

STUDY APPROVAL GUIDE FOR INTERNATIONAL STUDENTS IN OPEN AND DISTANCE LEARNING (ODL) PROGRAMMES

STEP 1

Preparation of
documents

- Prepare soft copies of all required documents listed in Appendix A checklist.



STEP 2

Approval to Study
Application

- Apply for your Approval to Study at <https://visa.educationmalaysia.gov.my>
- Track your application status at <https://visa.educationmalaysia.gov.my>



STEP 3

Download the Approval
to Study Letter

- Download your EMGS Approval Letter and upload it along with other required documents during your online registration at cgsoffer.uthm.edu.my

DOCUMENTS REQUIRED FOR APPROVAL TO STUDY APPLICATION

| NO. | DOCUMENTS | REMARKS (Prepare the document in pdf format) |
|-----|--------------------------|---|
| 1. | UTHM Offer Letter | UTHM Offer Letter |
| 2. | Student's Identification | i. Passport Data Page (biographical page), or ii. National ID (original and English-translated copy), or iii. Driver's License (original and English-translated copy) |
| 3. | Academic Certificates | i. For Bachelor's Degree applicants – Highest School Certificate ii. For Master's Degree applicants – Bachelor's Degree Certificate iii. For Doctoral Degree applicants – Bachelor's and Master's Degree Certificates |
| 4. | Academic Transcripts | i. For Bachelor's Degree applicants – High School Transcript / Exam Result ii. For Master's Degree applicants – Bachelor's Degree Transcript iii. For Doctoral Degree applicants – Bachelor's & Master's Degree Transcripts |

Please refer to <https://io.uthm.edu.my> for details

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| NOTES |
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- If you do not obtain the EMGS Approval Letter (*Approval to Study for International Students*) before the registration date, you are advised to defer your studies to the following semester. For further details on ODL Program, please contact UTHM BITARA at odl@uthm.edu.my.
- You **will not be allowed** to register with the University if you do not obtain the EMGS Approval Letter (*Approval to Study for International Students*).

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