

EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)
7th APRIL 2023

**NOTIFICATION ON THE IMPLEMENTATION OF IMPROVEMENT TO THE PROCESS FOR STUDENT
PASS APPLICATION.**

1. PURPOSE

1.1 The purpose of this bulletin is to notify educational institutions regarding the implementation of improvements related to the photo for Renewal applications, IM38 Form, and flight ticket for Check-Out Memo (COM) applications.

2. IMPLEMENTATION

2.1. Photo For Renewal Applications.

2.1.1. Beginning 10th April 2023, educational institutions are no longer required to upload the student's photo in STAR System when applying for renewal application.

2.1.2. The option to upload the photo will be removed from STAR System.

2.1.3. Please take note that the photo in the iKad and the student pass for the renewal application will be the same photo that was used in the student's first student pass.

2.1.4. Educational institutions are still required to upload and submit the photo for dependent pass applications.

2.2. Additional Mandatory Field in IM38 Form

2.2.1. EMGS has added a mandatory field called "Address in Malaysia" in IM38 Form in STAR System as requested by the Immigration Department – Cawangan EMGS.

The screenshot displays the 'IM38 Form' interface with the following fields:

- Document Date (dd/mm/yyyy) ***: 15/03/2023
- Applicant Dialect** (Maximum no. of characters: 128): [Empty text box]
- Applicant Occupation *** (Maximum no. of characters: 128): [Empty text box]
- Address in Malaysia *** (Maximum no. of characters: 256): [Empty text box, highlighted with a green border]
- Address Overseas *** (Maximum no. of characters: 256): [Empty text box]

2.2.2. Educational institutions are required to update the student's address in Malaysia in IM38 Form.

2.3. Flight Ticket for the Check-Out Memo (COM) Application through EMGS.

2.3.1. The Immigration Department – Cawangan EMGS has agreed to accept the Check-Out-Memo (COM) applications if the departure date in the flight ticket is at least 7 working days from the submission date of the passport to EMGS.

2.3.2. Please be informed that the acceptance of the flight ticket is at the sole discretion of the Immigration Department – Cawangan EMGS.

Education Malaysia Global Services

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