




New Registration Process for Intensive English Programme 2016

New Student (New Visa Application)

Documents (to be submitted before deadline):

1. Passport (all pages + cover) x 3
 2. Passport-size photo x 5
[3.5 cm x 5.0 cm in size – in colour -  Background,
Taken in full-face view directly facing the camera,
Taken with a neutral facial expression & with both eyes open]
 3. IEP Registration Form x 1
 4. Academic Transcript (School / College / University) x 3
 5. Original Medical / Health Report (from Home Country) x 3
 6. Proof of payment (*USD 1,700) x 1
- *USD 1,150 – Tuition Fee, USD 200 – Deposit for next level,
USD 50 – Admin Fee & USD 300 – EMGS Fee

Payment Info

Beneficiary : USAINS Holding Sdn. Bhd.
Bank Name : Am Bank (M) Berhad
Account No : 888-100-985-0380
Bank Add. : Level 21, Menara Dion,
Jalan Sultan Ismail, 50250
Kuala Lumpur, Malaysia
Swift Code : ARBKMYKL



International Office USM – to Education Malaysia Global Services (EMGS) for visa processing fee

EMGS & USM to check payment confirmation

All documents sent to EMGS (Processing approx. 3 months)

Visa With Reference (VWR) received

PPBLT to inform/send student/representative to take VWR & IEP Offer+Support Letter



Malaysian High Commission / Embassy in Foreign Nations

Student to bring VWR, Offer Letter & Original Passport

Passport to be stamped with Single Entry Visa



Arrival into Malaysia

Report to PPBLT and sign up for Placement Test

Report to IO, USM for Immigration/student visa, Health Checkup
(maximum USD 100)



Student Visa/Pass Approval

Subjected to Immigration check & Health Checkup at USM Clinic



Registration Process for Intensive English Programme 2016

Current Student (Visa Extension) @ Visa Unit - International Office, USM

IEP Coordinator

Programme/Course Schedule is sent to Assistant Registrar, I.O., USM



Payment to PPBLT

(minimum two (2) months before visa expires):

USD 1,150 – Tuition Fee, USD 200 – Deposit for next level
& USD 50 – Admin Fee **(Total MYR USD 1400)**

Offer letter is given to the student

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International Office USM

Documents (minimum two (2) months before visa expires):

1. Passport (all pages + cover) x 2
2. Passport-size photo x 2
3. Offer letter + Support Letter from PPBLT
4. Online Registration List from PPBLT and certificate from previous level



International Office USM – for Education Malaysia Global Services (EMGS)

Student/representative is informed of payment to EMGS

Student/Rep pay the amount (USD 100 – USD 200) via Bank Draft

Original Bank Draft is given to Ms. Dimas of Visa Unit (International Office, USM)

EMGS & USM to check payment confirmation



International Office (IO) USM – for Immigration Department

All documents sent to immigration (Approx. 2 month processing)

IO to inform PPBLT upon completion