

**CAMPUS (Tick appropriate Campus):**

- INTI International University     
  INTI International College KL     
  INTI International College Penang  
 INTI International College Subang     
  INTI College Nilai     
  INTI College Sabah

**STUDENT PARTICULARS (To be completed by Student)**

<b>Name:</b>	
<b>Student ID:</b>	<b>Passport No:</b>
<b>Mobile No:</b>	<b>Email Address :</b>
<b>Current Full Address:</b>	

**Purpose of Assistance (Student to Tick the Appropriate Purpose / Assistance in the table below)**

I, the student named above, confirm that at my request, International Office (IO) of the above campus is assisting me in my application for:

To (✓)	Purpose of Assistance	Amount Payable (RM) <i>IO Hereby confirms that the student has to pay the following amount</i>	IO Signature
	Student Visa Renewal:		
	Progression/Change of Program:		
	Transfer Endorsement:		
	Others (Pls Specify):		
<b>Total Amount (RM):</b>			Date:

*\*\*Pls Specify Others: Indicate Cancellation of Student Visa / Intercampus Transfer / Special Pass*

Student Declaration	Signature	Date
I have been briefed of the visa processing procedures and I have read, understood & agree to all Terms & Conditions. I agree that in return for IO's assistance, I will not hold INTI and/or its IO's staff liable under any circumstances of loss of passport by Malaysia Immigration, cost of fines as may be suffered by me due to the above said application or for any delay in the return of my passport.		

**Student Visa & Current Academic Details (To be completed by International Office Only)**

<b>Passport Expiry Date:</b>	<b>Visa Expiry Date:</b>
<b>Student Status (Circle or Appropriate):</b> Graduating Student (Last Semester) / Continuing Student / Others (Please State):	
<b>Remarks (If Any):</b>	

Finance Use Only	Signature	Date
The Finance Office hereby confirms receiving payment amounting RM_____ from the above student.		

**Document checklist for visa renewal:**

- One (1) passport photocopy – all pages. Minimum passport validity: **13 months**
- Two (2) passport sized photos (3.5cm x 4.5cm) - WHITE background.  
- Neutral facial expression & hair colour.
- Payment of **RM 1000.00** - Payable to Finance Department.
- Passport must submitted to International Office within **Fourteen (14) days** upon submitting above documents.

**Additional Documents/Payment that may be required:**

- Supporting Letter from **HOP (Head of Programme)**:
  - Letter is required should student's **attendance & academic results** fell below the minimum requirement stipulated by EMGS & Immigration Dept.
  - Issuance of supporting letter will be subjected to student's overall academic and attendance performance.
- Penalty may be imposed by Immigration/EMGS to students who submit their documents less than **Four (4) weeks** from their visa expiry date.
  - EMGS & Immigration Department has the right to reject such application. Students are required to bear full responsibility on this.

**Important Reminder/Note:**

- The visa renewal/extension process will take approximately **eight (8) working weeks**.
- Students are required to remain in Malaysia for the entire duration of the visa renewal process.
- Requirements set by EMGS & Immigration Department:
  - CGPA 2.0 and above.**
  - Attendance rate - 80% and above.**
- If there is a need to re-apply the visa, i.e. student changes course/major without applying for visa reapplication beforehand, student is required to bear all the **responsibilities, cost & comply to duration required** for the new visa application.
- EMGS & Immigration Department has the right to reject applications that does not meet requirements stipulated above. Note: Visa application may not be approved for applications not meeting the requirements.

Student Declaration	Signature	Date
I have been briefed of the visa processing procedures and I fully understood & agree to all Terms & Conditions, Documents Required, Important Reminders / Note stated above.		