

EMPLOYMENT PASS III FOR INFORMATION COMMUNICATIONS TECHNOLOGY PROCESS MAP

STEP 5: EMPLOYMENT PASS ENDORSEMENT

Once the Employment Pass have been approved, the passport of the principal applicant must be taken by the company representative or agent to any Immigration Department office (such as the one at MDEC) for endorsement, and then collected after checking directly with the Immigration Department that it is ready. A multiple-entry visa with the same duration of stay as the EP is usually issued at the same time. The applicant can begin working after this step.
Processing time: 3 days

STEP 4: ENTRY TO MALAYSIA

The applicant may now enter Malaysia with the Reference Visa in their passport. The Reference Visa approval letter and the Employment Pass Approval Letter should also be carried with the passport. These should be reviewed and stamped by immigration at the port of entry on arrival. The immigration authorities at the port of entry will issue a short term social visit pass with duration of stay at their discretion. The EP must be endorsed in the passport before the expiry of this pass.



STEP 1: INITIATION

Client initiates the case with FGI. Client sends the documents listed on the checklist to FGI and FGI reviews and reverts back with feedback.

STEP 2: MDEC APPROVAL

Provided that the company is registered with MDEC, the application for approval to bring in a foreign national can be submitted online. A Reference Visa (VDR) must also be requested through the portal when submitting the MDEC Employment Pass application. Approval or rejection will be notified online. If approved, the MDEC Employment Pass approval letter must be collected, couriered to the applicant abroad, and used to apply for endorsement of the EP in the passport. The Reference Visa approval letter should also be collected and couriered to the applicant in their home country, where it is used for the consular visa application. Payment must also be made to MDEC by bank draft.
Processing time: 1 week

STEP 3: REFERENCE VISA CONSULAR APPLICATION

Once the principal applicant has the Reference Visa approval letter, they will need to attend the Malaysian diplomatic post in their country of residence to obtain the single entry Reference Visa in their passport.
Processing time: 1-2 weeks