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Objective

The objective of this document is to provide information about the responsibilities of being a non – Sarawakian student throughout your study at Swinburne University of Technology Sarawak.

Visa Unit Team

Our team’s scope is to provide PROCESSING of international and non-Sarawakians student’s visa/pass application including renewal and cancellation. We are also here to GUIDE and ADVICE students on matters pertaining to student’s visa/pass processes and procedures.

We also act as the LIAISON OFFICER between students, EMGS and Malaysia Immigration Department.

Student Engagement Staff Directory

Are you looking for support, guidance, or just the right contact to help you make the most of your student experience? Our **Student Engagement Staff Directory** is your go-to resource!

Link: [Student Engagement Staff Directory](#)

Contact Us



iss@swinburne.edu.my



+60 82 260 600



[Student Information Centre Servicedesk](#)

Visa Services Location



Block A, Student HQ Ground Floor, Counter 13 &14



Monday to Thursday:
8.30am – 5.00pm

Friday: 8.30am – 12.00pm (closed 12.00pm –
2.00pm)
2.00pm – 5.00pm



Weekends & public holidays

Non-Sarawakian Student Entry into Sarawak

New Student

New students travelling from West Malaysia, Federal Territories or Sabah must present their passports at immigration clearance and obtain an entry stamp at designated entry point in Sarawak. If a student fails to present their passport at the Sarawak Immigration checkpoint, a Visit Pass Slip will be issued by the immigration officer.

Entering Using Passport

When entering Sarawak using your passport, you will be required to go through Sarawak Immigration checkpoint at the designated entry point in Sarawak upon your arrival. You will then be given a Visit Pass Stamp on your passport. If you are given a Visit Pass Slip at the Immigration checkpoint, you will then be required to convert your Visit Pass Slip at Malaysia Immigration Department HQ in Kuching in person. It is important that you keep your Visit Pass Slip safely as it is a very crucial document. You must first obtain the Visit Pass Stamp on your passport before able to apply for your Student Pass. Please refer to [Conversion of Visit Pass Slip to Visit Pass / Entry Stamp on Passport](#) on the procedures.

Entering Using MyKAD

When entering Sarawak and you did not present your passport at the Sarawak Immigration checkpoint, you will be required to present your MyKAD for verification. You will then be given a Visit Pass Slip at the immigration checkpoint. Your next course of action after receiving your Visit Pass Slip is to report to Visa Services for Student Pass application and conversion of your Visit Pass Slip to Entry Stamp on your passport. You must first obtain the Visit Pass Stamp on your passport before able to apply for your Student Pass. Please refer to [Conversion of Visit Pass Slip to Visit Pass / Entry Stamp on Passport](#) on the procedures.

Current Student

Current students must present their student pass to immigration at Kuching International Airport to prevent any potential issues or complications.

If you are issued a Visit Pass Slip instead of Visit Pass Stamp on your passport even after you have presented your passport and Student Pass, conversion of the Visit Pass Slip to Visit Pass Stamp on your passport is required. Please refer to [Conversion of Visit Pass Slip to Visit Pass / Entry Stamp on Passport](#) for details.

Non-Sarawakian Student Pass Application

New Students

All non-Sarawakian new students who have successfully received an offer to study at Swinburne University of Technology Sarawak are required to apply for a Student Pass. This pass is mandatory to ensure compliance with immigration laws during your studies in Sarawak. **Student Pass MUST be applied within the Visit Pass validity period.**

To start the application, students must submit their passport and the necessary supporting documents to the Swinburne Visa Services Counter. Visa Services will assist by submitting these documents on your behalf to the Sarawak Immigration Department for approval. The process may take several weeks.

Required Documents for New Application

2 Copies Passport size photo	<ul style="list-style-type: none">• A passport size photo with WHITE background (35mm x 45mm)
Original Passport	<ul style="list-style-type: none">• Visit Pass Stamp/Entry Stamp must be stamped on original passport
Passport Validity	<ul style="list-style-type: none">• The passport should be valid for at least 24 months from application submission date to Malaysia Immigration Department (Sarawak). If needed, renew your passport before submitting your application.• Changes to passport number after application approval may prompt a re-application under the new passport
Swinburne Offer Letter	The official offer letter from Swinburne University
IM14 Form	Malaysia Immigration Department Student Pass Application Form
Copy of MyKAD	Required front and back copy of MyKAD
Other Documents	Be prepared to submit any additional documents as required by Malaysia Immigration Department as and when advised during application process

Transferring from Other Institution Within Sarawak

For students who are transferring from another institution within Sarawak to Swinburne University of Technology Sarawak, there are specific steps and documents required when applying for a new student pass for this university.

Transferring Process

Students who are transferring must first cancel their previous institution's pass/visa and obtain a Release Letter from the previous institution before proceeding to apply Student Pass with Swinburne University of Technology Sarawak.

Required Documents for New Student Transferring from Other Institution

2 Copies Passport size photo	<ul style="list-style-type: none"> A passport size photo with WHITE background (35mm x 45mm)
Original Passport	<ul style="list-style-type: none"> Visit Pass Stamp/Entry Stamp must be stamped on original passport
Passport Validity	<ul style="list-style-type: none"> The passport should be valid for at least 24 months from application submission date to Malaysia Immigration Department (Sarawak). If needed, renew your passport before submitting your application. Changes to passport number after application approval may prompt a re-application under the new passport
Swinburne Offer Letter	The official offer letter from Swinburne University
IM14 Form	Malaysia Immigration Department Student Pass Application Form
Copy of MyKAD	Required front and back copy of MyKAD
Release Letter	Release Letter from previous institution
Other Documents	Be prepared to submit any additional documents as required by Malaysia Immigration Department as and when advised during application process

Articulation

When Articulating from Swinburne Foundation Studies to a degree program of your choice, you are required by Malaysia Immigration Department to re-apply for a new student pass under your new program.

Required Documents for Articulating Student Pass Application

2 Copies Passport size photo	<ul style="list-style-type: none"> A passport size photo with WHITE background (35mm x 45mm)
Original Passport	<ul style="list-style-type: none"> Visit Pass Stamp/Entry Stamp must be stamped on original passport
Passport Validity	<ul style="list-style-type: none"> The passport should be valid for at least 24 months from application submission date to Malaysia Immigration Department (Sarawak). If needed, renew your passport before submitting your application. Changes to passport number after application approval may prompt a re-application under the new passport
Swinburne Articulation Letter	The official offer letter from Swinburne University
IM14 Form	Malaysia Immigration Department Student Pass Application Form
Copy of MyKAD	Required front and back copy of MyKAD
Other Documents	Be prepared to submit any additional documents as required by Malaysia Immigration Department as and when advised during application process

Internal Course Transfer (ICT)

For non - Sarawakian students who have successfully transferred to new program of the same level of study that differs from the program stated in their student pass/visa are required to re-apply for a new student pass/visa under the new program. Student will need to shorten the current student pass before applying for a new student pass.

Required Documents for Course Transfer Student Pass Application

2 Copies Passport size photo	<ul style="list-style-type: none">• A passport size photo with WHITE background (35mm x 45mm)
Original Passport	<ul style="list-style-type: none">• Visit Pass Stamp/Entry Stamp must be stamped on original passport
Passport Validity	<ul style="list-style-type: none">• The passport should be valid for at least 24 months from application submission date to Malaysia Immigration Department (Sarawak). If needed, renew your passport before submitting your application.• Changes to passport number after application approval may prompt a re-application under the new passport
New Offer Letter / Transfer Notification Letter	The official letter stating new program that student is approved for transfer
IM14 Form	Malaysia Immigration Department Student Pass Application Form
Copy of MyKAD	Required front and back copy of MyKAD
Other Documents	Be prepared to submit any additional documents as required by Malaysia Immigration Department as and when advised during application process

Progressing Student

Student Pass Application – Progressing Student

When progressing to a higher level of study, you are required to first cancel your current student pass and exit Sarawak. When returning to Sarawak to progress into your new program, you are required to apply for a new student pass. Please refer to [Withdrawing / Completed Studies / Other Reason\(s\)](#) for visa cancellation procedures.

Please refer to [Required Documents for New Application](#)

Information on Student Pass

Note the information on your student pass



Student Pass
Expiry Date

Student Pass Renewal Application

Renewing your student pass is an important responsibility for all non-Sarawakian students in Swinburne Sarawak. A valid student pass allows you to study full time with our university and be able to have multiple entries into Sarawak without complications.

When to Renew Student Pass

For Non-Sarawakian Students who have not completed their study with the current program are required to renew their student pass/visa at least **3 months before the pass expiry date**. Failure to renew before student pass expiry date will be deemed as overstaying and will be subject to penalties imposed by Malaysia Immigration Department (Sarawak).

Renewal may not be applicable to those who have been granted in accordance with total program duration.

Required Documents for Student Pass Renewal Application

- Original Passport with a validity of 24 Months and above.
- IM55 form

Student Pass Renewal Criteria

To be eligible for student pass renewal, you should meet the following conditions:

Attendance must achieve 80% and above

CGPA above 2.00

Enrolled in current semester/in-coming semester

Non-Sarawakian Student Attendance Record

All non-Sarawakian students are required to maintain an attendance of 80% and above every semester.

If you are absent due to unforeseen circumstances, an official evidence/supporting document is required to be submitted to your Unit Convenor for record.

These official evidence/supporting document must be kept throughout your study with this university and to be submitted together with your explanation letter if required by Visa Unit.

Attendance Below 80%

An explanation letter with official evidence/supporting documents must be provided for submission to Malaysia Immigration upon renewal of your student pass/visa.

All absence due to health issues MUST be supported with Medical Certificate obtained from certified doctor.

These evidences must be kept throughout your studies and will be required for submission to Malaysia Immigration should your attendance record falls below 80% or when requested by the authority.

CGPA Requirement for Non-Sarawakian Students

Non-Sarawakian students are to maintain a CGPA of 2.00 every semester. This is part of the criteria to adhere to in order to successfully renew your student pass without complications.

Grades Below CGPA 2.00

If your academic progress falls below CGPA 2.00, an explanation letter outlining your reasons for poor academic performance may be requested for submission to Malaysia Immigration upon renewal of your student pass.

If reason(s) given concerns health issues, a formal medical report from attending doctor MUST be provided during application submission.

Malaysia Immigration Department have the rights to revoke your student pass renewal application should they deem you are unable to continue to progress in your studies.

Overstaying

Before Endorsement of Student Pass

If your Student Pass application have not been approved and endorsed on your passport after the expiry of your Visit Pass, you will be required to obtain an Exit Memo in order to exit Sarawak. Please consult with Visa Services Officers for further advise on this situation.

After Endorsement of Student Pass

If you remain in Sarawak past your student pass expiry date and fail to have it renewed, you will be deemed as overstaying in Sarawak by Malaysia Immigration Department (Sarawak).

Depending on overstaying duration, you will be advised accordingly by Visa Services Officers on the direction pertaining to renewing or re-applying for your student pass.

Overstaying will be penalized by Malaysia Immigration Department (Sarawak) and will have a possibility to be referred to Immigration Enforcement Unit for further decision and penalties.

When being referred to Enforcement Unit, you will be penalized as per Malaysia Immigration Department (Sarawak) regulations.

We strongly advise that you stay vigilant and submit your application for student pass renewal **3 months** before expiry.

Leave of Absence (LOA)

Leave of Absence (LOA) refers to a period where a student temporarily steps away or take a break from their academic program. This could be due to various reasons, such as personal health issues, family matters, academic burnout, or other significant life events.

During a Leave of Absence, the student typically takes a break from their coursework and does not attend classes or participate in any academic activities. Students need to apply for a leave of absence and necessary document for Student's pass cancellation.

Required Documents for Leave of Absence

- Submit [Application for Leave of Absence {LOA} form](#)
- Original Passport
- Flight Itinerary back to Home State
- Immigration Exit Stamp out Sarawak upon arrival at Home State

Student must submit required documents to visa counter at least 7 working days before flight departure date. When returning from LOA, you are required to re-apply for a new student pass upon your arrival on campus.

Refer to [Required Documents for New Application](#)

You are required to consult with Visa Services officers before applying for LOA.

Withdrawal & Student Pass Cancellation

Students must formally withdraw from the university and must have their student pass physically cancelled through Visa Services Counter.

Please note that submission of visa cancellation must be at least 7 working days before departure to buffer for administrative processes between the university and Malaysia Immigration Department (Sarawak).

Applicable to all non- Sarawakian students who are:

- Graduating or have graduated
- Transfer to another Institution
- Withdraw from study due to any possible reason(s)

Withdrawing / Completed Studies / Other Reason(s)

If you are leaving the university, completed your studies or returning to your home State due to other reason(s).

Required documents for Withdrawal & Student Pass Cancellation

Non-Sarawakian students must apply for Check Out Memo (COM) if planning to withdraw from the university. The following documents are required when withdrawing and applying for Check Out Memo (COM):

- Withdrawal Form
- Original Passport
- Flight Itinerary (KCH> Home State)
 - *If your student pass is still active at the point of pass cancellation, your flight destination may be to other states in Malaysia as long as it is exiting Sarawak*
 - *If your student pass has expired at the point of pass cancellation, your flight destination must be to your Home State*
- Immigration Exit Stamp out of Sarawak after arriving at home State

Important Notes

1. Your Withdrawal documents will be processed after your student pass is cancelled with Malaysia Immigration Department (Sarawak) and you have submitted the Immigration Exit Stamp out of Sarawak to Visa Unit
2. If you are not in Sarawak/Malaysia at the point of withdrawal submission, you MUST email Visa Services the Immigration Exit Stamp page, student visa page and Passport Details page from your passport along with the documents stated above. Processing of your withdrawal and refund will take longer than expected because the university is required to notify all relevant authorities and obtain their feedback before endorsing your withdrawal application
3. For those who have graduated, your certificate collection will be on hold until you have successfully completed the withdrawal procedure.

Transfer to Other Institution in Malaysia

If you are transferring to other institution within Malaysia, in addition to the documents stated in [Required documents for Withdrawal & Student Pass Cancellation](#), you will need to submit the following additional documents:

- New institution offer letter
- Flight itinerary out of Sarawak if institution is located in other state besides Sarawak

Please provide all the necessary documents accurately for a smooth student pass cancellation process. If you have any questions or concerns, reach out to Visa Services Counter or email iss@swinburne.edu.my

Final Semester Students

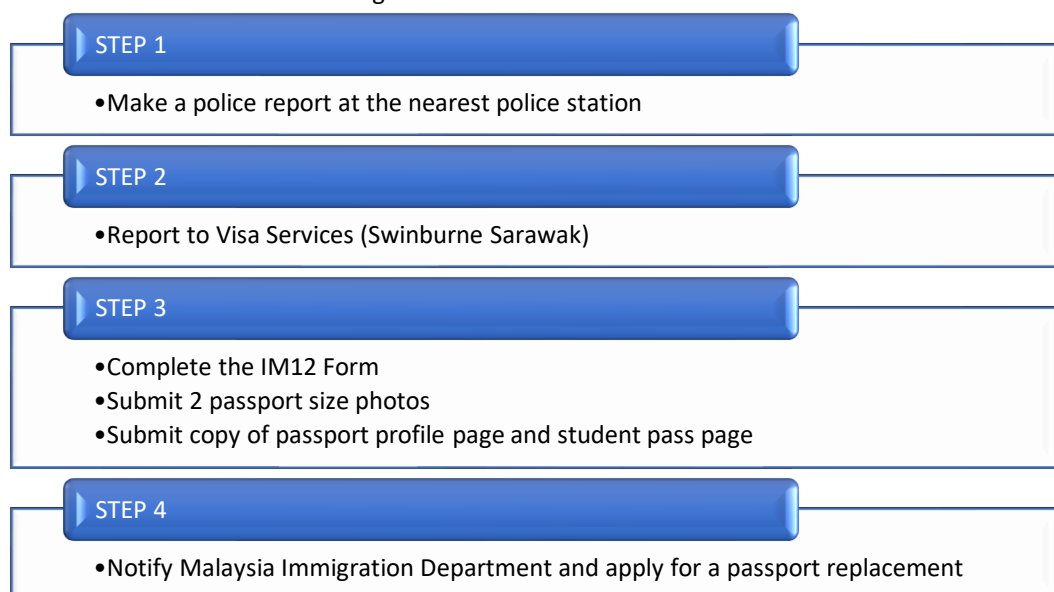
Final semester students are advised to remain in Sarawak until result publication date or return to Sarawak for Student Pass cancellation before pass expiry.

Failure to comply, the university is required to report you to the relevant authorities, and this may impact your graduation application, certificate collection and refund.

Loss of Passport

Your passport is an official travel document for you to enter and exit Sarawak.

In an event that you realize that you have lost your passport, immediate actions are required to ensure that you have a valid travel documentation being in Sarawak.



Student Pass Transfer Endorsement

When renewing your passport, a student pass transfer endorsement is required to be concluded as soon as possible. This is to ensure that you have your valid student pass endorsed in your new passport.

Failure to update your student pass to your new passport may result in future complications when entering and exiting Sarawak through Malaysia Immigration Checkpoints.

Renewing Passport at Home State

When renewing your passport at your home state, please ensure that you travel with both your old and new passport to Sarawak. This is to ensure that you have your valid travel documents along with you.

When arriving campus, please report to Visa Services counter on the next working day for student pass transfer endorsement procedure.

You are given a limited time frame by Malaysia Immigration at entry point to have your student pass transferred to your new passport. Please strictly adhere to the timeline given by Malaysia Immigration Department at your point of entry.

Required Documents for Transfer Endorsement

Old Passport

New Passport

IM38 Form

IM12 Form

Renewing Passport While in Sarawak

When renewing your passport while in Sarawak, please ensure that you proceed with student pass transfer endorsement right after you have received your new passport.

Repercussion if Pass/Visa Transfer Endorsement is Not Completed

Failure to do your student pass transfer endorsement will lead to a severe penalty imposed by Malaysia Immigration Department, which may lead to having to report to Malaysia Immigration Department's Enforcement Unit.

Conversion of Visit Pass Slip to Visit Pass / Entry Stamp on Passport

New students or current students entering Sarawak with their MyKAD will be issued a Visit Pass Slip. The student is then required to report to Malaysia Immigration Department (Sarawak) HQ at Bangunan Sultan Iskandar, Jalan Simpang Tiga, Level 2, Counter 5 or 7 to convert the Visit Pass Slip to their passport. Visa Services may assist to guide you through the procedure but you must be physically present at immigration counter for this procedure.

Required Documents for Visit Pass Slip to Visit Pass / Entry Stamp on Passport

Original passport

Original Visit Pass Slip

Copy of Passport Profile Page

Copy of Visit Pass Slip

Offer Letter

IM12 Form

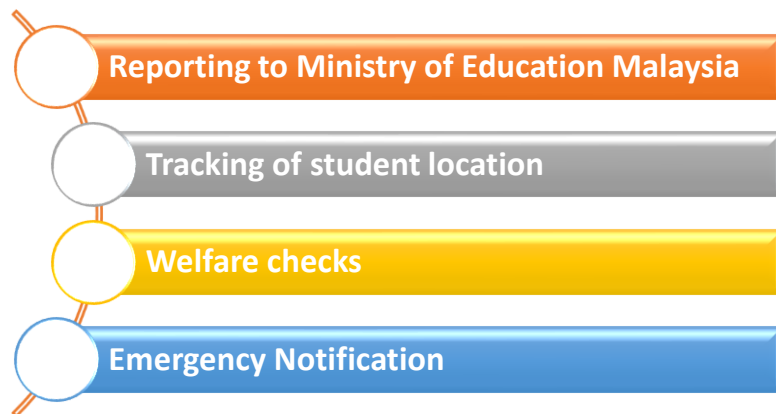
Dependant Pass and Employment Pass

Students are not permitted to hold two passes at a time. Students holding a valid dependent pass or employment pass, whether in Sabah or Sarawak, must first cancel their employment or dependent pass at the issuing Malaysia Immigration Department office before applying for a new student pass.

Kuching Correspondence Address Update

All non – Sarawakian students must update your Kuching address and contact details. This is to enable us to reach you during emergency and for reporting to the Ministry of Higher Education.

Purpose of Contact Details Update



How to Update Correspondence Address

You are able to update your correspondence address through your [Student Portal](#). You are required to update your address each time you re-locate to a new residential in Kuching.

- Go to My Profile > Student Information > Contact Details > Correspondence Address
- Save your updated details