



**PERKHIDMATAN UTAMA**

**PUTRA INTERNATIONAL (PUSAT ANTARABANGSA)  
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia  
Tel: 603-8946 6048 / 6198 E-mail: [intl@upm.edu.my](mailto:intl@upm.edu.my)

Kod Dokumen: SOK/PIC/SS08

**CHECKLIST FOR SPECIAL PASS APPLICATION**

PLEASE USE CAPITAL LETTERS

Name:																				
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Passport No:																				
Expiry Date of passport:	d	d	/	m	m	/	y	y	y	y										

No.	Required Documents (Please arrange the document according to the sequence given)	No of Copy	Tick (If Complete)		
			Office Use		
			Applicant	Help Desk	Counter Staff
1	Checklist for Special Pass Application (SOK/PIC/SS08)	1			
2	Visa & Pass Application Form (UPM/PIC/BR01/APPLICATION FORM) <b>(If you have more than 1 dependent, fill up this form once only)</b>	1			
3	<b>Format A Form</b> - PK(O)IM,G.04/ FQ-01	2			
4	<b>TYPED Letter</b> address to Immigration Director Malaysia, Kuala Lumpur – – explain the reason to apply for special pass	2			
5	<b>COPY</b> of Registration Slip/ Deferment Letter/ Withdrawal Letter/ Terminate Letter	2			
6	a. <b>LATEST</b> of Family Letter from Embassy ( <b>ORIGINAL/ COPY</b> must endorsed by Embassy) b. Translated <b>Marriage Certificate</b> (Endorsed by Embassy) c. Translated <b>Birth Certificate</b> (Endorsed by Embassy)	2			
7	<b>COPY</b> of new offer letter/ flight ticket *Date of flight ticket must be within 30 days from the application submission	2			
8	A4 sized <b>COPY</b> of passport (All pages of the passport) <b>(If latest date entry in old passport, please provide all the pages)</b> *Please <b>write number</b> on each of the pages	1			
9	A4 sized <b>COPY</b> of passport ( <b>Details &amp; Pass page</b> ) *Application for dependant please attached together <b>student details &amp; pass page</b>	1			
10	<b>Receipt</b> of Payment to <b>EMGS</b> (Refer Page 4 for fee information)	2			
11	<b>Receipt</b> of Payment to <b>UPM</b> (Refer Page 4 for fee information)	2			

**Note**

1. This checklist is for **ONE** application. ADDITIONAL of other dependent application will require the same number of copies.
2. Documents which **DO NOT** follow the specifications are deemed incomplete and shall be rejected.
3. Please **DO NOT** staple your documents and photo.
4. Use a paper clip instead.
5. **DO NOT** make any travel plans until all application process have been completed. (Any request to expedite application processing will not be entertained by PIC)

Checked by	
Date	



**SOKONGAN**  
**PENGURUSAN PELAJAR DAN STAF ANTARABANGSA**

**PUTRA INTERNATIONAL CENTRE**  
**(PUSAT ANTARABANGSA)**  
**Kod Dokumen: SOK/INT/BR01/VP**

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**VISA & PASS APPLICATION FORM**

**TYPE OF APPLICATION**

PLEASE TICK (/)

NEW STUDENT		STUDENT RENEWAL		SPECIAL PASS		INVITATION/ RELEASE/ CLAIM LETTER	
VAL		DEPENDENT RENEWAL		TRANSFER STICKER		CANCELLATION/ SHORTENING	
NEW DEPENDENT		IKHTISAS/RESEARCH ATTACHMENT		STAFF		STAFF DEPENDENT	

**STUDENT'S/ STAFF'S PARTICULARS:**

1. NAME : \_\_\_\_\_

2. MATRIC/STAFF NO : \_\_\_\_\_ GENDER :  Male  Female

3. NATIONALITY : \_\_\_\_\_

4. PROGRAMME (For Student Only) :  Bachelor  Master  PhD

5. PASSPORT NO. : \_\_\_\_\_

6. EXPIRY DATE:     
 (DD/MM/YYYY)

7. PASS EXPIRY DATE :     
 (DD/MM/YYYY)

8. MOBILE NO. : \_\_\_\_\_

9. EMAIL : \_\_\_\_\_

10. NEAREST MALAYSIA EMBASSY : \_\_\_\_\_  
 (For VAL application only)

**DEPENDENT'S PARTICULARS:**

NAME	PASSPORT NO.	PASSPORT EXPIRY DATE	SOCIAL PASS EXPIRY DATE	RELATION

I certify that all information given in this application is true and I have also submitted application for me or my dependents: student/working pass/visit pass (New/ Renewal/ Special Pass/ Shortening/ Endorsement)

.....  
Student/ Staff's Signature

.....  
Date

**FOR OFFICE USE ONLY**

**PAYMENT CHECKLIST:** (Note: Please present the original receipt from the Bursar Counter and the copy of the Receipt upon submission of your application to the Counter of Visa & Pass.)

TYPE OF PAYMENT	Student/ Staff	Dependent 1	Dependent 2	Dependent 3	Dependent 4	Dependent 5	Dependent 6
NEW APPLICATION: .....							
RENEWAL							
SPECIAL PASS							
TRANSFER STICKER							
SHORTENING / CANCELLATION							
INVITATION LETTER/ RELEASE LETTER/ CLAIM LETTER							
LATE SUBMISSION							
OTHERS: .....							
<b>TOTAL AMOUNT (RM):</b>							

.....  
Officer's Signature and Stamp  
PUTRA INTERNATIONAL CENTRE

.....  
Date

NO. SEMAKAN : 00  
NO. ISU : 01  
TARIKH KUAT KUASA : 24/3/2017

**FEE PAYMENT BASED ON TYPE OF APPLICATION**

COUNTRY	VISA	NEW STUDENT (VAL)/ NEW STUDENT (VARIATION INTER)		NEW STUDENT (PROGRESSION)		NEW STUDENT (VARIATION INTRA & CONVER)		NEW DEPENDENT		STUDENT RENEWAL		DEPENDENT RENEWAL		TRANSFER STICKER	
		EMGS	UPM	EMGS	UPM	EMGS	UPM	EMGS	UPM	EMGS	UPM	EMGS	UPM	EMGS	UPM
Argentina	20.15	1,193.15	270.00	663.15	60.00	133.15	60.00	895.30	60.00	281.55	30.00	258.55	30.00	73.15	60.00
Bolivia	11.00	1,184.00	270.00	654.00	60.00	124.00	60.00	886.15	60.00	272.40	30.00	249.40	30.00	64.00	60.00
Brazil	17.00	1,190.00	270.00	660.00	60.00	130.00	60.00	892.15	60.00	278.40	30.00	255.40	30.00	70.00	60.00
Bulgaria	21.90	1,194.90	270.00	664.90	60.00	134.90	60.00	897.05	60.00	283.30	30.00	260.30	30.00	74.90	60.00
Chile	24.50	1,197.50	270.00	667.50	60.00	137.50	60.00	899.65	60.00	285.90	30.00	262.90	30.00	77.50	60.00
China/S. Korea	30.00	1,203.00	270.00	673.00	60.00	143.00	60.00	905.15	60.00	291.40	30.00	268.40	30.00	83.00	60.00
Costa Rica	9.00	1,182.00	270.00	652.00	60.00	122.00	60.00	884.15	60.00	270.40	30.00	247.40	30.00	62.00	60.00
Czech & Slovak	19.50	1,192.50	270.00	662.50	60.00	132.50	60.00	894.65	60.00	280.90	30.00	257.90	30.00	72.50	60.00
Denmark / USA	6.00	1,179.00	270.00	649.00	60.00	119.00	60.00	881.15	60.00	267.40	30.00	244.40	30.00	59.00	60.00
Dominican Republik	12.90	1,185.90	270.00	655.90	60.00	125.90	60.00	888.05	60.00	274.30	30.00	251.30	30.00	65.90	60.00
Ecuador/Finland	7.00	1,180.00	270.00	650.00	60.00	120.00	60.00	882.15	60.00	268.40	30.00	245.40	30.00	60.00	60.00
France	12.90	1,185.90	270.00	655.90	60.00	125.90	60.00	888.05	60.00	274.30	30.00	251.30	30.00	65.90	60.00
Haiti	16.00	1,189.00	270.00	659.00	60.00	129.00	60.00	891.15	60.00	277.40	30.00	254.40	30.00	69.00	60.00
Hungary	21.45	1,194.45	270.00	664.45	60.00	134.45	60.00	896.60	60.00	282.85	30.00	259.85	30.00	74.45	60.00
India	50.00	1,223.00	270.00	693.00	60.00	163.00	60.00	925.15	60.00	311.40	30.00	288.40	30.00	103.00	60.00
Indonesia (2years)	15.00	1,464.40	300.00	934.40	120.00	256.00	120.00	890.15	60.00	552.80	60.00	253.40	30.00	68.00	60.00
Iran/Iraq	20.00	1,193.00	270.00	663.00	60.00	133.00	60.00	895.15	60.00	281.40	30.00	258.40	30.00	73.00	60.00
Italy	9.50	1,182.50	270.00	652.50	60.00	122.50	60.00	884.65	60.00	270.90	30.00	247.90	30.00	62.50	60.00
Liberia/ Vietnam	13.00	1,186.00	270.00	656.00	60.00	126.00	60.00	888.15	60.00	274.40	30.00	251.40	30.00	66.00	60.00
Mexico	17.50	1,190.50	270.00	660.50	60.00	130.50	60.00	892.65	60.00	278.90	30.00	255.90	30.00	70.50	60.00
Myanmar	19.50	1,192.50	270.00	662.50	60.00	132.50	60.00	894.65	60.00	280.90	30.00	257.90	30.00	72.50	60.00
Nigeria	20.00	1,193.00	270.00	663.00	60.00	133.00	60.00	895.15	60.00	281.40	30.00	258.40	30.00	73.00	60.00
Panama	14.50	1,187.50	270.00	657.50	60.00	127.50	60.00	889.65	60.00	275.90	30.00	252.90	30.00	67.50	60.00
Philippines	36.00	1,209.00	270.00	679.00	60.00	149.00	60.00	911.15	60.00	297.40	30.00	274.40	30.00	89.00	60.00
Poland	26.20	1,199.20	270.00	669.20	60.00	139.20	60.00	901.35	60.00	287.60	30.00	264.60	30.00	79.20	60.00
Portugal	6.50	1,179.50	270.00	649.50	60.00	119.50	60.00	881.65	60.00	267.90	30.00	244.90	30.00	59.50	60.00
Saudi Arabia	17.20	1,190.20	270.00	660.20	60.00	130.20	60.00	892.35	60.00	278.60	30.00	255.60	30.00	70.20	60.00
Spain	11.60	1,184.60	270.00	654.60	60.00	124.60	60.00	886.75	60.00	273.00	30.00	250.00	30.00	64.60	60.00
Sri Lanka	15.00	1,188.00	270.00	658.00	60.00	128.00	60.00	890.15	60.00	276.40	30.00	253.40	30.00	68.00	60.00
Sudan	12.90	1,185.90	270.00	655.90	60.00	125.90	60.00	888.05	60.00	274.30	30.00	251.30	30.00	65.90	60.00
Uruguay	13.50	1,186.50	270.00	656.50	60.00	126.50	60.00	888.65	60.00	274.90	30.00	251.90	30.00	66.50	60.00
Venezuela	18.00	1,191.00	270.00	661.00	60.00	131.00	60.00	893.15	60.00	279.40	30.00	256.40	30.00	71.00	60.00
<b>Others Countries</b>	20.00	1,193.00	270.00	663.00	60.00	133.00	60.00	895.15	60.00	281.40	30.00	258.40	30.00	73.00	60.00

APPLICATION	EMGS	UPM
CANCELLATION VISA	53.00	60.00
SPECIAL PASS	153.00	100.00
SPECIAL PASS (2ND)	206.00	

## **EMGS & UPM ACCOUNT DETAILS FOR FEE PAYMENT**

### **EMGS Account:**

Payment can be made through **Maybank counter** or **online payment** (CIMB Click/ Maybank2u).

Name of Bank : Maybank  
Account No. : 514057662341  
Account Name : Education Malaysia Global Services  
Recipient Reference : Matric No./ Passport No.  
Other Payment Details : Based on Type of Application  
(Renewal/Cancellation/Shortening/Special Pass etc.)

### **UPM Account:**

Payment can be made through **CIMB counter** or **online payment** (CIMB Click/ Maybank2u).

Name of Bank : CIMB  
Account No. : 8002155042  
Account Name : UPM Collection  
Recipient Reference : Matric No./ Passport No.  
Other Payment Details : Processing Fee

### **Note:**

\*Please make sure you have **made the payment** before come to the counter.

\*Please make **two** copies of each receipt.

\*Please make sure the **reference number** of each receipt is **clear**.

**FORMAT A**

**FORMAT TINGGAL LEBIH MASA  
HADIR DI PEJABAT**

Nama (Name) : .....

Jantina (Sex) : ..... Warganegara (Citezenship) : .....

No. Pasport (Passport No) : ..... Pekerjaan (Profession) : .....

Majikan (Employer) : ..... Jenis Pas (Type Of Passes) : .....

Tempoh Tamat Pas (Expired Date Of Pass) : .....

Sebab-sebab tinggal lebih masa (Kembarkan dokumen sebagai bukti) : (Reason of overstaying, please enclose proof) :

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.....

Tandatangan (Signature)

Tarikh (Date) : .....

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**(UNTUK KEGUNAAN PEJABAT / OFFICE USE ONLY)**

**PERAKUAN PEGAWAI :**

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.....

Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh (Date) : .....

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**KEPUTUSAN :**

Ada sebab munasabah telah tinggal lebih masa .....

Keluarkan Pas Khas dan lanjutkan pas

Keluarkan Memo Periksa Keluar

Tidak ada sebab munasabah telah tinggal lebih masa, Rujuk Bahagian Penguatkuasa

.....

Tandatangan

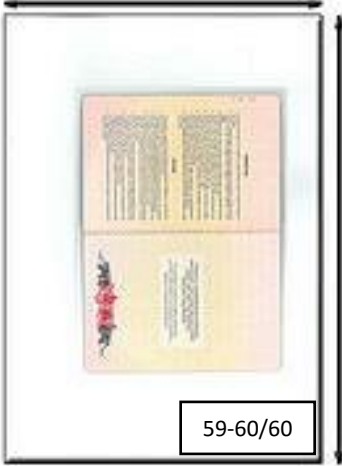
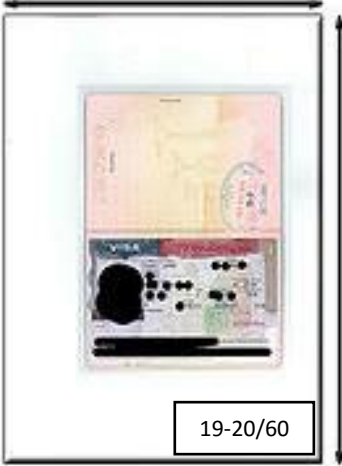
Cop Nama & Jawatan Pegawai

Tarikh (Date) : .....

**PLEASE NUMBER ALL THE COPIES TO AVOID MISSING PAGES AND DELAY AT EMGS**

For Example: If Your Passport has 60 pages, then on each page of your photocopy write the page numbers per total pages, 1-2/60, 3-4/60 ... 59-60/60

If Your Passport has 40 pages, then on each page of your photocopy write the page numbers per total pages, 1-2/40, 3-4/40 ... 39-40/40





**Maybank**

Deposit - Cash

Seri Keabangan  
March 20, 2017  
09:46:44

EMGS ESCROW ACCOUNT \*EMGS ESCROW ACCOUNT

Account No.:

51405766204

Amount:

RM281.40

EMGS ESCROW ACCOUNT \*EMGS ESCROW ACCOUNT

# EXAMPLE

DEPOSIT / PLACEMENT / CREDIT / PAYMENT

Name: Education Mily in Global Servis

Account / Card No.

514057662341

Amount RM

281.40

Card No.

Amount RM

Card No.

Amount RM

Transaction Description

SARTIKA M. D. RASHID

NAME

Reference No.

PASSPORT NUMBER

DEBIT

Name:

Account No.

Amount RM

Please check and verify the transaction details before leaving the counter. The Bank shall not be responsible or liable for any failure to notify of any discrepancy(ies). This is a computer printout.

CA.02/BCF/1215

Tell ID: 00063432

Sup ID: M

EJ: 00063232170 821409



# EXAMPLE

## Acknowledgement

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Status : **Successful**

Reference No. : 440553507

Transaction Date, Time : 20-Mar-2017 13:12:02 PM

From : 7601861118 | Savings Account-I

To : U.P.M.-COLLECTION A/C  
8002155042 Add to Favourite

Amount : RM 30.00

Recipient Reference : GS38681/A10245913 PASSPORT NO

Other Payment Details : Processing Fee TYPE OF APPLICATION

Alert Recipient by : Email: nashwan\_omary@yahoo.com | SMS: -

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This is a computer generated receipt and no signature is required

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