

INTERNATIONAL OFFICE

APPLICATION FORM FOR STUDENT PASS EXTENSION (RENEWAL) - KOLEJ SUNWAY (SUNWAY COLLEGE)

STUDENT PARTICULARS

Full Name :	Mobilephone no. :	Gender : <input type="checkbox"/> F <input type="checkbox"/> M
Passport No. :	Passport Expiry Date : (day/month/year)	Nationality :
Student Pass Expiry Date : (day/month/year)	Medical Insurance Card Expiry Date : (day/month/year)	AIG / EMGS-AXA
Programme :	Intake : (month/year)	

Documents required (to be prepare by the student) :

- (i) Original passport (with at least 14 months validity period).
- (ii) 1 set of photocopied passport (ALL pages must be copied on A4 size paper with clear information page photo and page number).
(Passport Information Page and Student Visa Page copied in colour)
- (iii) 1 copy of photographs for I-Kad purposes. **MUST professionally printed (50mm high x 35 mm wide) with WHITE background . The face should be expressionless and without glasses. The image of the applicant - from the crown of the head to the chin - must be between 34mm and 39mm high.**
- (v) **Letter of Explanation & Action Plan by the student** (applicable to student whose attendance is less than 80%; and/or unsatisfactory results, i.e. failed any one or more subjects enrolled).
- (vi) A copy of Deferment Letter / Transfer Offer Letter (if applicable) - request from Registry Office

Payment required:

- (i) **EMGS Fees of RM320.00** - pay directly to EMGS account

Payment Method : by JomPAY (JomPAY online at Internet and Mobile Banking with your Current or Savings account)



Billier Code: 231183

Ref-1: 12981

Ref-2: 471682

Please indicate your Name & Passport Number at the JomPay Receipt proof of Payment (Refer to Fee details printed overleaf.)

The Proof of payment must be submitted to International Office directly together with this form and all the required supporting documents.

Note : With effect from 1 October 2014, medical screening is not required for student pass extension.

Effective 01 July 2025, all renewal endorsements will be processed based on your current pass provider

- (ii) Cash Payment (to be paid at Financial Services Department) - For the following Malaysian Immigration visa fees:
 - Medical Insurance Premium : **RM740/year**. (renewal application received from 1 March 2024 onwards, student will be subscribed for AIG insurance plan, i.e. no longer covered by EMGS-AXA. Refer to IO to confirm your insurance plan and coverage).
 - Passport submission : Student Pass (RM60) + Visa fees (refer to fee details printed overleaf)
 - 1 Special Pass : RM100. (Should the amount is not fully utilised, Financial Services Department will transfer the balance to excess payment in student's fee account, i.e. there will be no cash refund at the counter).

Important notes:

- Application for student pass extension (renewal) must be submitted **THREE (3) months** prior to expiry of the current student pass. Late submission is subject to penalty imposed by the authorities.
- While student pass is being processed, the student **MUST NOT** travel out of Malaysia.

Student's Signature :

Date of Submission :

FOR ACADEMIC DEPARTMENT USE ONLY

Date Received : Received By :

Approval of Director of Programme / Head of Department

- Approved - Duration (min. 3 months/max. 12 months) : _____
- Not Approved - Reason : _____

Documents to be provided by the Academic Department :

- Accumulation of attendance from beginning of study (including current semester) and/or Latest Progress Report (Research)
- Accumulation of result from beginning of study
- Letter of Support by the Head (applicable to student whose attendance is less than 80%; and/or unsatisfactory results, i.e. failed any one or more subjects enrolled).
- Letter of Support by the Head (applicable to student whose not able to complete the study within duration of the programme).

Remark : International Office will assist to request Progress Report with CGPA with Exam Unit (under Immigration format) and also applying Insurance for the student. Therefore, compiling the documents may take around 5 - 7 working days subject to the respective department

Signature :

Name :

Date :

FOR INTERNATIONAL OFFICE USE ONLY

Date Received : Received By :

EMGS AND IMMIGRATION CHARGES

NO	COUNTRY	EMGS Admin Fee + Ikad (RM)	Immigration Department Student Pass (RM60) + Visa	TOTAL (RM)
1	ARGENTINA	320.00	80.15	400.15
2	BANGLADESH	320.00	80.00	400.00
3	BAHRAIN	320.00	80.00	400.00
4	BHUTAN	320.00	80.00	400.00
5	BOLIVIA	320.00	71.00	391.00
6	BRAZIL	320.00	77.00	397.00
7	BULGARIA	320.00	81.90	401.90
8	CAMBODIA	320.00	80.00	400.00
9	CHILE	320.00	84.50	404.50
10	CHINA REPUBLIC	320.00	90.00	410.00
11	COSTA RICA	320.00	69.00	389.00
12	CZECH & SLOVAK	320.00	79.50	399.50
13	DENMARK	320.00	66.00	386.00
14	DJIBOUTI	320.00	80.00	400.00
15	DOMINICAN REPUBLIC	320.00	72.90	392.90
16	EGYPT	320.00	80.00	400.00
17	EQUADOR	320.00	67.00	387.00
18	ERITREA	320.00	80.00	400.00
19	FINLAND	320.00	67.00	387.00
20	FRANCE	320.00	72.90	392.90
21	GUINEA	320.00	80.00	400.00
22	HAITI	320.00	76.00	396.00
23	HONG KONG	320.00	80.00	400.00
24	HUNGARY	320.00	81.45	401.45
25	INDIA	320.00	110.00	430.00
26	INDONESIA	320.00	75.00	395.00
27	IRAN	320.00	80.00	400.00
28	IRAQ	320.00	80.00	400.00
29	ISRAEL	320.00	69.70	389.70
30	ITALY	320.00	69.50	389.50
31	JORDAN	320.00	80.00	400.00
32	KAZAKHSTAN	320.00	80.00	400.00
33	KOREA	320.00	90.00	410.00
34	LAOS	320.00	80.00	400.00
35	LIBERIA	320.00	73.00	393.00
36	LIBYA	320.00	80.00	400.00
37	MEXICO	320.00	77.50	397.50
38	MONGOLIA	320.00	80.00	400.00
39	MYANMAR	320.00	79.50	399.50
40	NEPAL	320.00	80.00	400.00
41	NIGERIA	320.00	80.00	400.00
42	OMAN	320.00	80.00	400.00
43	PAKISTAN	320.00	80.00	400.00
44	PANAMA	320.00	74.50	394.50
45	PALESTINE	320.00	80.00	400.00
46	PERU	320.00	80.00	400.00
47	PHILLIPINES	320.00	96.00	416.00
48	POLAND	320.00	86.20	406.20
49	PORTUGAL	320.00	66.50	386.50
50	QATAR	320.00	80.00	400.00
51	RUSSIA	320.00	80.00	400.00
52	SAUDI ARABIA	320.00	77.20	397.20
53	SIERRA LEONE	320.00	80.00	400.00
54	SOMALIA	320.00	80.00	400.00
55	SPAIN	320.00	71.60	391.60
56	SRI LANKA	320.00	75.00	395.00
57	SUDAN	320.00	72.90	392.90
58	SOUTH SUDAN	320.00	80.00	400.00
59	TAIWAN	320.00	80.00	400.00
60	TURKEY	320.00	80.00	400.00
61	URUGUAY	320.00	73.50	393.50
62	U.S.A	320.00	66.00	386.00
63	UZBEKISTAN	320.00	80.00	400.00
64	VENEZUELA	320.00	78.00	398.00
65	VIETNAM	320.00	73.00	393.00
66	YEMEN	320.00	80.00	400.00

NO	COUNTRY	EMGS Admin Fee + Ikad (RM)	Immigration Department Student Pass (RM60) + Visa	TOTAL (RM)
67	ALGERIA	320.00	80.00	400.00
68	AUSTRALIA	320.00	80.00	400.00
69	BRITISH	320.00	80.00	400.00
70	BRUNEI	320.00	60.00	380.00
71	CANADA	320.00	80.00	400.00
72	CUBA	320.00	80.00	400.00
73	ETHIOPIA	320.00	80.00	400.00
74	GERMAN	320.00	80.00	400.00
75	JAPAN	320.00	60.00	380.00
76	KENYA	320.00	80.00	400.00
77	MACAO	320.00	80.00	400.00
78	MALDIVES	320.00	80.00	400.00
79	MALI	320.00	80.00	400.00
80	MAURITIUS	320.00	80.00	400.00
81	MOROCCO	320.00	80.00	400.00
82	SINGAPORE	320.00	60.00	380.00
83	SIERRA LEONE	320.00	80.00	400.00
84	SEYCHELLES	320.00	80.00	400.00
85	THAILAND	320.00	80.00	400.00
86	TANZANIA	320.00	60.00	380.00
87	TUNISIA	320.00	80.00	400.00
88	ZAMBIA	320.00	60.00	380.00
89	ZIMBABWE	320.00	60.00	380.00

Note :

- 1) *If your nationality are not listed above please consult staff at International Office.*
- 2) *Fees are correct at time of printing, which are subject to changes imposed by EMGS and Immigration Department*
- 3) *All countries without visa, amount will be refunded back by EMGS once sticker issued.*



International Student Insurance

Schedule of Benefits	Sum Insured (RM)
Outpatient Treatment:	
a) Clinical treatment (Annual Limit) : General and/or Specialist Practitioner	RM 1,500
b) Accidental Dental treatment (Annual Limit) For INJURY caused by an ACCIDENT to sound and natural teeth but EXCLUDE crowning, bridging, root canal treatment & etc	RM 500
c) Cancer treatment (Annual Limit)	RM 10,000
d) Kidney dialysis (Annual Limit)	RM 10,000
Medical Expenses Reimbursement (due to Accident or Sickness)	Up to RM 20,000 per disability per annum - with excess of RM50 for Outpatient treatment
Daily room and board (up to 120 days)	RM200
Intensive care unit (up to 30 days)	RM200
Other hospital services (up to 120 days)	Full Reimbursement subject to Maximum limit Per Disability of RM 20,000 provided the charges are within the recommendation of the MMA Guidelines and Reasonable and Customary Charges
Surgical benefits	
Operating theatre fees	
Anesthetic fees	
Specialist consultation fees (pre and post hospitalization)	
Hospital tests	
In hospital doctor's visit (up to 120 days)	
Ambulance fees	
Daily government hospital cash benefit (up to 120 days)	RM60
Medical Report Fees Reimbursement	RM50
Accidental Death & Disablement	Up to RM30,000
Emergency Medical Evacuation / Repatriation	Up to RM100,000
24 hours worldwide travel assistance	Included

All the above Excludes Pre Existing Conditions

For common illnesses such as runny or stuffy nose, sore throat, cough, headache, Skin infection, Urinary Tract Infection & etc, you are encouraged to visit [SunMed Clinic, which is located at CP2 of Sunway Pyramid Mall](#) or any other clinic in your neighbourhood.

In the event of emergency, you may visit A&E (Accident & Emergency) Department at Sunway Medical Centre

** Accidental Dental Treatment

Shall mean dental treatment to sound natural teeth due to an accident but exclude crowning, bridging and root canal treatment.

** Ambulance Fees

Reimbursement of the Reasonable and Customary Charges incurred for Medically Necessary domestic ambulance services (inclusive attendant) to and/or from Hospital of Confinement. **Payment will not be made if the Certificate Holder is not hospitalized and subject to the limits set forth in the Schedule of Benefits.**

** Daily Cash Allowance at Government Hospital (Maximum 120 days)

Pays a daily allowance for each day of Confinement for a covered Disability in a [Malaysian Government Hospital](#), provided that the Certificate Holder (student) is confine to a Room and Board rate does not exceed the amount shown in the Schedule of Benefit. No payment will be made for any transfer to or from any Private Hospital and Malaysian Government Hospital for the covered Disability.



Exclusions

1. This insurance excludes anyone of the following events or situations. This exclusion shall not be cancelled by any endorsement which does not refer to a specific exclusion, in whole or in part. The Insured shall, if so required, and as a condition precedent to any liability of the Company; prove that the loss did not in any way arise under or through any of the above excepted circumstance or cause:-
2. The Certificate Holder is below the age of 4 or aged 46 and above;
3. Members of the Armed Forces while on duty or while engaging in or taking part in Naval, Military, or Air Force service or operations of participating in operations of an offensive nature planned or conducted by the Civil or Military Authorities against bandits, terrorists or other elements;
4. Suicide or intentional self-inflicted injuries or any attempted thereof while sane or insane;
5. during air travel (except as a fare paying passenger in any properly licensed private and/or commercial aircraft);
6. Any violation or attempt of violation of the law or resistance to arrest;
7. Treatment of alcoholism, or drug abuse or any other complications arising therefrom or any drug Accident;
8. Pregnancy, miscarriage or childbirth, or any treatment relating to birth control or treatment pertaining to infertility or any other complication arising there from;
9. Psychosis, mental or nervous disorders or sleep disturbance disorders;
10. Cosmetic or plastic Surgery or any elective Surgery;
11. Any form of dental care or Surgery unless necessitated by injury caused by an accident to sound and natural teeth;
12. Any Congenital Conditions;
13. Routine health checks, any investigation(s) not directly related to admission diagnosis, illness or injury, or any treatment or investigation which is not medically necessary, or convalescence, custodial or rest care;
14. Acquired Immune Deficiency Syndrome (AIDS) or any complications associated with infection by any Human Immune Deficiency Virus (HIV) (for the purpose of this policy, the definition of AIDS shall be that used by the World Health Organization in 1987, or any subsequent revision by the World Health Organization of that definition; infection shall be deemed to have occurred where blood or other relevant test(s) indicate in the opinion of the Company either the presence of any Human Immune Deficiency Virus or Antibodies to such a Virus);
15. Any injury sustained while serving as a crew member of any aircraft except as a fare-paying passenger in any aircraft having
16. A current and valid air worthiness certificate issued by the appropriate authority of the country of its registry;
17. Driving or riding in any kind of race involving motorized vehicles;engaging, practicing or participating in a sport in a professional capacity or when an Certificate Holder would or could earn income or remuneration from engaging in such sport;
18. **Any Pre-Existing Conditions;**
19. due to venereal disease and its sequel or any communicable diseases, which requires quarantine by law
20. Any serious physical injury or Disability resulting directly or indirectly from, attributed to, or accelerated by the use, release
21. or escape of nuclear materials that directly or indirectly results in nuclear reaction or radiation or radioactive contamination; or the dispersal or application of pathogenic or poisonous biological or chemical materials; or the release of pathogenic or poisonous biological or chemical materials.
22. For the purposes of this exclusion, serious physical injury means physical injury that involves a substantial risk of death;
23. and/or protracted and obvious physical disfigurement; and/or protracted loss of or impairment of the function of a bodily member or of an organ;
24. Death or injury directly or indirectly occasioned by war, invasion, act of foreign enemy, hostilities or warlike operation
25. (whether war be declared or not) mutiny, civil war, rebellion, revolution, insurrection, conspiracy, military or usurped power, martial law, or state of siege, of any of the events or causes which determine the proclamation or maintenance of martial law, or state of siege, seizure, quarantine, or customs regulations or nationalization by or under the order of any government or public or local authority;
26. The Company will not pay under any section of this policy where such payment would violate a government prohibition or regulation.
27. The Company will not provide cover or service for:-
 - i. any loss, injury, damage or legal liability arising directly or indirectly from travel in, to or through Afghanistan, Cuba, Liberia; and
 - ii. any loss, injury, damage, or legal liability suffered or sustained directly or indirectly by a Certificate Holder if that Certificate Holder is:
 - A. terrorist;
 - B. a member of a terrorist organization;
 - C. a narcotics trafficker; or
 - D. purveyor of nuclear, chemical or biological weapons.
28. Violation of law.