

**EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)**  
**22<sup>nd</sup> February 2023**

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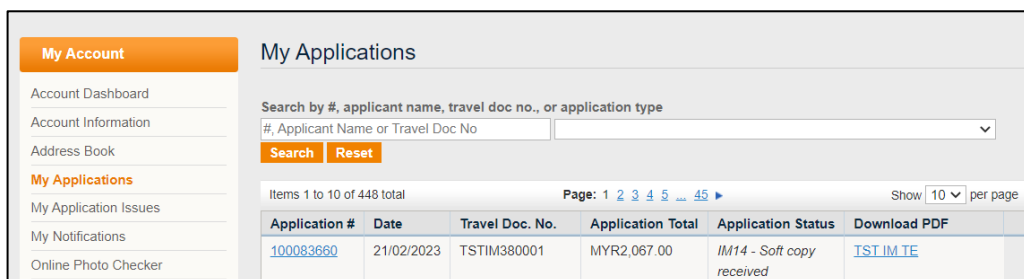
**LATEST REQUIREMENT OF THE IM38 FORM FOR STUDENT AND DEPENDENT PASS ENDORSEMENT  
BY THE IMMIGRATION DEPARTMENT - CAWANGAN EMGS**

**1. PURPOSE**

- 1.1 The purpose of this bulletin is to notify all Education Institutions regarding the latest requirement imposed by the Immigration Department - Cawangan EMGS for all student and dependent pass endorsements.
- 1.2 The Immigration Department - Cawangan EMGS now needs the IM38 form to be submitted as a part of the supporting documents required for the endorsement of student and dependent pass (New and Renewal applications).

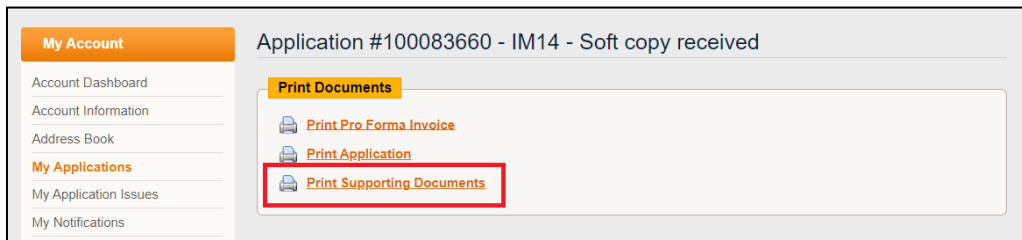
**2. IMPLEMENTATION**

- 2.1. Beginning 27<sup>th</sup> February 2023, Education Institutions are required to submit the IM38 Form together with the submission of passports to EMGS for student and dependent pass endorsements.
- 2.2. EMGS has enhanced the STAR System to generate the IM38 Form for all New, Renewal, New-Dependent and Renewal-Dependent applications. Below are the steps to generate the IM38 form from the STAR System.
- 2.2.1. Login to the STAR System and click on My Account > My Application.



Application #	Date	Travel Doc. No.	Application Total	Application Status	Download PDF
<a href="#">100083660</a>	21/02/2023	TSTIM380001	MYR2,067.00	IM14 - Soft copy received	<a href="#">TST IM TE</a>

2.2.2. Click on the Application number > Print Documents > Print supporting documents.



2.2.3. Education Institutions are required to key in all the information to generate and print the IM38 form. The compulsory fields are as below:

- a. Document Date
- b. Applicant Occupation (e.g. Student)
- c. Address Overseas
- d. Visa Required for the State of

Click "Generate" to complete the process and print the IM38 form.

The screenshot shows the 'IM38 Form' generation page. It contains several input fields and dropdown menus. The 'Document Date (dd/mm/yyyy)' field is filled with '21/02/2023'. The 'Applicant Occupation' field is empty. The 'Address Overseas' field is empty. The 'Visa Required for the State of' field is a dropdown menu with '-- Please Select --' selected. The 'Applicant Identity Card Number' field is empty. The 'Applicant Identity Card Place / Country of Issue' field is a dropdown menu with '-- Please Select --' selected. The 'Applicant Identity Card Issued On (dd/mm/yyyy)' field is empty. A 'Generate' button is located at the bottom left of the form.

2.3. Kindly note that between 27<sup>th</sup> to 28<sup>th</sup> February 2023, Education Institutions will be allowed to sign the IM38 Form on behalf of the applicants. However, starting 1<sup>st</sup> March 2023 onwards, the IM38 form must be signed by the applicants themselves.

Education Malaysia Global Services

22<sup>nd</sup> February 2023