PROCEDURES AND GUIDELINES ON APPLICATION FOR EMPLOYMENT PASS FOR FOREIGN GRADUATE

A. INTRODUCTION

In recent years, Malaysia has been facing concerns regarding the shortage of local professional talent, including engineers. The shortage of local engineers not only hinders technological progress and innovation but also threatens the country's potential economic growth, given their important role in infrastructure development, research and development (R&D), and the application of new technologies.

In an effort to address this issue, YAB Prime Minister in Budget 2025, announced the introduction of a new Employment Pass for international graduates from local higher education institutions to meet human capital needs in NIMP sectors, as a temporary measure and to further facilitate the country's strategic investors. MIDA has been mandated by the Government to implement the new Employment Pass for Foreign Graduate, subject to the specific criteria and guidelines.

Subsequently, the Ministry of Home Affairs (MOHR) on 21 January 2025 authorised MIDA as the Approving Agency for the approval of the employment pass applications involving international graduates in Malaysia who have completed their studies at local Higher Education Institutions (IPTs).

B. DEFINITION

The Employment Pass for Foreign Graduates (EP Foreign Graduate) is an employment pass intended for international graduates of IPTs in Malaysia who wish to work in Malaysia as expatriates without work experience. They are allowed to continue their stay and work for a maximum of 24 months without extension.

The consideration is given subject to the availability of expertise among Malaysians and efforts have been made by the employers to appoint Malaysians to fill the positions.

C. **ELIGIBILITY CRITERIA**

1. Sector - Manufacturing sectors in **five (5) key areas** identified under the New Industrial Master Plan 2030 (NIMP 2030);
    i.   Electrical & Electronics
    ii. Specialty Chemicals
    iii. Aerospace
    iv. Pharmaceuticals
    v.   Medical Devices

2. Immigration status – Must not be on the Immigration Department of Malaysia's Suspect List or Blacklist (SLBL).

3. Security clearance – Must not have a criminal record under the Royal Malaysia Police's (PDRM) Security Clearance (BRI).

4. Passport Validity - Must possess a passport with validity period of not less than 30 months.

5. Pass status - holding a valid Student Pass or Social Visit Pass (Graduate)*.

6. Academic qualification - at least a Bachelor's Degree with CGPA of at least 3.50 or Master's and PhD degree with Pass status.

7. Working experience – no work experience required.

8. Basic salary - minimum monthly basic salary of at least RM4,000.

9. Duration - maximum of 24 months or as applied (whichever is lower) without extension.

10. Localisation Plan - company shall identify and train Malaysians to understudy the expatriate during the pass approval period, ensuring that the positions can be taken over after the pass expires.

11. Dependant Pass – EP Foreign Graduate holders are entitled to apply for a Dependant Pass.

12. Conversion Pass - After the 24-month period ends, the EP Foreign Graduates pass **CANNOT** be converted to any other pass (i.e. Employment Pass/ RP-T / PVP).

D. **CHECKLIST**

No	Documents	Compulsory
1	Copy of Manufacturing License (ML)/ Interim Approval Letter/ Letter of Exemption from ML (ICA10 Approval)/ Incentive Approval Letter/ Status Approval Letter/ Grant Approval Letter	(key in system)
2	JTK approval under Section 60K, Employment Act 1955 (only for new position)**.**	/
3	Advertisement with MyFutureJobs; and Open advertisement through suitable hiring platform i.e. JobStreet, LinkedIn etc	/
4	Copy of Passport: All Pages (Full Booklet with Front & Back Pages with at least 6 empty pages) and at least 12 months validity.	/
5	The latest Organisation Chart that clearly indicates the existing expatriate(s) and the foreign graduate(s) being applied for.	/
6	Resume of the Graduate.	(key in system)
7	Certificates of Academic Qualifications (Certified True Copy by the local university where he/she graduated)**.**	/
8	Recommendation Letter written on IPT's letterhead from the Office of the Registrar/Dean's Office/Academic Advisor, stating the graduate's name and its qualification;	Optional

	OR Certificate of Good Conduct from Country of origin (Certified True Copy by the Embassy/Notary Public/Company Secretary/MD or HR of the company).	
9	Copy of official academic transcript issued by local university with achievement level of CGPA of at least 3.5 and above or a Master's or PhD with Pass Status	/
10	Copy of Employment Contract that clearly indicates the graduate's salary and terms.	/
11	Letter to justify the requirements of the position(s) with company letterhead.	(key in system)
12	Training programme for Malaysian(s) to take over the position(s) after two (2) years.	(key in system)
13	Job Description of graduate applied for.	(key in system)

Note:
Documents in foreign languages must be translated into English and certified as a true copy by the Embassy/ Notary Public/ Company Secretary.

E. **EFFECTIVE DATE OF APPLICATION**

All applications for EP Foreign Graduate received by MIDA from **16 March 2026** will be evaluated **through MIDA Expatriate System via Xpats Gateway System.**

F. **APPLICATION PROCEDURES**

1. Company Registration - The Company Registered in Malaysia (employer) must register on the InvestMalaysia Portal prior to submission (**Appendix 1**).

    Online Application Submission - Application should be made online by the company through **MIDA Expatriate System via Xpats Gateway System.** Applications can be submitted while the foreign graduates are still in the country, holding a valid Student Pass or Social Visit Pass (Graduate).

2. Requirements – The company must submit the application with complete information and upload all required documents based on the checklist. Any incomplete applications will not be considered; however, the company may resubmit the application with the requested information.

3. Processing Fees (exclude 8% SST):
   a) MIDA – RM2,000.00 is applicable for each EP application;
   b) Immigration Department – RM125.00 (process fee) + RM200.00 (pass issuance) + visa fee (range between RM6.00 – RM50.00).

4. Client Charter - processed within **15 working days (including Immigration work process)**, subject to application completeness.

5. Approval and Issuance – company will receive the digital approval notification for the EP Foreign Graduate application. Subsequently, the applicant may approach the Immigration Department to shorten their Student Pass or Social Visit Pass (Graduate) for conversion to the EP Foreign Graduate pass.

6. The final approval is subject to the requirements and conditions of The Immigration Act 1959/1963.

7. For rejected application, the company may resubmit the application without undergoing a **Cooling-Off Period**[1].

G. **INQUIRY**

For detailed information and clarification, please refer to:

- Related to **application process**;

  Division   :   Industry Talent Management & Expatriate Division
  E-mail   :   expatriate@mida.gov.my
  Tel   :   +603-2267 3633

  Or; refer to MIDA Website at www.mida.gov.my

- Related to **Immigration** process and assistance;

  Division   :   Immigration Unit MIDA,
                  Invest Malaysia Facilitation Centre (IMFC)
  E-mail   :   imigresen@mida.gov.my

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[1] Cooling-off period refers to a temporary restriction period during which an individual is not permitted to reapply for or obtain a new immigration pass or visa.

PROCESS FLOW FOR EMPLOYMENT PASS FOR FOREIGN GRADUATE
(EP FOREIGN GRADUATE) APPLICATION
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