

Welcome to Malaysia

Arrival of APU/APIIT International Students to Malaysia

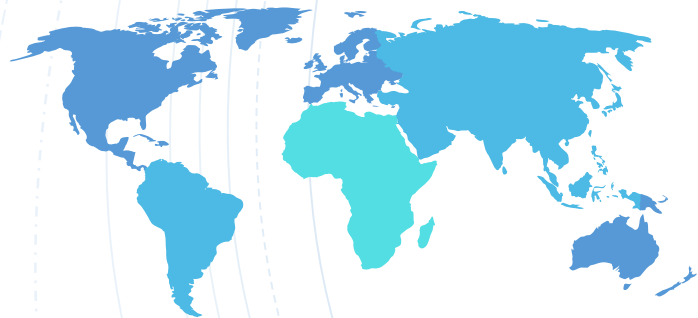
Standard Operating Procedures (SOP)

Existing/Current Students

14th August 2020

* The SOPs stated are in accordance with guidelines of MOHE, MOH, NADMA, EMGS and can be revised at anytime.

▼
Before you make
a decision,
please ensure
that:



1. Your country **does not have a travel ban** for overseas travel.
2. The Malaysian Mission (High Commission, Embassy or Consulate) in your country is open for you to apply **Single Entry Visa (SEV)** - *for students whose Student Visa have expired and are required to have Single Entry Visa (SEV).*
3. You are **healthy and eligible** to travel to Malaysia.
4. You are **willing to pay** for the cost of Quarantine, Transportation, Covid-19 Tests and for any treatment (if required).

01

Existing students with
Valid Student Pass

02

Existing students with
expired student pass from
1st Feb 2020

Categories of students allowed to arrive in Malaysia



IMPORTANT! COVID-19 SCREENINGS

Before your Travel to Malaysia

- It is NOT mandatory to undergo a Pre-Arrival Covid-19 screening test before departure. However, it is strongly advised to **check with respective Airlines** on any requirements to take the Covid-19 screening tests before boarding the aircraft.
- You are required to have MySejahtera application into your smartphone before arrival.

On Arrival in Malaysia

- You will undergo a Covid-19 PCR test at KLIA / KLIA2.
- The cost for Covid-19 screening (RT-PCR) is RM 250 and is payable in Cash at Airport.

Covid-19 Test on 13th Day of Quarantine in Malaysia

- Upon completion of the quarantine period, all students will be required to undergo a Covid-19 Antibody test. The test will be done on 13th Day. The cost for Covid-19 Antibody test is RM 60 and payable in Cash.
- International students who are tested negative will be issued with a **Release Order** by the Ministry of Health Malaysia.

You must wear FACE MASK at all times during Flights, at Airport and during Transportation to Quarantine Station.

BEFORE Arrival (Existing students with Valid Student Pass)



Make an application for **Travel Authorisation** at **EMGS Website** at least 21 DAYS before your departure.



Purchase a **FLIGHT Ticket** (travel date should be minimum 21 days from application date) before your travel application, as you will need to attach a copy of your ticket with your application. Please be advised that you might be required to change the flight ticket if the Travel Authorisation is not obtained on time.

It is advisable to purchase a travel insurance from your airlines or travel agent.



Once your **Travel Authorisation** is **APPROVED**, download and complete a **Letter of Undertaking and Indemnity (LoU)**, which can be obtained from [here](#)



You are required to also obtain a **Letter of Approval (Entry Permit) - Permission to Perform Journey to Malaysia** by submitting the **Letter of Undertaking and Indemnity (LoU)** together with the **Travel Authorisation** obtained from EMGS/Immigration via email to the relevant Malaysian Mission at least three (3) working days before the date of departure, together with flight tickets and copy of Passport.



You are required to have the **MySejahtera App** installed in your smartphone before arrival.
Apple App Store: shorturl.at/irEV4 | Google Play Store: shorturl.at/isAF7



BEFORE Arrival (Existing students with expired student pass from 1st Feb 2020)



Make an application for **Travel Authorisation** at **EMGS Website** at least 21 DAYS before your departure.



Purchase a **FLIGHT Ticket** (travel date should be minimum 21 days from application date) before your travel application, as you will need to attach a copy of your ticket with your application. Please be advised that you might be required to change the flight ticket if the Travel Authorisation is not obtained on time.

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Single Entry Visa - For countries that require visa to enter Malaysia, you are required to apply for a **Single Entry Visa (SEV)** at the nearest Malaysian Embassy / High Commission / Consulate General together with **Travel Authorisation**.



You are required to have the **MySejahtera App** installed in your smartphone before arrival.

Apple App Store: shorturl.at/irEV4 | Google Play Store: shorturl.at/isAF7



BEFORE YOU TRAVEL



WISMA PUTRA

Returning Malaysians and
Non-Malaysians with entry permit

DOWNLOAD & ACTIVATE



Prior to your arrival in
MALAYSIA



Important for All - UPON Arrival



You can only enter Malaysia via these Authorised Entry points: KLIA / KLIA 2.



You are required to have the following documents: **Letter of Undertaking and Indemnity (LoU)**, **Letter of Approval (Entry Permit)**, **Travel Authorisation Approval Letter** & Single-Entry Visa (SEV) (where applicable).



You are required to undergo a mandatory Covid-19 screening (PT-PCR test) upon arrival. **The cost of this test will be RM 250 which will be borne by the international students. Students is required to make payment for this test only via cash or credit card at KLIA. A receipt will be issued by the officials of Ministry of Health (MOH).**



If you are tested NEGATIVE, you will be arranged for Mandatory Quarantine at the designated quarantine station (hotel) by showing the receipt issued by MOH for the Covid-19 (RT-PCR) screening test together with the evidence of financial proof to pay for the 14-day quarantine period and the Antibody test (that will be conducted on the 13th day of the quarantine period). **You will have to pay for Quarantine Cost of minimum RM 2100 at arrival at KLIA/KLIA2 in Cash.**



You will proceed Immigration Counter for Immigration Clearance.

Unfortunately, If you are tested POSTIVE, our Ministry of Health Officers will arrange for medical treatment at a hospital. The cost of the treatment will be borne by the students.

Important for All - AFTER Immigration Clearance



You will be transported to the Quarantine Station once you've cleared the Immigration and exited the Arrival Gate. You will undergo a **MANDATORY QUARANTINE** period of **14 DAYS** starting from your Arrival Date. International students do not have the option to choose the quarantine stations.

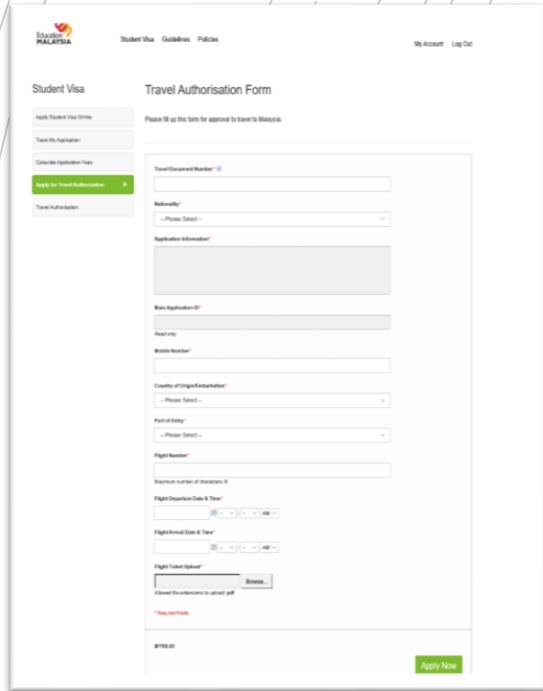


You are required to have MySejahtera application active at all times in your smartphone. You need to ensure your mobile phone, or the device is always with you and in active mode at all times during the surveillance and observation period. You shall ensure that all information provided in MySejahtera application is accurate and correct.

Submit Travel Authorisation Form at EMGS Website

<https://visa.educationmalaysia.gov.my/student-visa/travel-authorisation-form-base.html>

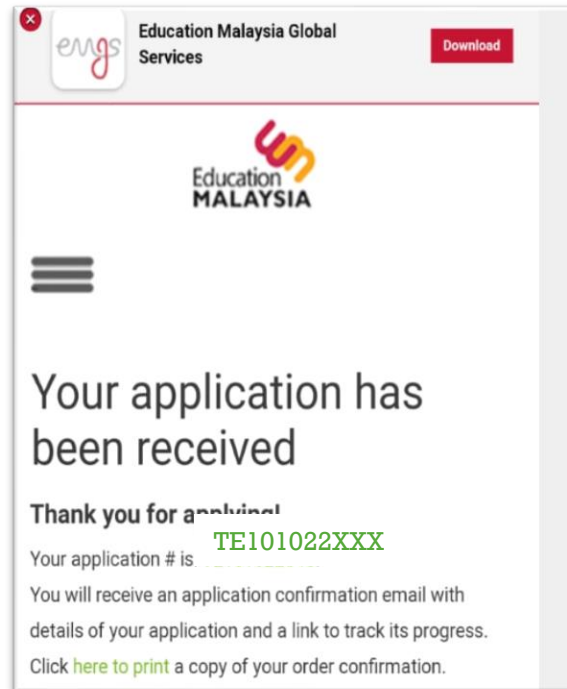
01 EMGS Travel Authorisation Form



The screenshot shows the EMGS Travel Authorisation Form application page. It includes a navigation menu with 'Student Visa', 'Guidelines', and 'Policies'. The main content area is titled 'Travel Authorisation Form' and contains a form with various input fields and dropdown menus. A green 'Apply Now' button is visible at the bottom right of the form.

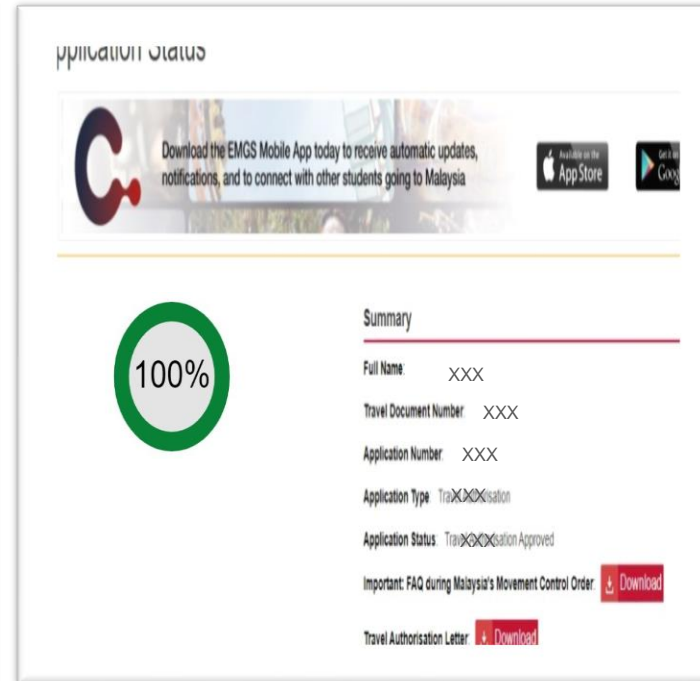
<https://visa.educationmalaysia.gov.my/student-visa/travel-authorisation-form-base.html>

02 Application Submitted



The screenshot shows the EMGS application confirmation page. It features the EMGS logo and the text 'Your application has been received'. Below this, it says 'Thank you for applying!' and 'Your application # is TE101022XXX'. It also mentions that an application confirmation email will be received and provides a link to track the application progress. A 'Download' button is visible in the top right corner.

03 Travel Authorisation Approved



The screenshot shows the EMGS application approval status page. It features a large green circle with '100%' inside, indicating that the application is approved. The page includes a 'Summary' section with the following details:

Full Name	XXX
Travel Document Number	XXX
Application Number	XXX
Application Type	Travel Authorisation
Application Status	Travel Authorisation Approved

There are also 'Download' buttons for 'Important: FAQ during Malaysia's Movement Control Order' and 'Travel Authorisation Letter'.

<https://visa.educationmalaysia.gov.my/emgs/application/searchForm/>

04 Travel Authorisation Approval Letter



The screenshot shows the EMGS Travel Authorisation Approval Letter. It features the Malaysian coat of arms and the text 'SOVEREIGNTY AND SECURITY OUR MUTUAL RESPONSIBILITY'. The letter is addressed to the Director General of Immigration and includes the following details:

Name of Student	XXX
Passport No.	XXX
Nationality	INDONESIA
Course	BSC (HONS) CYBER SECURITY 3+0 IN COLLABORATION WITH STAFFORDSHIRE UNIVERSITY, UNITED KINGDOM
Institution	INSTITUT TEKNOLOGI MAKLUMAT ASIA PASIFIK (APIT)

A large blue 'SAMPLE ONLY' stamp is overlaid on the letter. The letter also includes conditions for entry into Malaysia.



Mandatory Quarantine

14 Days



14 Days Mandatory Quarantine borne by the student



Transport is provided to Quarantine Station and for Covid-19 test



Covid-19 test will take place on the 13th Day



If tested negative, Release Order will be issued by the Ministry of Health, Malaysia

Important Notice : All costs (COVID-19 PCR test and expenses during quarantine shall be borne by the applicant. Failure to bear the quarantine costs or any monies due to the Government of Malaysia, the applicant's active pass will be cancelled, blacklisted in Immigration system and issued with Notice of 'Not To Land' (NTL) for deportation.



Mandatory Quarantine at Designated Quarantine Station

International students that are allowed entry into Malaysia will be subjected to:

- 14-day compulsory quarantine at designated Quarantine Station stipulated by the National Disaster Management Agency (NADMA) and Ministry of Health (MOH).
- The cost of the quarantine will be borne by the international students.
- The cost for quarantine will be minimum RM 2,100 for 14 days excluding the cost of Covid-19 screening.
- International students do not have the option to choose the quarantine station.
- **Students must pay the full payment of Quarantine** and any necessary deposit to the Quarantine Station management or airport (before they can check in to their designated room).

Covid-19 Test	Amount (RM)
PCR	RM 250
RTK Antigen	RM 120
RTK Antibody	RM 60

Estimated Quarantine Cost	Amount (RM)
Cost for quarantine at Quarantine Station for 14 days	RM 150 per day Total: RM 2,100
Total estimated cost for quarantine for 14 days & covid-19 screenings will be around RM 2,600 to RM 2,800	

Note : Some Quarantine Station (Hotels) may require a refundable deposit of RM 400-800.

During Mandatory Quarantine

You are strictly required to adhere to the following while you are under Mandatory Quarantine:

- ✓ Be contactable at ALL times.
- ✓ Do keep in touch with your family using your Smartphone, and keep in touch with your University Welfare officer at all times.
- ✓ Remain only in the quarantine room during the entire period.
- ✓ No visitors are allowed in the room.
- ✓ Wear a face mask during your transportation at all times.
- ✓ Do not share utensils, tableware and personal hygiene items with anyone.
- ✓ You can attend your classes online using Microsoft Teams.
- ✓ In case of any emergency, immediately alert your Quarantine Station personnel.
- ✓ You are required to have the MySejahtera App downloaded and active on your smartphone at all times.



Keep Connected
Be Positive
Stay Happy

Important Links

1. How to submit Travel Authorisation Form at EMGS Website

<https://visa.educationmalaysia.gov.my/student-visa/travel-authorisation-form-base.html>

2. Where to obtain the Letter of Undertaking and Indemnity (LoU)

[https://visa.educationmalaysia.gov.my/media/docs/Letter of Undertaking and Indemnity v1.0.pdf](https://visa.educationmalaysia.gov.my/media/docs/Letter_of_Undertaking_and_Indemnity_v1.0.pdf)

3. How to check the status of my Travel Authorisation application

<https://visa.educationmalaysia.gov.my/emgs/application/searchForm/>

4. Where to download MySejahtera mobile application

https://mysejahtera.malaysia.gov.my/intro_en/

FAQs from EMGS (1/4)

1.0 Notice to international students traveling to Malaysia

The Malaysian Government announced on 8th of July 2020 that International Students attending public universities or private universities may enter the country to resume their studies.

In order to return to Malaysia, all international students are required to obtain an approval by the Malaysian Immigration Department Director General. To obtain the approval, students are required to submit the [Travel Authorisation Form](#). To apply, please ensure that you have registered an account with us.

2.0 What is the Travel Authorisation Form for?

International Students intending to return to Malaysia are required to fill in the Travel Authorisation Form. Your application will be vetted by the Malaysian Immigration Department before you are allowed to travel to Malaysia.

3.0 Who can apply to return to Malaysia?

1. Student who has a valid student pass
2. Student who has a student pass that has expired from the 1st of February 2020 onwards.

FAQs from EMGS (2/4)

4.0 What must i do before applying for a Travel Authorisation?

1. Ensure that your country has not imposed a travel ban.
2. Ensure that your institution is well aware of your travel intention. Note that prior to us submitting your application to the Malaysian Immigration Department, your institution is first required to approve your application to return to Malaysia.
3. Ensure that you have made flight arrangements. Please allow ample time (Suggested 21 days) for the processing of your travel authorisation as there are multiple layers of processing involved to determine if you are eligible to travel to Malaysia
4. Ensure that you have fulfilled the requirement as mentioned under *Item 3.0*. Failure to adhere to these requirements may result in your application to be rejected.
5. Ensure that you have downloaded the [MySejahtera](#) mobile application. *MySejahtera* is an application developed by the Government of Malaysia to assist in monitoring COVID-19 outbreak in the country.

FAQs from EMGS (3/4)

5.0 How will I know the status of my Travel Authorisation application?

1. You may use the [Track My Application](#) feature .You are only required to enter your travel document number and nationality in order to obtain the following:
 - a. Your current Travel Authorisation application status
 - b. If your application is approved by the Malaysian Immigration Department Director General, you will receive your Travel Authorisation approval letter and if your application is rejected, you will receive the Travel Authorisation rejection letter.
2. An email notification will also be sent to you once we have received the approval status by the Malaysian Immigration Department.

6.0 What should I do once my Travel Authorisation is approved?

1. Fill in the Letter of Undertaking which can be obtained from [here](#). You are not required to fill in the 'Child' section
2. Check with your airline if you are required to undergo a COVID-19 test prior to your departure.
3. Be very careful with your surroundings. Practice social distancing and good hygiene. Do your best to avoid any occasion that might expose you further to the COVID19 virus.

FAQs from EMGS (4/4)

7.0 What will happen once I arrive in Malaysia?

1. Upon arrival, you will be carefully escorted by the relevant authorities to the Ministry of Health (MOH) personnel.
2. You will be required to make a payment of RM250 for to undergo a mandatory RT-PCR test by the Ministry of Health, Malaysia and upon completion, you may proceed to the Immigration Counter for clearance to enter Malaysia.
3. Once you have obtained clearance from the Immigration Department, you will be assigned to a quarantine station. Our EMGS representatives will be obtaining this information from you to be furnished to your institution.
4. Government officials will then bring you to the quarantine station assigned to you. During this time, you are required to perform quarantine for 14 days and you will not be allowed to leave the quarantine premises.
5. On the 13th day, you will undergo an antibody test which will cost RM60. If your result shows as negative, your institution will make travel arrangements for you to return to the institution, however if your result is positive, MOH guidelines will apply.

Welcome to your Campus!

Returning to Classes / Campus



You can return to campus, if:

- You're tested **NEGATIVE** on the 13th Day of Quarantine and you have completed full 14 Days Quarantine, AND
- Release Order is issued by the Ministry of Health, Malaysia.

APU/APIIT Students Arrivals Control Centre

Email : Arrivals-Control@apu.edu.my

Arrival Control Centre Hotline : +6017-2831300

 **Stay Safe
Together**

