

EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)
27th May 2023

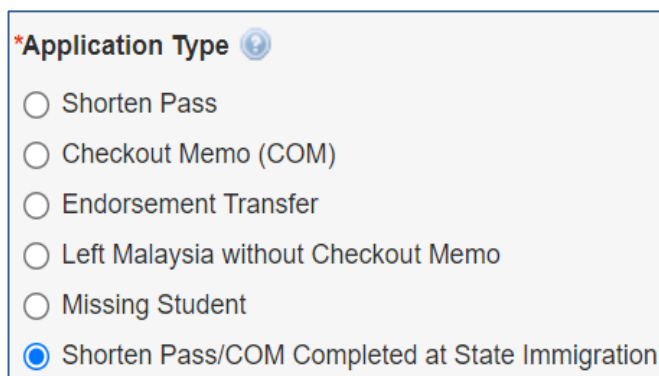
NOTIFICATION ON ENHANCEMENT TO “SHORTEN / TRANSFER STUDENT PASS” APPLICATION FORM

1. PURPOSE

- 1.1 EMGS would like to provide an update on the bulletin sent on 18th May 2023 - “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)”.
- 1.2 EMGS has added a third option to the “Shorten / Transfer Student Pass” form under Application Type to enable Education Institutions to update EMGS if they Shortened the Student Pass or obtained a Checkout Memo for their students at the state Immigration Departments.
- 1.3 This is applicable if the ikad renewal is not required for students who have received student pass for the entire course duration (One-Off Student Pass).

2. IMPLEMENTATION


- 2.1 With effect from 29th May 2023, the new option will be available in “Shorten / Transfer Student Pass” Application Form. As per the screen shot below.



*Application Type ⓘ

- Shorten Pass
- Checkout Memo (COM)
- Endorsement Transfer
- Left Malaysia without Checkout Memo
- Missing Student
- Shorten Pass/COM Completed at State Immigration

- 2.2 Education Institutions are required to update the mandatory fields and upload the relevant documents.
 - E.g., if Education Institutions select “Shorten Pass/COM Completed at State Immigration”, they must provide “Date of Shortened Pass”, select “Reason for Shortened Pass” and upload the “Shorten Pas/ Checkout Memo”.

***Application Type** 

Shorten Pass

Checkout Memo (COM)


Endorsement Transfer

Left Malaysia without Checkout Memo

Missing Student

Shorten Pass/COM Completed at State Immigration

***Date of Shortened Pass (dd/mm/yyyy)**



***Reason for Shortened Pass**

-- Please Select --

***Shorten Pass/Check Out Memo**

No file chosen

Allowed file extensions to upload: **pdf**

Maximum file size: **2000 KB**

Education Malaysia Global Services

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