Important Information

- Documents MUST be submitted to VPU at least **1 month** before the expiration date of the Student Pass

Steps	For Students	For Office

1	**Required documents:**
	
	- Original Passport
	- 2 copies of the Personal Information page of the passport and the latest Student Pass page (1 for submission at EMGS, 1 to attach with Undertaking Letter)
	
	- **Leaving the country:**
	  ☐ Online Completion/ Withdrawal Form (Applicable for completion/withdrawal student)
	  ☐ Transfer Programme Form from Registrar Office (Applicable for Transfer Programme student)
	  ☐ Photocopy of flight ticket, return to the home country (seek advice for flight date from VPU).
	  ☐ Photocopy Resident Pass in foreign country (Applicable for student that not going back to home country and holding Resident Pass in foreign country)
	
	- **Changing programme (progression or change to another programme in UCSI University):**
	  ☐ New Letter of Acceptance (LOA)
	  ☐ New Visa Approval Letter (VAL) for the new programme
	
	- **Transferring to other institution:**
	  ☐ Online Completion/ Withdrawal Form (Applicable for completion/withdrawal student)
	  ☐ Letter of Acceptance (from the institution)
	  ☐ New Visa Approval Letter (VAL) for the new institution
	
	- **Applying for other visa (e.g. working permit, spouse visa, MM2H, etc.) in Malaysia:**
	  ☐ Online Completion/Withdrawal Form (Applicable for completion/withdrawal student)
	  ☐ Supporting document (e.g. job offer letter, marriage certificate, immigration letter, etc.)
		☐ Student visit to VPU for visa cancellation enquiry date:
		
		_____
		
		☐ Current visa expiry date:
		
		_____
		
		☐ Online Completion/ Withdrawal filled up by the student
		
		☐ Online completion form approved by faculty
		
		☐ Advise student on flight date.
		Flight date:
		
		_____
		
		☐ Advise student on documents submission date to VPU:
		
		_____

2	- Cancellation / Shortening application fee – EMGS: **RM54.00**
	- **JomPAY online at Internet and Mobile Banking with your current or Savings account**
	  - **Biller Code**: 231183
	  - **Ref-1**: 12566
	  - **Ref-2**: 472018
		- Correct payment details
		  ☐ Amount
		  ☐ Biller Code
		  ☐ Ref-1
		  ☐ Ref-2

3	- Submit the following documents to the VPU:
	  ☐ Original passport
	  ☐ JomPAY – Proof of payment
	  ☐ Documents
		- Completed document submitted to VPU
		- Follow up passport collection on:

* For further enquiry, please drop us an email at vpu@ucsiuniversity.edu.my