

# Student Pass / Visa Renewal Checklist

## Curtin University Malaysia | International Student Office

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 Student Office at least 2 months 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 Student Office and pick up Form Imm. 55 (which is yellow). You'll need to fill the form.
	While you're at the International Student 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 academic eRecord from eStudent or OASIS.
	While you're at the Main Building, pay your fees for your Pass/Visa Renewal using your Payment Advice Slip at the Cashier counter and collect your Payment Receipt. Please ensure that the Payment Advice Slip you received from the International Student Office is signed by the cashier.
	Return to the International Student Office and submit your signed Payment Advice Slip together with your Passport, Application Forms and Academic eRecord at the counter. Fill in the Log Book.
	The International Student 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.