

EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)
20st MAY 2020

PASSPORTS SUBMITTED TO EMGS FOR ENDORSEMENT

1. PURPOSE:

- 1.1. The purpose of this notice is to inform all institutions regarding the latest information received from the Malaysian Immigration Department regarding submission of passports that do not have a valid current pass due to the Movement Control Order (MCO) and Conditional Movement Control Order (CMCO) implemented by the Malaysian Government.
- 1.2. This notice will also provide information on the additional document required by the Malaysian Immigration Department if the current pass in the passport has expired.

2. IMPLEMENTATION:

2.1. Passport Submission to EMGS

- 2.1.1. EMGS will accept all New, Renewal and Dependant passports for endorsement if the current pass has expired from 1st February 2020 until the end of the Conditional Movement Control Order (subject to change). The Education Institutions do not need to apply for a special pass application prior to submitting these passports to EMGS for student/dependant pass endorsements.
- 2.1.2. Education Institutions are required to apply for a Special Pass for all New, Renewal, Dependant passports if the current pass has expired before 1st February 2020. Kindly note that the issuance of the special pass is based at the discretion of the Malaysian Immigration Department and the applicants will be subjected to the relevant Immigration enforcement procedures.

2.2. Format A Form

- 2.2.1. The Malaysian Immigration Department has informed EMGS that all Renewal and Dependant Renewal passports with a current pass that expired from 1st February 2020 onwards must be submitted with a Format A form.
- 2.2.2. Beginning 22nd May 2020, Education Institutions must submit the Format A form when submitting the Renewal and Dependant Renewal passports (If the current pass expired from 1st February 2020 onwards) at the EMGS One Stop Centre.
- 2.2.3. Education Institutions do not have to submit the Format A form if the applicants current pass is still valid for Renewal and Dependant Renewal applications.

2.2.4. The Malaysian Immigration Department has also informed EMGS that they will be returning all Renewal and Dependant passports that have been submitted to them without the Format A form. EMGS will create an Application Issue in STARS to notify the Education Institutions on the requirement to submit the Format A form for these passports.

2.2.5. Education Institutions will then be required to submit the Format A form at the EMGS One Stop Centre or send us a scanned copy via email(*additionaldoc@emgs.com.my*) before EMGS is able to resubmit it back to the Malaysian Immigration Department.

2.2.6. Kindly note that the Malaysian Immigration Department will only accept a scanned copy of the Format A Form for passports submitted to EMGS before 22nd May 2020.

Education Malaysia Global Services
21st May 2020