**EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)**
**9th March 2023**

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**ENHANCEMENT OF STUDENT PASS RENEWAL APPLICATION FORM (IM55) IN STARS**

1. **PURPOSE**

   1.1 The purpose of this bulletin is to provide an update on the system enhancement of the Student Pass Renewal Application Form (IM55) in the STAR System.

   1.2 This enhancement is applicable to international students that have obtained a new travel document number upon changing or renewing their passports.

2. **IMPLEMENTATION**

   2.1. Effective from 13th March 2023, Education Institutions will be required to update the student's previous travel document during the creation of the Renewal Application in the STAR System if there are no records found under the new Travel Document number that is used.

   2.2. The STARS system will prompt the user to fill in the student's previous travel document number and nationality in order to trigger an auto-search of the student's information in the STAR System.

2.3. The system will then display the student's information such as **Full Name**, **Gender,** and **Date of Birth** if a matching student record is found. The user is required to verify the student's information and if the information is correct the user may proceed by clicking on the "Update Passport Number" button.



2.4. If the student's information displayed is not matching or the record is not found as per the screen shot below, kindly ensure that the information keyed in for the previous travel document number and nationality is correct as per the information used for the previous application applied in the STAR system.



Education Malaysia Global Services
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