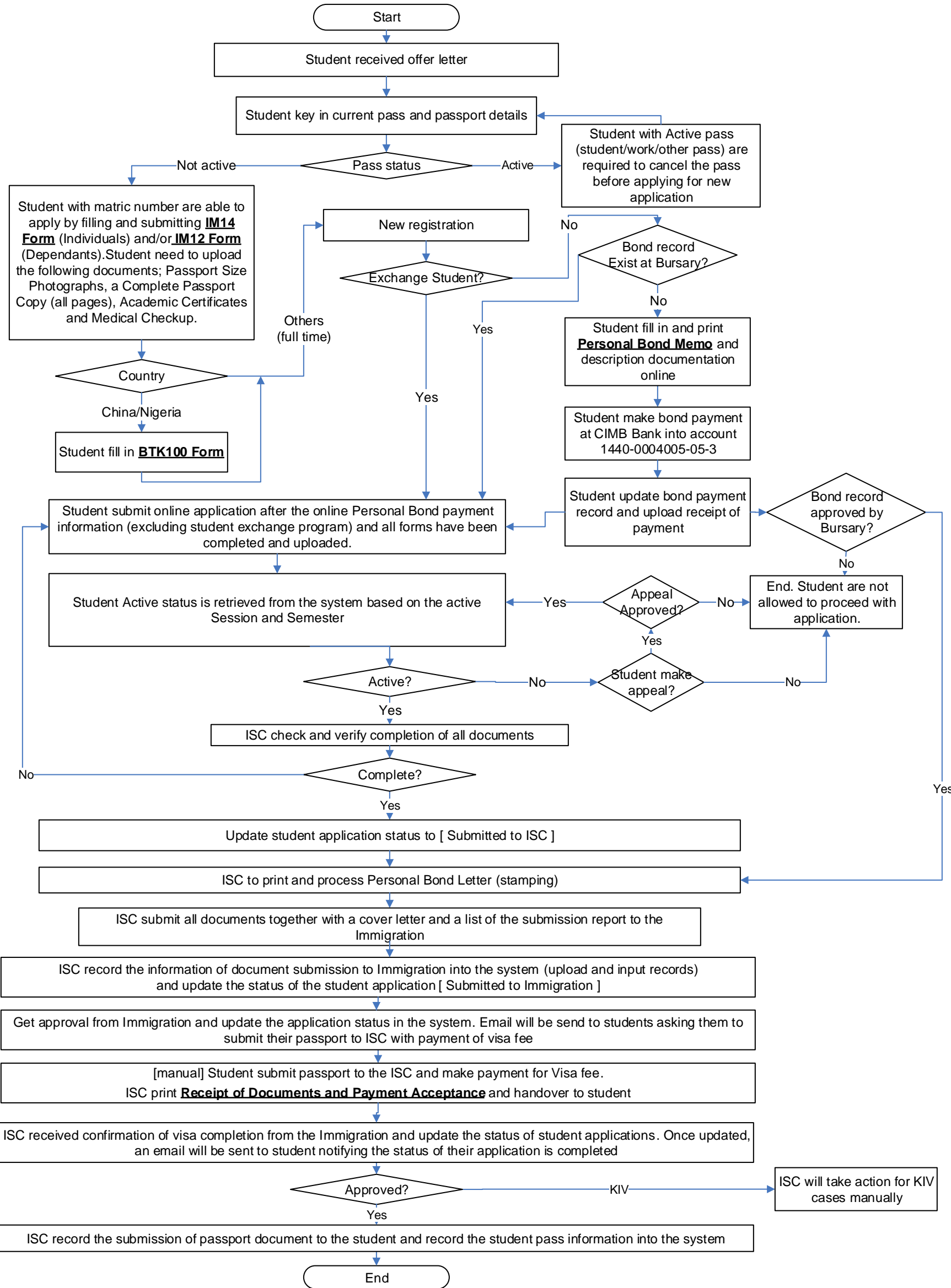


# ONLINE VDR APPLICATION FOR INTERNATIONAL STUDENTS OF UNIVERSITY MALAYA



# NEW VISA APPLICATION FOR INTERNATIONAL STUDENTS / DEPENDANTS OF UNIVERSITY MALAYA



# EXTENSION OF VISA APPLICATION FOR INTERNATIONAL STUDENTS / DEPENDANTS OF UNIVERSITY MALAYA

Start

Student / Dependant who already have a visa record with ISC will be informed / reminded of their pass status will be expiring in two months before the due date of the pass. First reminder email is two months before pass due, 2nd email one month before the pass due and the third email two weeks before the pass due. Only student with active status are able to apply. If the student and dependent passport validity are not more than 1 year, system will ask them to renew their passport first before they can apply.

Student with matric number are able to apply by filling and submitting **IM14 Form** (Individuals) and/or **IM12 Form** (Dependants). And student need to upload the following documents; a Complete Passport Copy (all pages)

PG or UG?

PG Research

UG/Exchange/PG Coursework & Mixmode

Check Student Progress Report record  
(Retrieve Online Report from System)

Submit application to Head of Department for confirmation of attendance exceeded 80%  
(Retrieve from the system or Upload by Faculty (for MBA only))

Check examination records  
(Retrieve Records from System )

Both records available?

Yes

No

Student Make Appeal

Approved?

No

End. Student are not allowed to proceed with application. Update the status through system

Yes

Student Active status is retrieved from the system based on the active Session and Semester

Active?

No

Appeal Approved?

Yes

Student to submit the application after the information of Student Progress Report/Records of attendance and Exam Result and all forms have been completed.

ISC check and verify completion of all documents

Complete?

No

Yes

Update student application status to [ Submitted to ISC ]

ISC to print and process Personal Bond Letter (stamping)

ISC submit all documents together with a cover letter and a list of the delivery report to the Immigration

ISC record the information of document submission to Immigration into the system (upload and input records) and update the status of the student application [ Submitted to Immigration ]

Get approval from Immigration and update the application status in the system. Email will be send to students asking them to submit their passport to ISC with payment of visa fee

[manual] Student submit passport to the ISC and make payment for Visa fee.  
ISC print **Receipt of Documents and Payment Acceptance** and handover to student

ISC received confirmation of visa completion from the Immigration and update the status of student applications. Once updated, an email will be sent to student notifying the status of their application is completed

Visa Approved?

KIV

ISC will take action for KIV cases manually

Yes

ISC record the submission of passport document to the student and record the student pass information into the system

End

**For MBA students**  
Trigger email to HOD, and CC to PTj Admin and ISC (for information) for confirmation of attendance. To confirmed, HOD need to tick a button at the screen.

**Apart from MBA students**  
If status is Active for the particular session and semester, then check as Attendance > 80%