



XIAMEN UNIVERSITY MALAYSIA

廈門大學 馬來西亞分校

# INTERNATIONAL STUDENT HANDBOOK



## Step into Your Journey: What's Inside?



- ✓ Introduction to Xiamen University Malaysia
- ✓ Discover the Key Immigration Requirements and Guidelines
- ✓ Master the Do's and Don'ts as an International Student

## Contact Us

International Student Affairs Office

B1-104

[internationaloffice@xmu.edu.my](mailto:internationaloffice@xmu.edu.my)

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## 1.0 Introduction

### 1.1 Overview of Xiamen University

**Xiamen University (XMU)** is a prestigious public research university located in **Xiamen, Fujian, China**. Established in **1921** by the well-known overseas Chinese entrepreneur **Tan Kah Kee**. XMU is recognized as one of China's top universities, consistently ranked among the best for academics, research, and global engagement. It is a **Double First-Class University** and a member of **Project 985** and **Project 211** which are initiatives to promote China's top-tier universities.

#### 1.1.1 Key Features of Xiamen University:

- **Academic Excellence:** XMU offers a wide range of programs in disciplines such as sciences, engineering, humanities, business, and medical sciences.
- **Research and Innovation:** The university is home to numerous research institutes and has strong collaborations with international institutions.
- **Beautiful Campus:** The main campus in Xiamen is considered one of the most scenic in China, with stunning seaside views and traditional Chinese architecture.
- **Global Presence:** XMU is one of the few Chinese universities with international campuses, including **Xiamen University Malaysia (XMUM)**, which was established in **2016** as the first overseas branch of a Chinese university.

### 1.2 Overview of Malaysia

Malaysia is a vibrant and diverse country in Southeast Asia, known for its rich culture, modern cities, beautiful landscapes, and strong economy. It is divided into two regions: Peninsular Malaysia and East Malaysia (on Borneo Island). The capital city, Kuala Lumpur, is a global business and tourism hub, home to iconic landmarks like the Petronas Twin Towers.

#### 1.2.1 Key Facts About Malaysia

- **Official Name:** Malaysia
- **Capital City:** Kuala Lumpur (Administrative capital: Putrajaya)
- **Official Language:** Malay (Bahasa Malaysia), but English is widely spoken
- **Currency:** Malaysian Ringgit (MYR)
- **Population:** About 33 million
- **Government:** Constitutional monarchy with a parliamentary democracy
- **Religion:** Islam is the official religion, but Malaysia is multi-religious with Buddhists, Christians, Hindus, and others.

### 1.2.2 Why Malaysia is Unique?

- a. **Multicultural Society** – A harmonious mix of **Malay, Chinese, Indian, and indigenous** cultures, reflected in festivals, food, and traditions.
- b. **Strong Economy** – One of **Southeast Asia's fastest-growing economies**, with key industries in **technology, finance, manufacturing, and tourism**.
- c. **Education Hub** – Home to **world-class universities** and **international branch campuses**, making it a top choice for international students.
- d. **Tourist Paradise** – Famous for **beaches, rainforests, and heritage sites** like **Langkawi, Cameron Highlands, and Georgetown (Penang)**.
- e. **Modern Infrastructure** – Well-developed transportation, healthcare, and digital connectivity.

Malaysia is a **dynamic and forward-looking country** that balances **economic progress with cultural heritage**. Whether for **education, business, or travel**, Malaysia offers a **unique and welcoming environment** for people worldwide.

### 1.3 Overview of Xiamen University Malaysia (XMUM)

**Xiamen University Malaysia (XMUM)** is the **first overseas campus** of **Xiamen University (XMU), China**, and the **first Chinese university campus established in Malaysia**. Located in **Sepang, Selangor** near Kuala Lumpur, XMUM was officially established in **2016** with the vision of providing high-quality education and fostering global academic collaboration.

#### 1.3.1 Key Features of XMUM:

- a. **Strong Academic Foundation:**
  - i. Offers a variety of undergraduate and postgraduate programs in fields such as **business, engineering, computer science, medicine, arts, and social sciences**.
  - ii. Degrees awarded by XMUM are internationally recognized.
- b. **Chinese Heritage with Global Outlook:**
  - i. XMUM upholds the academic excellence of **Xiamen University China**, which is among China's top universities.
  - ii. It blends **Chinese educational traditions** with an **international learning environment**, attracting students from diverse backgrounds.
- c. **Research and Innovation:**
  - i. Active involvement in research and collaboration with industries and universities worldwide.
  - ii. Focus on emerging fields such as **artificial intelligence, biotechnology, and sustainable development**.

d. **Modern Campus and Facilities:**

- i. A **state-of-the-art campus** with advanced laboratories, smart classrooms, a modern library, and on-campus accommodation.
- ii. Eco-friendly design with sustainable practices.

e. **Multicultural Learning Environment:**

- i. Home to students from Malaysia, China, and other countries, creating a diverse and dynamic academic atmosphere.
- ii. Mandarin and English are the primary languages of instruction, offering students a bilingual advantage.

#### 1.4 Overview of International Student Affairs Office (ISAO) at Xiamen University Malaysia (XMUM)

The **International Student Affairs Office (ISAO)** at Xiamen University Malaysia (XMUM) plays a vital role in supporting international students throughout their academic journey. From pre-arrival guidance to visa processing, accommodation, and student welfare, ISAO ensures a smooth transition and enriching experience for students from diverse backgrounds.

##### 1.4.1 Vision

To create a welcoming and inclusive environment for international students at Xiamen University Malaysia, promoting cultural exchange, personal growth, and academic excellence, in alignment with the university's global outlook and commitment to diversity.

##### 1.4.2 Mission

To support and empower international students in their academic and personal journeys, fostering cross-cultural understanding, helping them integrate into the university community, and nurturing their development into responsible global citizens who will contribute to the prosperity and progress of Malaysia, China, and Southeast Asia.

##### 1.4.3 Objectives

ISAO is dedicated in:

- a. Providing **comprehensive support services** for international students.
- b. Ensuring **compliance with Malaysian immigration regulations** regarding student visas.
- c. Creating a **welcoming and inclusive environment** for international students.
- d. Assisting students with **accommodation, medical insurance, and banking services**.
- e. Organizing **orientation programs** and cultural exchange activities.

## 1.5 Key Services Provided by ISAO

### 1.5.1 Visa and Immigration Services

- a. **New Student Visa Processing:** Assisting students with obtaining the **Student Pass** and required documents.
- b. **Visa Renewal:** Guidance on renewing student visas before expiration.
- c. **Deferment, Withdrawal, and Completion:** Handling student pass deferment, cancellations, and extensions.
- d. **i-Kad Processing:** Assisting with the application and renewal of the **International Student Card (i-Kad)**.

### 1.5.2 Post-Arrival Assistance

- a. **Airport Pick-up Arrangements** (if available).
- b. **International Student Registration** upon arrival.
- c. **Medical Screening Coordination** at an approved Malaysian clinic.
- d. **Student Pass Stamping** assistance at the Immigration Department.

### 1.5.3 Student Welfare and Support

- a. **Health Insurance Coordination:** Ensuring students have valid medical insurance as per Malaysian regulations.
- b. **Bank Account & SIM Card Registration:** Assisting students in opening local bank accounts and obtaining SIM cards.
- c. **Emergency Assistance:** Providing support in case of medical or legal emergencies.

### 1.5.4 Orientation and Student Engagement

- a. **Orientation Programs:** Organizing welcome sessions to introduce students to university policies, immigration regulations, and cultural adaptation.
- b. **Cultural and Social Activities:** Hosting events, workshops, and student meet-ups to promote cross-cultural interactions.
- c. **Student Advising Services:** Offering personal and academic guidance to help students adjust to university life.

## 1.6 Contacting ISAO

Students can reach out to ISAO for inquiries or assistance through:

- a. **Office Location:** B1- 104
- b. **Phone:** +603-88006838
- c. **Email:** international.office@xmu.edu.my
- d. **Office Hours:** 9am to 5pm

The **International Student Affairs Office (ISAO) at XMUM** is committed to ensuring a seamless experience for international students by providing essential support services and fostering a welcoming environment. By working closely with students, ISAO enhances their academic success and overall well-being throughout their time at Xiamen University Malaysia.

## **2.0 International Student Pre-Arrival Guidelines to Malaysia**

Malaysia has become a preferred destination for international students due to its world-class education system, affordable tuition fees, and multicultural environment. To ensure a smooth transition, international students must follow specific pre-arrival guidelines. This document provides a comprehensive guide on the necessary steps before traveling to Malaysia for higher education.

### **2.1 Acceptance of Offer Letter**

Upon receiving an **Offer Letter** from Xiamen University Malaysia, students must confirm their acceptance by signing and returning the acceptance form.

### **2.2 Visa Application Process**

International students must obtain a **Visa Approval Letter (eVAL)** before entering Malaysia. The university will assist in applying for the VAL through **Education Malaysia Global Services (EMGS)**.

#### **a. Required Documents for eVAL Application:**

- i. Copy of passport (all pages, valid for at least 18 months)
- ii. Offer Letter from Xiamen University Malaysia
- iii. Academic transcripts and certificates, original and translation copy
- iv. English proficiency test results (if required)
- v. Passport-sized photos (white background)
- vi. Visa processing fee

The eVAL processing time typically takes **4 to 12 weeks**.

## 2.3 Single-Entry Visa (SEV) & eVISA for International Students in Malaysia

International students coming to Malaysia must obtain a **Single-Entry Visa (SEV)** after receiving their **Visa Approval Letter (VAL)**. This visa allows them to enter Malaysia and complete their **Student Pass** application. Students from eligible countries may also apply for an **eVISA (Student)**, a convenient online option.

### 2.3.1 What is a Single-Entry Visa (SEV)?

The **SEV** is a one-time entry visa required for students from countries that need a visa to enter Malaysia. It must be obtained before arrival and is issued by the **Malaysian Embassy or Consulate** in the student's home country.

### 2.3.2 Who Needs an SEV?

- International students from **visa-required** countries.
- Students from visa-exempt countries (e.g., some ASEAN nations) **do not need an SEV** but must still have a **VAL**.


### 2.3.3 What is an eVISA (Student)?

Malaysia offers an **eVISA (Student)** for students from selected countries, allowing them to apply online instead of visiting an embassy. This **electronic visa** is valid for a **single entry** and has the same function as the SEV.

### 2.3.4 Who Can Apply for an eVISA?

Students from eligible countries, including:

- **China**
- **India**
- **Bangladesh**
- **Sri Lanka**
- **Myanmar**
- **Pakistan**
- **Nepal**

 **Important:** Students from other countries must apply for an **SEV through the Malaysian Embassy**.



### 2.3.5 How to Apply for an SEV?

#### Step 1: Obtain a Visa Approval Letter (VAL)

Before applying for an SEV, students must secure a **VAL** through their, which is processed by **Education Malaysia Global Services (EMGS)**.

#### Step 2: Apply for SEV at the Malaysian Embassy

- a. **Check SEV requirements** at the nearest Malaysian Embassy or Consulate.
- b. **Prepare Required Documents** (see list below).
- c. **Submit the application** in person or through an authorized agent.
- d. **Pay the visa fee** (varies by country).
- e. **Wait for approval** (processing time: **3 to 10 working days**).
- f. **Collect your SEV** and confirm travel plans.

#### Documents Required for SEV Application:

- **Original Passport** (valid for at least **18 months**).
- **Visa Approval Letter (VAL)** from the Malaysian Immigration Department.
- **University Offer Letter**.
- **Visa Application Form (IMM.47)** (available at the Malaysian Embassy).
- **Passport-sized Photos** (white background).
- **Flight Itinerary** (if required by the embassy).
- **Visa Fee Payment Receipt** (amount varies by nationality).

### 2.3.6 How to Apply for an eVISA (Student)?

Eligible students can apply online at <https://malaysiavisa.imi.gov.my>.

#### Step-by-Step eVISA Application:

- a. **Register** on the official Malaysian **eVISA portal**.
- b. **Fill out the online application form**.
- c. **Upload Required Documents:**
  - Passport biodata page
  - Passport-sized photo (white background)
  - Offer Letter from a Malaysian university
  - Visa Approval Letter (VAL)

- Medical Report (if required)
- d. **Pay the eVISA processing fee.**
- e. **Wait for approval (typically 48-72 hours).**
- f. **Download and print the eVISA** to present upon arrival.

 **Important:** An **eVISA** is **only valid for 3 months**, so students must travel within this period.

### 2.3.7 Key Differences SEV vs eVISA:

Feature	SEV (Single-Entry Visa)	eVISA (Student)
Application Method	Malaysian Embassy/Consulate	Online (eVISA Portal)
Who Needs It?	Students from visa-required countries	Students from eligible countries (e.g., China, India, Bangladesh)
Processing Time	3–10 working days	48–72 hours
Validity	Usually 3 months	3 months
Entry Type	Single Entry	Single Entry

### 2.3.7 SEV & eVISA Exemptions

- Students from **ASEAN countries** (e.g., Indonesia, Thailand, Singapore) **do not need an SEV or eVISA** but must have a **VAL**.
- Some nationalities may be eligible for a **Visa on Arrival (VOA)** but must confirm with the university and immigration authorities.

The **Single-Entry Visa (SEV)** and **eVISA (Student)** are essential for international students traveling to Malaysia. Students should check their country's eligibility and apply for the correct visa type to ensure a **smooth arrival** and **Student Pass processing**.

## 2.4 Travel Arrangements

Once the SEV is approved, students should make travel arrangements, including flight booking. It is advisable to inform the university of the **arrival date and time** 7 days prior to arrival date for airport arrival arrangements.

### 2.4.1 Checklist for Travel:

- a. Original Passport (valid for at least 18 months)
- b. Visa Approval Letter (VAL) and Single-Entry Visa (SEV)
- c. University Offer Letter
- d. Academic certificates and transcripts
- e. Proof of tuition fee payment
- f. Malaysia Digital Arrival Card (MDAC)
- i. Required for all international students before entering Malaysia.
- ii. Complete the MDAC online via the QR Code below



- iii. MDAC must be completed as early as 3 days before arrival or upon arrival.
- iv. Present the completed MDAC copy at immigration checkpoints.
- v. Exemptions from MDAC Requirement.

The following categories do not need to complete the MDAC:

- Singapore citizens
- Diplomatic/Official Passport holders
- Malaysian Permanent Residents
- Brunei Darussalam General Certificate of Identity holders
- Thailand Border Pass holders
- Indonesia Cross-Border Travel Document holders

At the **Immigration Checkpoint**, present your:

- ✓ Flight Ticket / Boarding Pass
- ✓ Visa Approval letter (eVAL)
- ✓ SEV or eVISA
- ✓ University Offer Letter
- ✓ Malaysia Digital Arrival Card (MDAC)

You will be issued a **Special Pass** (temporary entry permit). Please be reminded this is a temporary visa valid only for 30 days.

### 3.0 International Student Post Arrival Guidelines to Malaysia

#### 3.1 Arrival

After arriving at Xiamen University Malaysia, complete the following steps:

##### Step 1: Attend the International Student Registration

- a. Report to the **International Student Affairs Office (ISAO)**.
- b. Submit copies of required documents:
  - i. Passport
  - ii. Entry Stamp from Immigration

##### Step 2: Post-Arrival Medical Screening

- a. All international students must undergo a **medical screening** at an approved Malaysian clinic within **7 days** of arrival.
- b. The university will guide students on booking their medical check-up.
- c. A medical clearance report is necessary for student pass processing.

##### Step 3: Post-Medical Screening and Appeal Process

- a. If the **medical screening is cleared**, proceed with Student Pass processing.
- b. If the **medical screening is not cleared**, students will be notified and provided options:
  - i. Undergo **further medical tests** if required by EMGS.
  - ii. File an **appeal** through the university to EMGS if they believe the result is incorrect.
  - iii. If the appeal is successful, students can continue the Student Pass process.
  - iv. If the appeal is unsuccessful, the student may need to **return to their home country**.

##### Step 4: Student Pass (Long-Term Visa) Application

- a. Once the medical screening is cleared, International **Student Affairs Office** will submit your passport to Immigration Department for **Student Pass processing**.
- b. Processing time: **4 to 6 weeks**.
- c. Once approved, the **Student Pass** will be stamped in your passport.

##### Step 5: Accommodation Check-in

- a. Complete the check-in process with the **Student Accommodation Office**.

Students should confirm **on-campus** accommodation before arrival. International students (excluding students from China) must stay on campus during the first year of their study. International students

are allowed to apply to shift off campus upon approval from International Student Affairs Office after completing a year stay on campus.

#### Step 6: Orientation Program

- a. Attend the **international student orientation** ‘Meet and Greet’ session organized by International Student Affairs Office.
- b. Sessions cover:
  - i. Immigration Regulation
  - ii. Student Visa Renewal / Deferment / Withdrawal / Completion Process
  - iii. Safety guidelines
  - iv. Medical Insurance Guidelines

#### Step 7: Bank Account & SIM Card Registration

- a. Students may open a **local bank account** after obtaining student visa with guidance from International Student Affairs Office
- b. Obtain a **local SIM card** for communication and mobile data services.

#### 3.1.1 Important Notes

- a. Always carry a copy of your **passport and student pass** while in Malaysia.
- b. Follow **university guidelines** on visa renewal and compliance.
- c. If you face any issues, visit the **International Student Office** for assistance.

By following these **arrival and post-arrival** procedures, international students at Xiamen University Malaysia can settle in smoothly and focus on their academic journey. The university is committed to supporting students through each step of their transition.

### 3.2 Type of Student Pass/ Student Visa

Malaysia offers student visas to international students pursuing academic programs at recognized institutions. These visas, managed by **Education Malaysia Global Services (EMGS)**, fall into two primary categories:

#### 3.2.1 Yearly Student Visa

A **yearly student visa** is issued for **one year** and requires **annual renewal**. This is the standard visa format for most international students in Malaysia.

##### Key Features:

- a. **Valid for one year** and must be renewed annually.
- b. Renewal depends on **academic performance, attendance, and medical screening**.
- c. Students must apply for renewal at least **3 months before expiry** to avoid penalties.
- d. Common for **foundation, diploma, undergraduate, and postgraduate** students.

#### 3.2.2 Full-term Student Visa

A **full-term student visa** is granted for the entire duration of a student's academic program, typically **three to four years** for degree programs.

##### Key Features:

- a. Covers the entire academic program duration.
- b. Requires a **one-time approval** but may require periodic updates.
- c. Students must comply with **attendance and academic performance** requirements to maintain validity.
- d. Reduces the hassle of **annual renewals** but still requires certain document updates.

### Comparison: Full-Term vs. Yearly Student Visa

Feature	Full-Term Student Visa	Yearly Student Visa
Duration	Covers the entire study period	Valid for one year (renewable)
Renewal	Not required yearly	Must be renewed annually
i-Kad Renewal	Required yearly	Required yearly
Insurance Renewal	Required yearly	Required yearly
Visa Application Process	Once per academic program	Renewal process required each year
Risk of Expiry	Less risk if requirements are met	Higher risk if renewal is delayed

### Application & Renewal Process for Long-Term Students

- a. **Full-term student visas** reduce the frequency of renewal applications but still require **i-Kad and insurance renewals yearly**.
  - i. Apply **3 months before expiry** to avoid overstay penalties.
  - ii. **Academic progress reports and attendance records** is required.
  - iii. Collect the **renewed i-Kad** after successful visa renewal.
- b. **Yearly student visas** require **annual renewals** for the student pass, i-Kad, and insurance.
- c. Staying **updated on renewal deadlines** helps avoid penalties and immigration issues.

### 3.2.3 How the Type of Student Visa (Yearly vs. Full-Term) Is Determined in Malaysia

The type of student visa an international student receives in Malaysia—**yearly or full-term**—depends on various factors, including **university policies, immigration requirements, nationality, and other eligibility criteria set by Education Malaysia Global Services (EMGS) and Immigration Malaysia**.

#### 3.2.3.1 Factors That Determine Yearly vs. Full-Term Student Visas

- a. **Type of Program & Duration**
  - Short-term programs (less than 1 year) → Yearly Visa**
    - Language courses
    - Foundation programs
    - Exchange or mobility programs
  - Long-term programs (1 year or more) → Full-Term Visa (if eligible) or Yearly Visa**
    - Diploma, Bachelor's, Master's, and PhD programs
    - Postgraduate research-based programs are more likely to qualify for **full-term visas**

**b. Nationality of the Student**

- Certain **nationalities may be required to have yearly visas** due to immigration policies.
- Some students from **high-risk countries (countries with visa restrictions)** may be restricted to **yearly visa renewals** for security reasons.

**c. Academic & Attendance Requirements**

- Students must **maintain good academic progress** and **meet attendance requirements** to qualify for renewals or full-term visas.
- Poor attendance or academic performance can result in **visa rejection or revocation**.

**d. Immigration Malaysia & EMGS Approval**

- Immigration Malaysia has the final say on visa issuance.
- Even if a university supports a **full-term visa**, the government may still grant only a **yearly visa**.

**General Guidelines Based on Student Type**

Student Type	Likely Visa Type
Language Course (<1 year)	Yearly Visa
Foundation/Diploma Program	Yearly Visa
Undergraduate (Bachelor's)	Mostly Yearly Visa (Some Full-Term)
Master's (Coursework)	Yearly Visa
Master's (Research)	Full-Term Visa (if eligible)
PhD (Research-Based)	Full-Term Visa (if eligible)



### 3.3 Process for i-Kad and Insurance Renewal for International Students in Malaysia

International students studying in Malaysia are required to renew their **i-Kad** and **medical insurance** annually as part of their student visa renewal process. Below is a detailed guide on the renewal process for both.

#### 3.3.1 i-Kad Renewal Process

The **i-Kad (International Student Card)** is an identification card issued by **Immigration Malaysia** to international students. It serves as an alternative to carrying a passport for identification within Malaysia.

#### 3.3.2 Who Needs to Renew the i-Kad?

- All international students studying in Malaysia under a **student visa**.
- Students who are **renewing their student visa**.

##### Processing & Collection

- The university submits the application to **EMGS/Immigration Malaysia** together with student visa renewal.
- Once processed, students will be notified to **collect their new i-Kad**.
- Processing time: **2 to 4 weeks** (depending on the university and EMGS processing speed).

#### 3.3.3 Medical Insurance Renewal Process

All international students in Malaysia must have **valid medical insurance** throughout their studies. Insurance renewal is a mandatory requirement for **student visa renewal**.

#### Who Needs to Renew Insurance?

- All students with **yearly student visas**.
- Students with a **full-term visa but yearly insurance policies**.

##### Processing & Collection

- The university submits the application to **EMGS/Immigration Malaysia** together with student visa renewal.
- Once processed, students will be able to view new policy via the insurance App
- Processing time: **2 to 4 weeks** (depending on the university and EMGS processing speed).

### 3.4 International Student Visa Renewal Process

International students must renew their Student Pass (Visa) before its expiration to maintain legal status in Malaysia. The renewal process should begin 3 months before expiry.

#### 3.4.1 Eligibility for Renewal

To be eligible for student visa renewal, you must:

- **Maintain good academic performance and attendance (least 80% attendance and a CGPA of 2.0 or above).**
- **Have no disciplinary issues or legal violations in Malaysia.**
- **Ensure your passport is valid for at least 12 months from the renewal date.**

#### Step 1: Required Documents for Renewal

- **Valid passport (with at least 12 months validity)**
- **Current Student Pass**

#### Step 2: Submission of Documents

- Submit all documents to the International Student Affairs Office (ISAO).
- The university will submit the application to Education Malaysia Global Services (EMGS) for processing.

#### Step 3: Approval and Passport Submission

- Once the renewal is approved, students must submit their passport to the International Student Affairs Office for visa endorsement.
- Processing time: 4 to 6 weeks.
- International students must submit physical passport to ISAO 1 month before expiry date if the EMGS approval is still pending.

#### Step 4: Collection of Renewed Student Pass

- After processing, students can collect their passport with the renewed Student Pass from the International Student Affairs Office.
- Always check the validity of the renewed visa to ensure compliance.

#### 3.4.2 Important Notes

- Always carry a copy of your passport and student pass while in Malaysia.
- Follow university guidelines on visa renewal and compliance.
- Late renewal may result in fines or deportation, so ensure timely submission.
- If facing difficulties, visit the International Student Office for assistance.

### 3.5 Transfer Program as an International Student in Malaysia

International students studying in Malaysia may wish to change their study program due to academic interests, career goals, or other reasons. However, changing programs involves specific procedures as regulated by Education Malaysia Global Services (EMGS) and Immigration Malaysia.

#### 3.5.1 Key Considerations Before Changing Programs

Before applying for a program change, students must consider:

- i. Eligibility: Some universities and courses have specific entry requirements.
- ii. Visa Implications: A change in program may require a new student visa application or an update to the existing one.
- iii. Credit Transfer: If moving to a related field, some credits may be transferable.
- iv. Approval from the University & EMGS: Not all program changes are automatically approved.

#### 3.5.2 Steps to Change a Study Program in Malaysia

##### A. Changing Programs Within the Same University

**If the student is switching to another program within the same university, the process is simpler.**

##### 1. Consult the University

- Discuss the program change with the university's international student office and academic advisor.
- Confirm eligibility and entry requirements for the new program.

##### 2. Obtain University Approval

- Submit a formal request to change programs.
- The university will issue a new offer letter for the chosen program.

##### 3. Apply for new program visa

- Current student visa must be cancelled and a new visa application will be initiated.
- International student who transfers programme within 12 months can proceed for transfer without returning to home country.
- International students exceeding 12 months must return to home country during the process of new application.

##### 4. Submit Updated Documents to ISAO

- New offer letter from the university.
- Latest academic transcripts and attendance records.
- Passport copy and current student visa details.

## 5. Receive Approval & Update i-Kad

- Once EMGS and Immigration Malaysia approve the program change, the new details will be reflected in the student visa.
- If applicable, students need to renew their i-Kad to reflect the updated program.
- 

## B. Changing Programs to a Different University

If a student is transferring to a different university, the process is more complex and involves visa cancellation and reapplication.

### 1. Obtain Admission to the New University

- Apply and receive an offer letter from the new institution.

### 2. Cancel Current Student Visa

- The student must inform their current university and apply for visa cancellation through EMGS.
- A release letter (No Objection Letter) is required from the current institution.

### 3. Apply for a New Student Visa

- Submit a fresh visa application under the new university via EMGS.
- Provide updated passport details, offer letter, and academic transcripts.




### 4. Medical Screening & Visa Endorsement

- Undergo new medical screening as required by EMGS.
- Upon approval, receive the new student pass and i-Kad.

## C. Visa Implications for Changing Programs

Change Type	Visa Action Required
Same university, same study level	New student visa application
Same university, different study level	New student visa application
Different university	Current visa cancellation + New student visa

## D. Important Notes for International Students

-  Students cannot start the new program until the visa is updated.
-  Failing to follow EMGS procedures can lead to visa rejection or cancellation.
-  Changing universities without proper release letters may cause immigration issues.

## 3.6 International Student Deferment Process

International students at Xiamen University Malaysia may apply for deferment due to medical, financial, personal, or other valid reasons. Approval is subject to university regulations and visa requirements.

### 3.6.1 Eligibility Criteria

- Students cannot defer during their first semester.
- Deferment is only allowed once during the entire programme duration.
- Valid supporting documents (e.g., medical reports, financial statements) must be provided.
- The deferment period must comply with the university's maximum allowable duration.

### 3.6.2 Visa and Immigration Considerations

- International students must consult the International Student Affairs Office (ISAO) regarding their student visa status.
- Students planning to leave Malaysia must inform ISAO to avoid visa complications.
- If the visa expires during the deferment period, students may need to apply for a new visa before returning.

### 3.6.3 Returning to Studies

- Students must notify the university at least one month before their intended return.
- Resumption procedures may include academic and visa clearance.

## 3.7 International Student Visa Withdrawal Process

International students who wish to withdraw from Xiamen University Malaysia must follow the official visa withdrawal process. This ensures compliance with Malaysian immigration regulations and prevents future visa-related issues.

### 3.7.1 Conditions for Visa Withdrawal

A student visa withdrawal is required if:

- A student withdraws from the university permanently.
- A student transfers to another institution in Malaysia.

- A student is dismissed from the university.

### **Application Procedure**

#### **Step 1: Submit a Withdrawal Request**

- Obtain the Student Withdrawal Form from the Academic Affairs Office

#### **Step 2: Visa Cancellation**

- The university will notify the Education Malaysia Global Services (EMGS) and the Immigration Department of Malaysia.
- Students will be required to surrender their original passport for visa cancellation together with their return flight ticket. The submission must be done 14 working days in advance as the process requires 14 working days from submission to immigration.

#### **Step 3: Departure from Malaysia**

- Once the visa is cancelled, students must leave Malaysia within the allowed timeframe set by immigration.
- Failure to cancel the visa may result in blacklisting, affecting future travel or reapplication for Malaysian visas.

### **3.7.2 Consequences of Failing to Follow the Withdrawal Process**

#### **Failure to follow the visa withdrawal procedure may result in:**

- Immigration Blacklisting – The student may be banned from re-entering Malaysia.
- Overstaying Fines and Legal Action – Overstaying a visa is a violation of Malaysian immigration laws and may lead to fines, detention, or deportation.
- Denial of Future Student Visas – Students who fail to cancel their visas properly may face difficulties in applying for a new student visa in Malaysia.
- University Disciplinary Action – Outstanding financial dues or unresolved academic matters may affect future academic applications or transcripts.

### 3.8 International Student Visa Cancellation Process (Graduation/Completion of Studies)

International students who complete their studies at Xiamen University Malaysia must cancel their student visa before leaving Malaysia. This process ensures compliance with Malaysian immigration laws and prevents future travel restrictions.

#### 3.8.1 Who Needs to Cancel Their Visa?

Visa cancellation is required if:

- A student has successfully completed their program (graduation).
- A student has completed an exchange or short-term study program.
- A student has finished their final semester and does not plan to continue further studies in Malaysia.

#### 3.8.2 Application Procedure

##### Step 1: Submit a Visa Cancellation Request

- Confirm their completion date/ graduation date with Academic Affairs Office.  
Submit relevant documents 14 working days before departure.
  - Original passport
  - Flight ticket (confirmed departure from Malaysia to home country)

##### Step 2: Visa Cancellation Processing

- The university will submit the visa cancellation request to Education Malaysia Global Services (EMGS) and the Malaysian Immigration Department.
- Students must surrender their original passport for processing, which may take 2–4 weeks.
- Once visa cancellation is approved, the Malaysian Immigration Department will issue the Checkout Memo (COM).

##### Step 3: Collecting the Checkout Memo (COM)

- After visa cancellation is completed, students can collect their Checkout Memo (COM) from the Accommodation Office (if staying in university hostels) or from the International Student Affairs Office (ISAO).
- The COM is required to exit Malaysia and must be presented at immigration checkpoints when departing.

##### Step 4: Mandatory Departure from Malaysia

- After receiving the COM, students must leave Malaysia within the allowed timeframe.
- The departure flight ticket must reflect a direct journey home (or via transit in another country but not back to Malaysia).

- If the student wishes to return to Malaysia for work or further studies, they must apply for a new visa under the appropriate category.

### **3.8.3 Consequences of Failing to Cancel the Visa**

**Failure to cancel the student visa may result in:**

- Overstaying penalties – Heavy fines, deportation, or detention by Malaysian Immigration.
- Immigration Blacklisting – The student may be banned from re-entering Malaysia.
- Denial of Future Malaysian Visas – Students who do not properly cancel their visa may face rejection in future visa applications (study, work, or travel).

## **3.9 Lost Passport and Transfer Endorsement Process for International Students in Malaysia**

Losing a passport can be a stressful experience, especially for international students studying in Malaysia. It is crucial to follow the proper procedures to ensure a smooth replacement and transfer of your student pass endorsement to your new passport. Below is a step-by-step guide on what to do if you lose your passport and how to complete the transfer endorsement process.

### **3.9.1 Steps to Take After Losing Your Passport**

#### **Step 1: Report the Loss to the Local Police**

- Visit the nearest police station and file a police report as soon as possible.
- Provide details such as the date, time, and location of the loss.
- Request an official copy of the police report, which will be required for further processing.

#### **Step 2: Inform Your University's International Student Affairs Office (ISAO)**

- Notify the International Student Affairs Office (ISAO) at Xiamen University Malaysia.
- Submit a copy of the police report and any other relevant documents.
- The ISAO will guide you through the next steps, including visa-related matters.

#### **Step 4: Contact Your Country's Embassy or Consulate**

- Apply for a new passport at your home country's embassy or consulate in Malaysia.
- The required documents may vary, but typically include:
  - The police report
  - A copy of your lost passport (if available)
  - Your student ID or university documents
  - Passport-sized photos



- **Applicable fees**

- The processing time for a new passport may vary depending on the country.

### **3.9.2. Student Pass Transfer Endorsement Process**

Once you receive your new passport, you must transfer your student pass endorsement from the lost passport to the new one.

#### **a. Obtain a Confirmation Letter from ISAO**

- Request a passport replacement confirmation letter from the ISAO.
- This letter is required for submission to the Malaysian Immigration Department.

#### **b. Cancel the Student Pass on the Lost Passport**

- The ISAO will assist in reporting the lost passport to Education Malaysia Global Services (EMGS) and the Malaysian Immigration Department.
- The previous student pass endorsement will be officially cancelled before transferring it to the new passport.

#### **c. Apply for a Student Pass Transfer to the New Passport**

##### **Required Documents:**

- New passport (original and copies of all pages)
- Police report
- ISAO letter confirming the passport replacement
- University offer letter
- Copy of the Visa Approval Letter (VAL) (if applicable)
- Copy of previous passport (if available)
- Visa payment

### **3.9.3 Submission to EMGS and Immigration Malaysia**

- The ISAO will submit your application to EMGS for processing.
- Once approved, the application is forwarded to the Malaysian Immigration Department for student pass transfer.
- The processing time may take 4 to 8 weeks.

### **3.9.4 Important Notes for International Students**

- Do not travel outside Malaysia until your new student pass is endorsed.
- Always keep digital and physical copies of your passport, student pass, and visa documents.

- If your passport was stolen, consider filing a report at your home country's embassy for added security.
- Inform the university immediately to avoid complications with visa renewal or travel restrictions.
- Ensure your new passport has at least 18 months validity to avoid additional renewal issues.

Losing a passport is a serious matter, but by following the correct procedures, international students at Xiamen University Malaysia can replace their passport and transfer their student pass without major disruptions. The ISAO is available to provide support and ensure compliance with Malaysian immigration regulations.

For any assistance, students should contact the International Student Affairs Office (ISAO)

#### **4.0 Rules and Regulations for International Students in Malaysia**

International students in Malaysia must comply with Malaysian laws, university regulations, and student visa requirements set by Education Malaysia Global Services (EMGS) and the Immigration Department of Malaysia. Any involvement in illegal activities can result in visa cancellation, deportation, legal action, and permanent blacklisting from entering Malaysia in the future.

##### **4.1 Immigration and Visa Regulations**

###### **a. Student Visa and Pass**

- International students must hold a valid student visa issued by the Malaysian Immigration Department.
- Students must renew their visa before expiry to avoid overstaying penalties.
- A student visa is strictly for study purposes and cannot be used for employment unless permitted by immigration.
- Engaging in illegal activities, unauthorized employment, or falsifying documents will lead to immediate deportation.

###### **b. Overstaying & Visa Violations**

- Overstaying is a serious offense and can result in heavy fines, detention, deportation, and blacklisting.
- Students who withdraw, complete, or transfer their studies must cancel their visa and leave Malaysia immediately.

## **4.2 Prohibited Illegal Activities**

**International students are strictly prohibited from engaging in any illegal activities in Malaysia. This includes, but is not limited to:**

### **4.2.1 Drug Offenses**

- Possession, use, or trafficking of drugs is a severe crime under Malaysian law.  
Consequences:
- Life imprisonment or the death penalty for drug trafficking.
- Imprisonment and heavy fines for drug possession or consumption.
- Immediate visa cancellation, deportation, and blacklisting.
- Students must not consume, distribute, or store any illegal substances, including in university accommodations.

### **4.2.2 Alcohol and Public Intoxication**

- While alcohol consumption is legal for non-Muslims, students must adhere to local laws and cultural norms.
- Drinking in prohibited areas, public intoxication, or causing disturbances while under the influence is illegal.

#### **Consequences:**

- Fines, imprisonment, or visa cancellation for alcohol-related offenses.
- Deportation for repeat offenders.

### **4.2.3 Theft, Fraud, and Financial Crimes**

- Any form of stealing, fraud, bribery, or financial scams is a criminal offense.

#### **Consequences:**

- Arrest, legal charges, imprisonment, and deportation.
- Blacklisting from Malaysia for financial fraud.

### **4.2.4 Illegal Employment & Business Activities**

- International students can only work part-time (maximum 20 hours per week) during semester breaks, subject to immigration approval.
- Working illegally, operating a business, or engaging in unauthorized freelance work is strictly prohibited.

#### **Consequences:**

- Visa cancellation, fines, and deportation.
- Blacklisting from re-entering Malaysia.

#### 4.2.5 Cybercrimes & Online Scams

- **Hacking, identity theft, cyberbullying, spreading false information, or involvement in online fraud is a serious offense.**

**Consequences:**

- Legal prosecution under Malaysian cybersecurity laws.
- Imprisonment, fines, visa cancellation, and deportation.

#### 4.2.6 Physical Violence and Use of Force

- Any form of assault, harassment, fighting, or physical violence is illegal.
- Carrying weapons or engaging in violent behavior is a criminal act.

**Consequences:**

- Arrest, imprisonment, visa cancellation, and deportation.
- Permanent blacklisting from Malaysia.

#### 4.2.7 Illegal Use of Emergency Contacts & False Reporting

- Emergency contacts should only be used for genuine emergencies involving health, safety, or security issues.
- Providing false information, prank calls to emergency services, or misuse of emergency contacts is illegal.

**Consequences:**

- Fines, disciplinary action, and visa cancellation.
- Possible legal charges for false reporting.

#### 4.2.8 Participation in Illegal Assembly & Political Activities

- International students are strictly prohibited from participating in political activities, protests, or demonstrations in Malaysia.

**Consequences:**

- Immediate arrest, legal prosecution, and deportation.
- Blacklisting from Malaysia for involvement in political movements.

#### 4.2.9 Driving Without a License or Reckless Driving

- International students must hold a valid Malaysian or International Driving Permit (IDP) to drive in Malaysia.
- Driving without a valid license, road tax, or insurance is illegal.

- Drunk driving and reckless driving are serious offenses.

**Consequences:**

- Fines, imprisonment, license suspension, and visa cancellation.
- Deportation for repeated traffic offenses.

#### **4.2.10 Consequences of Engaging in Illegal Activities**

**International students found guilty of engaging in any illegal activities will face:**

- University disciplinary action (suspension or expulsion).**
- Visa cancellation leading to deportation.**
- Legal prosecution under Malaysian laws (imprisonment, fines, or corporal punishment).**
- Permanent blacklisting from entering Malaysia.**

#### **4.2.11 Reporting Illegal Activities**

- If a student witnesses or is a victim of any crime, they should immediately report to:**
  - Xiamen University Malaysia Security Office**
  - International Student Affairs Office (ISAO)**
  - Local Police Station (Emergency Hotline: 999)**

### **4.3 Respect and Conduct Towards Others on Campus**

#### **4.3.1 General Code of Conduct**

**International students are expected to maintain a high standard of respect, professionalism, and integrity in their interactions with academic staff, administrative staff, fellow students, and all members of the university community.**

- **Respect for Authority** – Students must follow instructions given by lecturers, university officials, and security personnel.
- **Respect for Peers** – Treat fellow students with kindness, inclusivity, and fairness, regardless of nationality, culture, or background.
- **Respect for Diversity** – Malaysia is a multicultural society; students must respect local customs, religious beliefs, and cultural norms.
- **Respect for Campus Property** – University facilities, furniture, and equipment must be used responsibly. Vandalism or misuse of property is strictly prohibited.

#### **4.3.2 Respect Towards Academic Staff**

- Address lecturers and professors politely in all communications.
- Follow proper etiquette when emailing or speaking to academic staff.

- Do not disrupt lectures or show disrespectful behavior in class.
- Academic dishonesty (cheating, plagiarism, or forgery) is a serious violation and will result in disciplinary action.

#### **4.3.3 Respect Towards Administrative Staff**

- Follow proper procedures when seeking assistance from university offices (e.g.: Academic Affairs Office, International Student Affairs Office, Finance Office).
- Be patient and courteous when dealing with documentation, visa matters, or other administrative processes.
- Verbal abuse, rudeness, or disrespectful behavior towards administrative staff is not tolerated and may lead to disciplinary action.

#### **4.3.4 Respect Towards Peers & Campus Community**

- Treat all students, regardless of nationality, with fairness, kindness, and inclusion.
- Avoid bullying, harassment, intimidation, discrimination, or hate speech.
- Respect personal boundaries and do not engage in inappropriate behavior.
- Maintain professionalism and decency in online interactions, including social media and university forums.

#### **4.3.5 Consequences of Disrespectful Behavior**

**Disrespectful or inappropriate behavior towards academic staff, administrative staff, or peers may result in:**

- Formal warning or counseling.
- Disciplinary action (suspension, probation, or expulsion).
- Legal action for serious offenses such as harassment or threats.

**Maintaining mutual respect on campus fosters a positive and inclusive university environment. Students are encouraged to practice professionalism, good manners, and cultural sensitivity at all times.**

### **4.4 Email & Communication Etiquette**

**International students must maintain professional and respectful communication in all email correspondence with academic staff, administrative staff, and university personnel.**

**Guidelines for Proper Email Communication:**

- ✓ Use a polite and professional tone at all times.
- ✓ Start with a proper greeting (e.g., *Dear Professor [Last Name]*, or *Dear Sir/Madam*,).
- ✓ Clearly state your purpose in a concise and respectful manner.

- ✓ Use proper grammar, spelling, and formatting—avoid slang or informal language.
- ✓ End with a thank you and a professional closing (e.g., *Best regards, [Your Name]*).

**Strictly Prohibited in Emails:**

- ✗ Rude or demanding language (e.g., "You must respond now!" or "Why are you not replying?").
- ✗ Disrespectful tone or accusations (e.g., "You are wrong!" or "This is your fault!").
- ✗ Using ALL CAPS, excessive punctuation (!!!), or offensive language.
- ✗ Threats, harassment, or any form of inappropriate content.

**Consequences of Rude or Inappropriate Emails:**

- Formal warning or disciplinary action.
- Loss of email privileges if behavior persists.
- Stronger penalties for serious offenses, including suspension or expulsion.

Students are encouraged to remain professional and courteous in all written and verbal communication within the university environment.