



UPDATED: DECEMBER 2024

VISA REFUND FORM

A. APPLICANT'S DETAILS (CAPITAL LETTER)		
Applicant's name:		
Passport Number:		
Email:		
Contact Number:		
Dependent's Name <i>(if applicable)</i>		
Dependent's Passport Number:		
B. PAYMENT DETAILS		
Amount (RM):		
Receipt Number:		
C. BANK ACCOUNT DETAILS		
Applicant's Name:		
Name of the Bank:		
Applicant's Bank Account Number:		
D. REQUIRED DOCUMENTS CHECKLIST		PLEASE TICK (/) TO VERIFY
		APPLICANT
		STAFF
1. A Copy of Passport (Front Page and current student pass)		
2. A Copy of Passport (Front Page and current pass validity: if the applicant is dependant)		
3. A copy of Payment Receipt		
4. A copy of Bank Statement with your bank account details		
5. Reason for Refund (** compulsory):		

Received by:

E. TYPE OF REFUND		PLEASE TICK (/) ONE
a)	Unintentionally Transfer (Not related with application)	
b)	Withdraw Application	
c)	Payment Overpaid	

****Important Note:**
 Kindly take note that the refund request should be submitted within 90 days and must be in current year.

The application process will take up to 6-7 months and depends on EMGS approval.

APPLICANT SIGNATURE:

DATE:

F. FOR OFFICE USED ONLY	
<p><u>EMGS APPROVAL:</u></p> <p>APPROVED <input type="checkbox"/></p> <p>NOT APPROVED <input type="checkbox"/></p> <p>AMOUNT APPROVED (RM):</p> <p>.....</p> <p>E- PROCUREMENT REF. NO (If any)</p> <p>.....</p> <p>Certified by:</p> <p>.....</p> <p>Date:</p>	<p>Refund Application No.:</p> <p>.....</p> <p>Remarks:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Approved by:</p> <p>.....</p> <p>(Officer stamp and Signature)</p>