

## EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)

18<sup>th</sup> May 2023

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### FOLLOW-UP BULLETIN ON THE REQUIREMENT OF IKAD RENEWAL FOR INTERNATIONAL STUDENTS WHO HAVE RECEIVED STUDENT PASS FOR ENTIRE COURSE DURATION (ONE-OFF STUDENT PASS)

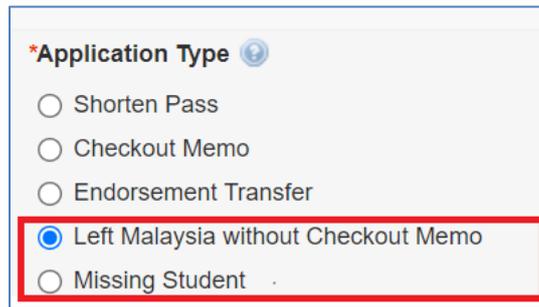
#### 1. PURPOSE

- 1.1 EMGS would like to provide an update on the bulletin sent out on 14<sup>th</sup> November 2019- “Reminder on the Requirement of Ikad Renewal for International Students Who Have Received Student Pass for Entire Course Duration” (One Off Student Pass).
- 1.2 This is a **follow-up bulletin** to all Education Institutions, that it is mandatory for international students who have been granted a student pass for the duration of their course to renew their ikad annually.
- 1.3 The ikad is only issued on yearly basis and as per the requirement by the Immigration Department of Malaysia as stated in their circular issued on 1<sup>st</sup> June 2016 (REF IM.101/HQ-G/862/1/1 (29)), international students are required to renew their ikad annually if the student is issued based on the course duration.  
  
During the ikad renewal institutes are required to submit their students’ attendance report, academic transcript, and insurance confirmation (Institutions that opted for own group policy) through STAR System.

#### 2. IMPLEMENTATION

- 2.1. Education institutions are required to submit ikad Renewal Application for all their existing students where the ikad has expired (has an active student pass) by 31<sup>st</sup> May 2023.
- 2.2. With effect from 1<sup>st</sup> June 2023, EMGS will submit a report to the Immigration Department of Malaysia and to the Ministry of Higher Education for further actions if Education institutions failed to submit the ikad Renewal Application.
- 2.3. In the event the ikad renewal is not required, Education Institutions must report it to EMGS through STAR System. This could be for scenarios where:
  - Students have completed their studies.
  - Students withdrew from their studies.
  - Students that are still in Malaysia but engaging in other activities other than studying.
- 2.4. EMGS has enhanced the “**Shorten / Transfer Student Pass**” form in STAR System by adding two options under Application Type to enable institutes to report information

about their students to EMGS if the ikad renewal is not required. The two options added are highlighted in below screen shot.



\*Application Type ⓘ

- Shorten Pass
- Checkout Memo
- Endorsement Transfer
- Left Malaysia without Checkout Memo
- Missing Student

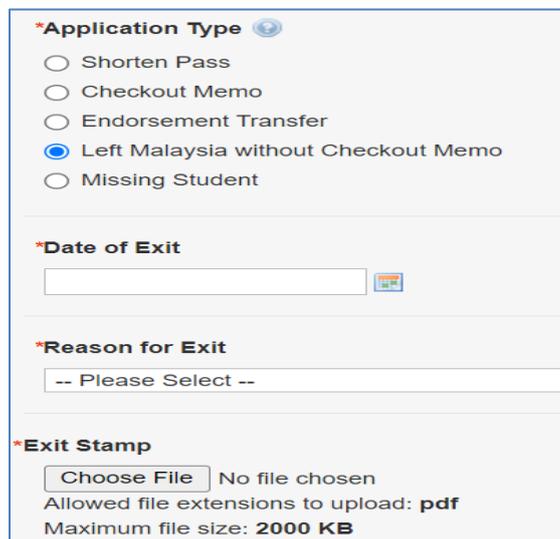
The screenshot shows a form titled '\*Application Type' with a help icon. It contains five radio button options. The option 'Left Malaysia without Checkout Memo' is selected and highlighted with a red rectangular border.

2.4.1. With effect from 18<sup>th</sup> May 2023, Education Institutions applying to report information about their students if the ikad renewal is not required will be able to select one of the two options under Application Type:

- **Left Malaysia without Checkout Memo**
- **Missing Student**

2.4.2. Education Institutions are required to update the mandatory fields and upload the relevant document under each of the application type mentioned above.

- E.g., if Education Institutions select “Left Malaysia without Checkout Memo”, they must provide “Date of Exit”, select “Reason for Exit” and upload the “Exit Stamp”.



\*Application Type ⓘ

- Shorten Pass
- Checkout Memo
- Endorsement Transfer
- Left Malaysia without Checkout Memo
- Missing Student

\*Date of Exit

\*Reason for Exit

-- Please Select --

\*Exit Stamp

Choose File No file chosen  
Allowed file extensions to upload: pdf  
Maximum file size: 2000 KB

The screenshot shows the same form as above, but with additional fields. Below the radio buttons, there is a text input field for 'Date of Exit', a dropdown menu for 'Reason for Exit' with the text '-- Please Select --', and a file upload section for 'Exit Stamp' with a 'Choose File' button, the text 'No file chosen', and specifications: 'Allowed file extensions to upload: pdf' and 'Maximum file size: 2000 KB'.

Education Malaysia Global Services

18<sup>th</sup> May 2023