

Student Pass / Visa Renewal Checklist

Curtin University Sarawak Malaysia | International Division

A Malaysian Student Pass lasts just one year and thus you must renew your student pass annually. Remember that renewing your visa/pass is your responsibility. There are penalties involved if you overstay so be sure to apply to extend your pass through the International Division at least 90 days before the expiration date. Renewing your Pass/Visa is a multi step process. Please follow each step in order and make sure you submit ALL the required documents.

- First stop by the International Office and pick up Form Imm. 55 (which is yellow) and Form Im. (which is blue). You'll need to fill both of these in. Form Im. 38 is in Bahasa only, but there are samples at the International Office to help you.
- While you're at the International Office, also collect a Payment Advice Slip from a Staff member. This will indicate the fees you need to pay for your Pass/Visa renewal. Each country has a different rate. The average fee is about RM60.00.
- Obtain copies of your latest results or academic transcripts. You can get either of these documents from OASIS/MOODLE or the Examination Office (Main Building – Heron 1, Ground Floor, Student Central).
- While you're at the Main Building, pay your fees for your Pass/Visa Renewal using your Payment Advice Slip. Collect your Payment Receipt from the cashier and also ensure that the Payment Advice Slip you received from the International Division is signed by the cashier.
- Return to the International Office and submit your signed Payment Advice Slip together with your Passport, Application Forms and Transcript at the counter. Fill in the Log Book.
- The International Division Office will email or send you a message for notification to collect passport. Renewal takes approximately 7 working days. We will notify you as soon as we receive your passport from Immigration.
- Collect your passport on passport collection day (Tuesday and Friday between 9am and 4pm). Fill in the Log Book.