

## VISA APPLICATION PROCEDURES FOR ISRAELI DELEGATES FOR BUSINESS TOURISM PURPOSES IN MALAYSIA

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### BACKGROUND

For national of Israel, visas are required and permission must be granted from Ministry Of Home Affairs. For ease of procedure, Malaysia Convention & Exhibition Bureau (MyCEB) will be assisting Israeli delegates entering Malaysia for Business Tourism purposes.

### STEP ONE: SECURITY CLEARANCE PROCEDURE

1. Delegates are required to submit passport identification page together with their latest resume to the Congress Organiser, who will then pass it on to MyCEB;
2. MyCEB will prepare the documentation for submission to **the Ministry of Home Affairs (MOHA)** for approval process;
3. The application process will take approximately 3-4 months from time of application submission to the relevant Ministries/government agencies;
4. MOHA requires the documentation to be approved by Royal Malaysian Police, Ministry of Foreign Affairs, Immigration and other relevant Ministries e.g. Ministry of Health for medical congresses.
5. Once the feedback from all Ministries is collected, MOHA will give a decision and revert to MyCEB. MyCEB will then notify the Congress Organiser.

### STEP TWO: VISA APPLICATION

1. The Congress Organiser will forward the **Security Confirmation Letter** to the delegate in Bahasa Malaysia (national language) and English via email and postal mail.
2. Delegate must apply for the visa directly (to enclose the Security Confirmation Letter) with the Malaysian High Commission in either Singapore or Bangkok or other countries with Malaysia High Commission. The Commission will advise on the visa procedure.
3. Delegate must collect the visa at the respective Commission before entering Malaysia. The visa is date specific for entry and exit (during the event's period).

### APPEAL FOR VISA

1. Should MOHA reject the first application for visa request, MyCEB will send an appeal letter to MOHA with additional information;
2. MOHA will then send a request to all relevant Ministries/Government agencies to re-evaluate and give comment on the appeal;
3. The appeal process will take another 1-2 months to complete before MOHA can give a decision.

**Note:** Applications submitted within three months of the congress date are not advisable.

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For further information, kindly contact:

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