

INTERNATIONAL STUDENT APPLICATION PROCEDURE 2020



METHODIST COLLEGE KUALA LUMPUR
Veritas Vincit Omnia

All international students must have a valid Malaysian Immigration Pass / Permission to study in MCKL.

International students who must apply for a Student Pass via MCKL:

Student Pass from previous institution in Malaysia

Aged 18 and has Dependent Pass or MM2H Visa

Dependent of a Student Pass holder

International students who are allowed to study in MCKL on their existing pass:*

Resident Pass

Permanent Resident status

Aged below 18 and has Dependent Pass or MM2H Visa*

Any other Immigration Department exemptions, e.g. Diplomatic Pass

*Refer to Appendix C

SECTION 1: STEPS INVOLVED

1. Submit complete set of documents **at least 2 months** before intake begins.
2. Pay Application Fee & Admission Deposit.
3. Pay Student Pass Application Fees (Refer to Section 3, page 2)
4. Wait for Offer Letter (OL) & Visa Approval Letter (VAL)*
5. Receive OL & pay first semester fee. Applicants who are not domiciled in Malaysia are required to pay 1 year's tuition fees and all other fees upfront, before VAL and other relevant documents are sent to the student. Students who are under Permanent Resident status (Red IC) will pay fees as per local students.
6. Receive VAL & Apply for Single Entry Visa at respective Malaysian Embassy.
7. Inform the College on flight itinerary. You are not permitted to walk through immigration unless escorted by an MCKL staff. A fee is applicable for this procedure and service. (Refer to Section 3, page 2)
8. Attend Orientation Day & commence lessons

* Only applicable to students applying for student visa.

SECTION 2: CHECKLIST OF REQUIRED DOCUMENTS

1. 2 copies of applicant's Passport, cover to cover with a minimum validity period of 18 months.
2. 6 passport photographs. (Refer to Appendix A, page 3)
3. Certified true copies of all relevant certificates.
 - Scanned copies of the original certificates are acceptable to obtain a conditional offer from the College. However, the student will be required to bring the original certificates upon confirmation of enrolment in the programme.
 - Certificates which are in a foreign language must be translated into English. (Refer to Appendix B, page 3)
4. 2 copies of High School Leaving Certificate / Release Letter
5. A copy of existing medical insurance and medical examination report (except for those applying for a Student Pass)
6. Applicants are required to read through and sign on the International Student Application Declaration Form.

Additional Requirements for Student Visa Application

7. A minimum validity period of 2 months for applicant's current pass prior to its expiry date to ensure that the Student Pass application can be processed in time.
8. Only actual results are allowed to be used in Student Pass Application procedure.
9. A full medical screening report (must be less than 60 days prior to entering Malaysia). Applicants who are not domiciled in Malaysia are required to conduct their pre-arrival medical screening in their home country (Applicants from Bangladesh, India and Sri Lanka are required to do their pre-arrival medical screenings at an EMGS panel clinic/hospital). The results of this screening must be submitted to the College as soon as possible, as part of the student pass application process. Applicants are then required to undergo a post-arrival medical screening with EMGS panel clinics/hospitals within 7 days of arrival in Malaysia.
10. Applicants who are in Malaysia on a Social Visa with a validity of less than 2 months are not allowed to apply for a Student Pass until they return to their home country. Proof of exit stamp must be submitted immediately after leaving Malaysia.
11. All Sudanese students are required to provide a No-Objection Certificate (NOC) to EMGS as part of their Student Pass application. MCKL will complete this procedure, which may take up to one month prior to applying for the student pass.
12. All Iranian students are required to provide a Letter of Eligibility (LOE) to EMGS as part of their Student Pass application. MCKL will complete this procedure, which may take up to one month prior to applying for the student pass.

For more information, contact us at:

Off Jalan Tun Sambanthan 4, Brickfields, 50470 Kuala Lumpur, Malaysia

Tel: (603) 2274 1851 Whatsapp: 019-265 6711 Email: ask@mckl.edu.my Website: www.mckl.edu.my

VISA APPLICATION DETAILS

SECTION 3: STUDENT PASS APPLICATION FEES

Item	New Application	Renewal
Visa Processing Fee	RM 1060.00	RM 148.40
eVAL (electronic visa approval letter)	RM 159.00	N/A
Mandatory Medical Check Up (Required for all international students applying for Student Visa)	RM 250.00	N/A
International Student Insurance (per year)	RM 650.00	RM200.00 (6 months) RM400.00 (1 year)
Student Pass (Required for all international students applying for Student Visa)	RM 60.00	RM 60.00
I-KAD	RM 50.00	RM 50.00
Student Multiple-Entry Visa (Required for all international students applying for Student Visa, Refer to Section 4)	(as charged by the Malaysian Immigration Department, up to RM50.00)	(as charged by the Malaysian Immigration Department, up to RM50.00)
Special Pass* (Required for all international students applying for Student Visa; only applicable to international students who are domiciled in Malaysia)	RM 153.00 (Special Pass 1) RM 206.00 (Special Pass 2)	N/A
College Administration Fee*	RM 200.00	RM 200.00 (8 weeks before expiry) RM 300.00 (6 weeks before expiry) RM 400.00 (4 weeks before expiry)
Airport pickup service charge**	RM 400.00	N/A

*Applicants are required to submit passport and make necessary payment 8 weeks before the expiry of current student visa. Failure to do so will incur an increased College administration fee chargeable to applicants.











**Only applicable to international students arriving from their home country.






TOTAL IMMIGRATION FEES: RM

SECTION 4: SINGLE / MULTIPLE ENTRY VISA PASS

SEV / MEV each	RM0
 Japan	 Singapore
 Russia	

SEV / MEV each	RM10-19
 Vietnam RM13	 Indonesia RM15

SEV / MEV each	RM20
 Bangladesh	 Algeria
 Cambodia	 Iraq
 Iran	 Taiwan
 Pakistan	 Myanmar
 Libya	 Syria

SEV / MEV each	RM21 and above
 China RM30	 South Korea RM30
 Egypt RM40	 India RM50
 Philippines RM36	

TERMS & CONDITIONS FOR INTERNATIONAL STUDENTS

- Student Pass Application.** Your admission into Methodist College Kuala Lumpur (hereinafter referred to as 'the College') is subject to the approval of your Student Pass application by Education Malaysia Global Services (EMGS) and the Malaysian Immigration Department. The College will not be held liable for the time taken to process your application and/or rejection of your application by these and other authorities.
- Validity of Passport & Student Pass.** You must hold a valid passport and Student Pass for the entire duration of your stay in Malaysia. You are responsible for the validity of an immigration pass and you must abide by the rules and regulations imposed by the College and the Malaysian Immigration Department.
- Reporting to MCKL.** You are to report to the International Students' Office at the College within 7 days of your arrival, and submit your passport for endorsement of the Student Pass, as well as receive any further instructions required by EMGS.
- Payment of Fees & Submission of Documents.** You are required to pay all outstanding fees at the Finance Department, and to submit all supporting documents to the Admissions & Marketing Department, before the commencement of the programme.
- Payment of Insurance, Medical Examination and Student Pass.** You shall bear all (non-refundable) fees related to the aforementioned items, charged by EMGS & the Malaysian Immigration Department.
- Admission Deposit.** All international students are required to pay Admission Deposit of RM1,200.00. The amount is refunded upon completion of the programme, and submission of either offer letter from university, air ticket home or letter of intent. The College reserves the right to forfeit your Personal Bond / Admission Deposit should you withdraw prior to your completion of the programme.
- Medical Examination.** All international students who are not domiciled in Malaysia are required to go for a pre-arrival medical screening in their home country, in addition to a post-arrival medical examination with EMGS-appointed panel clinics within 7 days of arrival in Malaysia.
- Employment.** You are not allowed to engage in any form of formal employment or paid work in Malaysia whilst holding a Student Pass, unless you have obtained approval from the Malaysian Immigration Department.
- Withdrawal.** You must inform the College in writing if you wish to withdraw from the College. You must also report to the International Students' Office for the cancellation of your Student Pass. The College is duty-bound to inform the Malaysian Immigration Department to cancel your Student Pass should you fail to perform an official cancellation prior to leaving the College.
- Attendance.** Regular attendance in lectures is compulsory. It is a regulation of the Ministry of Education (MOE) and Malaysian Immigration Department that a student who receives a third warning letter due to absenteeism will be reported to the police and the pass may be revoked.
- College Attendance Record.** You must collect an Attendance Record Form from the International Students Officer at the beginning of each month. It is your responsibility to ensure that each attendance form is completed before submitting it to the International Students Officer at the end of each month. An attendance of 80% and GPA of 2.0 must be maintained. Failure to do so may result in your Student Pass being revoked.
- Inactivity.** If you have completed the process of applying for admission, but have not attended any lectures 30 calendar days after the commencement date of the programme, without informing the College officially and providing valid reasons, you will be deemed to have withdrawn from the College. All fees, including the Admission Deposit, will be forfeited, and the College will inform the Malaysian Immigration Department to cancel your Student Pass.
- Refund of Fees.** Refund of fees is subject to the refund policies of the College. Please refer to the Student Handbook.
- Deferment.** You must obtain the written approval from the relevant Head of Programme should you wish to defer your study. Please refer to the relevant Programme Handbook.
- Code of Conduct.** You are required to abide by the MCKL Code of Conduct (please refer to the Student Handbook), failing which action may be taken, which may result in your Student Pass being revoked. The College reserves the right at any time to amend the existing rules and regulations in the Student Handbook.

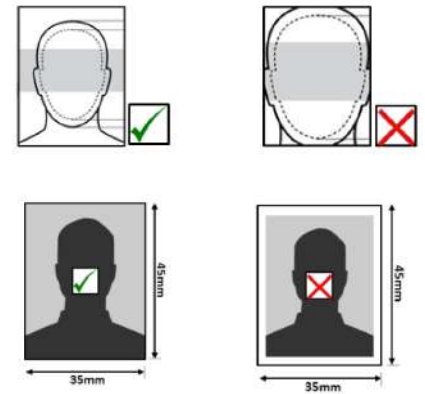
PROGRAMME APPLICATION DETAILS

FOR INTERNATIONAL STUDENTS

APPENDIX

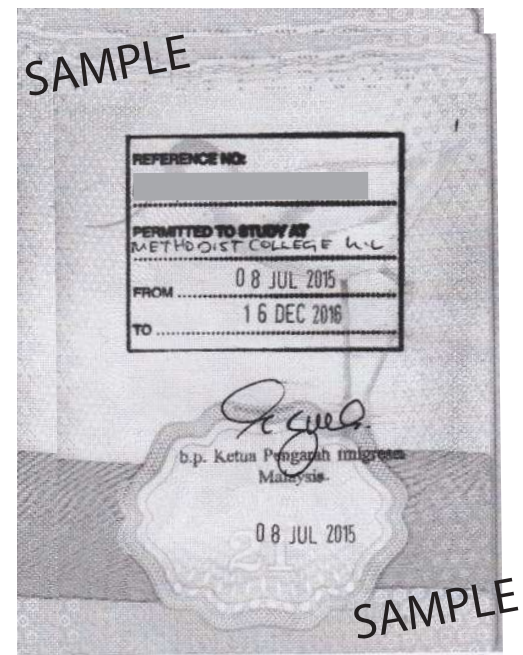
Appendix A - Passport Photo Guidelines

1. Must be coloured and professionally printed.
2. Must have a pure white background. Off-white photos will be rejected.
3. Size of the photo must be 45mm (height) x 35 mm (width).
4. No usage of photos that have been cut down from larger picture. (sample shown on the right)
5. No white border surrounding the photo. (sample shown on the right)
6. Must be free from reflections or anything that may obscure the subject's eyes.
7. No sunglasses, and the subject's eyes must be open and clearly visible.
8. Must be free from shadows.
9. Subject must be facing straight forward and looking directly at the camera.
10. Subject must have a normal facial expression with closed mouth. (No smiling)
11. No other object or person in the photo.
12. Must not have anything blocking any part of the subject's face.
13. Photo must be clear and bright.
14. Photo must not have any 'red eye' effect.
15. Face must be fully visible, except for religious or medical reasons.
16. Subject's full name must be written at the back of the photo.



Appendix B - Document Translation Guidelines

1. Copies of original documents must be certified by the Admissions and Marketing Department or Registrar's Office.
2. If the original documents are in a language other than English, they must be fully translated into English.
3. Translated documents must include the following:
 - Confirmation from the company responsible for the translation, verifying that it is accurate to the original document
 - Date of translation
 - A declaration with the full name and signature of the translator, or the officer representing the translation company, as well as the particulars of the translation company.



Appendix C - Guidelines for Current Pass / PR Holders (excluding Student Passes)

1. International Students under the age of 18 at commencement of programme who hold a Dependent Pass (including MM2H and Long-Term Social Pass) are required to get a Permission to Study stamp from the Immigration Department which issued the pass.
2. Students must obtain the Permission to Study stamp and submit a copy to the College before commencement of programme (orientation). The programme Offer Letter will be required for this.
3. International Students aged 18 at commencement of programme will need to apply for a Student Pass.
4. International Students under Residence Pass / Permanent Residence status will not be required to obtain stamp of permission from Immigration Department.
5. Permanent Residents must submit a copy of their MyPR card and a valid passport with the PR stamp issued by Immigration (sample shown on the right).
6. The Permission to Study stamp is issued at the sole discretion of Immigration. In the event the stamp is denied, the student must apply for a student pass.



Appendix D - Application of Dependent Pass for Family Members

1. International students are allowed to apply for dependent passes on behalf of their families (either parents / spouses / children of students) if they are citizens of the following countries: Azerbaijan, Bahrain, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Maldives, Oman, Palestinian Territories, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates and Yemen
2. This is only applicable to international students who are enrolled for American Degree Transfer Program and ACCA Programme.
3. The application for dependents can only be made once the student pass is approved and all procedures and payment with Immigration is complete.

Information shown are accurate at time of printing, and are subject to change without prior notice as the Immigration Department and other authorities periodically revise their fees. Methodist College Kuala Lumpur does not accept liability for any error or omission.