



UniSHAMS

Your Journey, Continued

The Ultimate Guide to Renewing Your
Student Pass (IM55) at UniSHAMS



Navigating your immigration requirements with confidence.



HEADLINE:
**The Golden Rule:
Start Early**

CORE MESSAGE:
You must initiate
your Student Pass
(IM55) renewal
at least **THREE (3)**
MONTHS before
your current pass
expires.



SUPPORTING TEXT:
Submitting late leads
directly to severe
complications,
compounded fees,
and potential
overstaying issues.

Your runway starts
at 90 days.

Your Renewal Roadmap

Checkpoint 1:
**Document
Preparation**



Checkpoint 2:
Academic Status



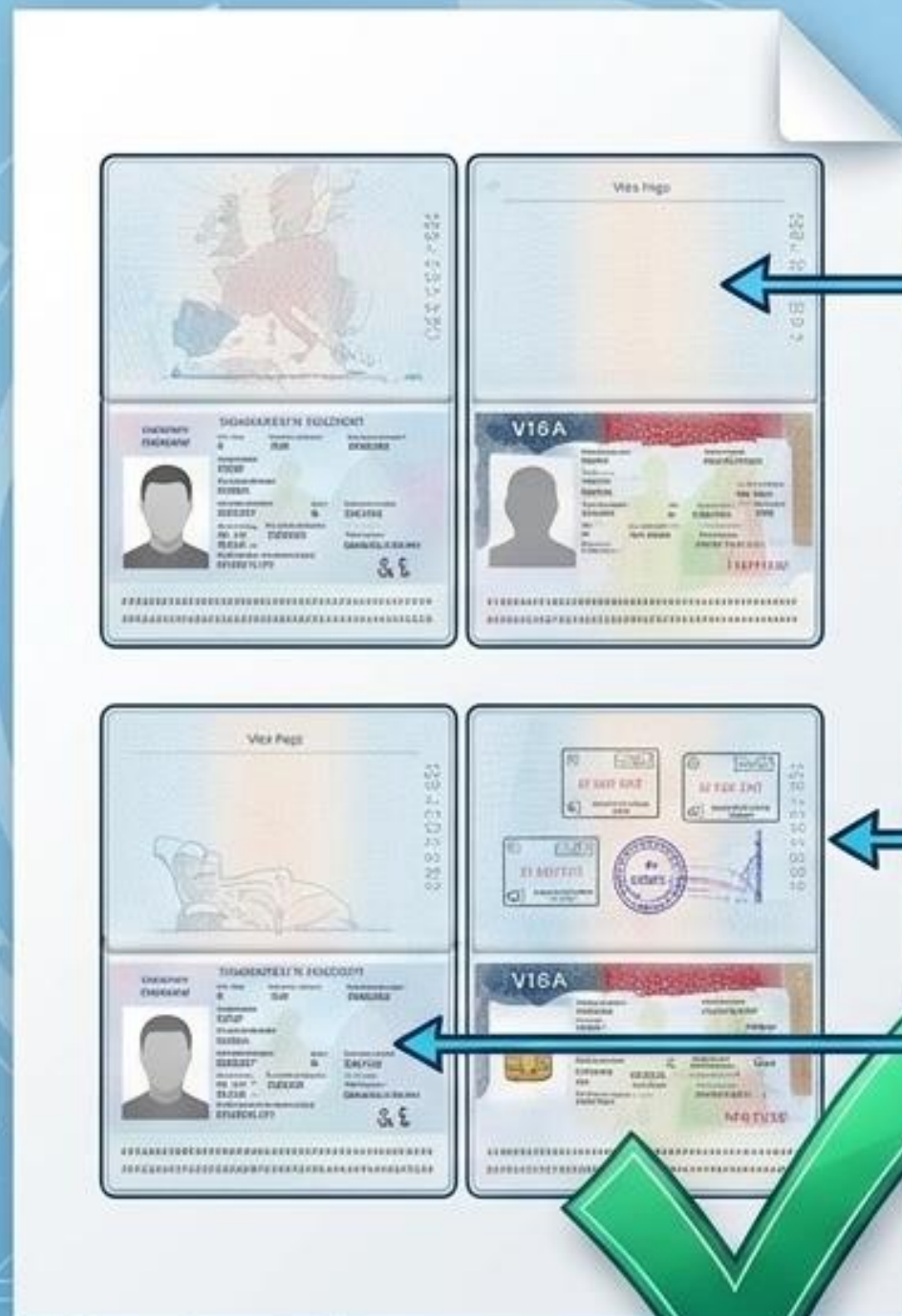
Checkpoint 3:
Validity & Payment



Checkpoint 4:
Final Submission



Perfecting the Passport Copy



Include **ALL** pages (including your latest visa page).

Must be printed on **exact A4 size** paper.

Exactly **TWO** passport pages per sheet.

Your passport must have a minimum of **18 months validity** remaining.

The New Passport Scenario

Did you upgrade your passport recently? You need both.



The Old Passport



The New Passport



Required for critical immigration verification of your current Student Pass.	Must follow the A4, two-pages-per-sheet format.
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Crucial Formatting Rule: All pages from the new passport must be copied in **COLOR**.

Proving Your Academic Progress



Active Status Required. Verify your active enrollment status through the UniSHAMS Student Portal before proceeding.



UNDERGRADUATES

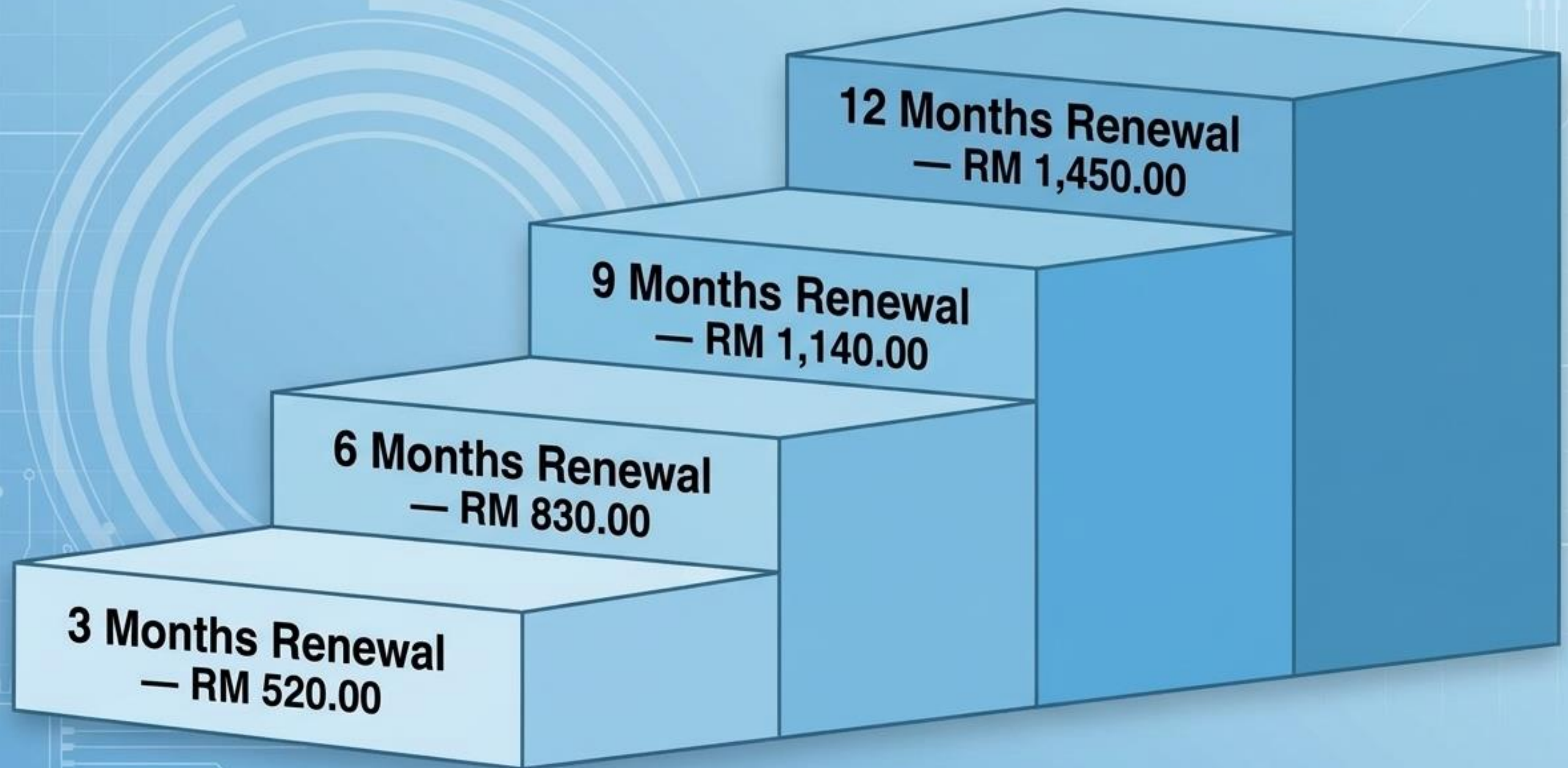
- ✓ Requires **Transcript**
- ✓ **Attendance Report**



POSTGRADUATES

- ✓ Requires **Attendance Report**
- ✓ **Progress Report**
(Use the officially attached form)

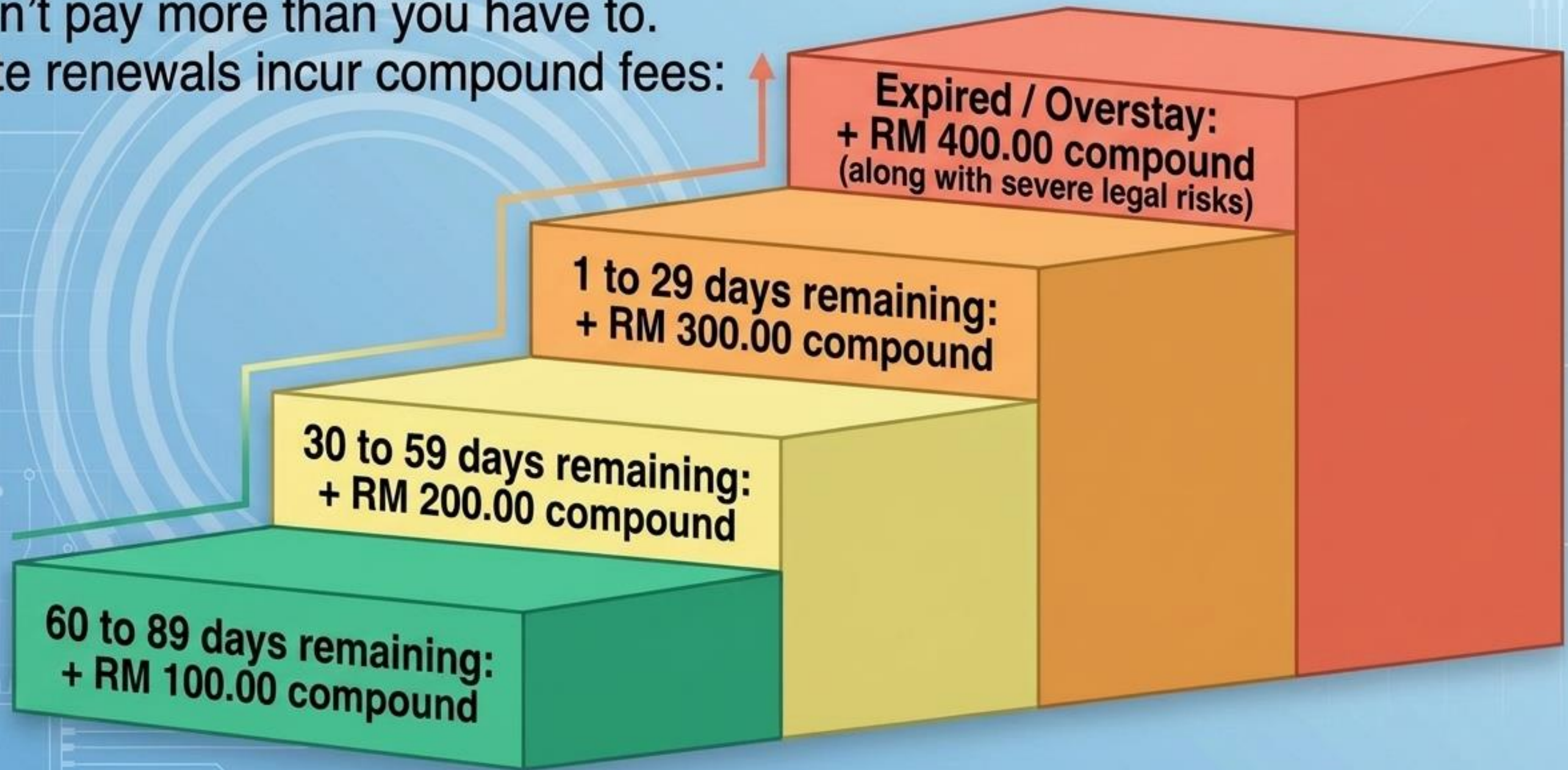
Choose Your Renewal Validity



All renewal fees are structured as per official EMGS guidelines.

The Cost of Delay

Don't pay more than you have to.
Late renewals incur compound fees:



Executing the Payment



The Crucial Last Step:
You must email your
payment slip to
unithasil@unishams.edu.my
AND CC
circ@unishams.edu.my
to verify your transaction.

Crucial Checkpoint: Where are you right now?



Inside Malaysia

You **MUST** remain in the country during the entire renewal process.
Do not leave.



Currently Abroad

DO NOT enter Malaysia yet.
You must wait to receive a supporting letter from CIRC before traveling.

The Final Arbiter



UniSHAMS is committed to guiding you through a flawless application process. However, please remember that the Malaysian Immigration Department retains absolute final discretion on all pass approvals.

Need a Need a Co-Pilot? We're Here to Help.



UNDERGRADUATES

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 +60 13-666 5092 / +604-499 1170

 circ@unishams.edu.my



POSTGRADUATES

PPS Office (Postgraduate Studies)

 +60 11-2847 2772 / +604-499 1113

 kemasukanrekod.pps@unishams.edu.my

Your Pre-Flight Checklist

- ☒ Initiated 3 Months before expiry (T-Minus 90 Days).
- ☒ Passport copied correctly (A4 size, 2-pages per sheet, 18 months valid).
- ☒ Academic documents generated (Portal status active).
- ☒ Payment completed and slip emailed to Finance & CIRC.



Cleared for takeoff? Submit all your compiled documents to the CIRC Office at least **3 months** before expiry!