



**PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia

Tel: 603-9769 6048 / 6198 Email: visapass@upm.edu.my

CHECKLIST FOR TRANSFER STICKER APPLICATION

*This checklist is strictly for one (1) applicant only

APPLICANT DETAILS (in capital letter)


Full Name	
Passport No	

No.	Required documents *Please arrange the document according to the sequence given	No. of Copy	Please tick	
			Applicant	Staff
1	Checklist for Transfer Sticker Application	1		
2	Visa & Pass Application (OPR/INTL/BR03/SVP)	1		
3	Embassy's confirmation letter regarding the issuance of new passport (if the old passport could not be physically cancelled by the embassy)	2		
4	Copy of old passport (all pages)	1		
5	Copy of old passport – applicant's details page, current pass page and the latest date of entry page only	1		
6	Copy of new passport (all pages)	1		
7	Copy of new passport (applicant's details page and date of entry page (if the applicant enters Malaysia after	1		
8	Application for dependent must include the additional of: i. Copy of principal's details page ii. Copy of student pass page	1		
9	Copy of police report (if old passport lost) (The copy must have original Certified True Copy stamp by Chief police officer from police station)	2		
10	Original old passport (must be cancelled from embassy)	-		
11	Original new passport	-		
12	Receipt of Payment to EMGS (Refer page 3 for fee information)	2		
13	Receipt of Payment to UPM (Refer page 3 for fee information)	2		

REMINDER:

1. This checklist is for **ONE PASSPORT** application. Additional of other dependent passport will require the same number of copies.
2. Documents which **DO NOT** follows the specifications are deemed incomplete and will be rejected.
3. Please **DO NOT** staple your documents and photo, use a paper clip instead.
4. **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)

Staff	
Date	

	OPERASI PERKHIDMATAN SOKONGAN
	PUSAT ANTARABANGSA PUTRA
	Kod Dokumen: OPR/INTL/BR03/SVP
VISA AND PASS APPLICATION FORM	

Please Tick (/)

New Student / VAL		Student Renewal		Special Pass		Invitation/ Release/ Claim Letter / Refund	
New Dependent		Dependent Renewal		Transfer Sticker		Cancellation/ Shortening	
Ikhtisas/Research Attachment		Staff		Staff Dependent		Student I-KAD Renewal/ Replacement	

Student's / Staff's Particulars:

Full Name : _____

Matric/Staff No. : _____

Gender : ☐ Male ☐ Female

Nationality : _____

Programme : ☐ Bachelor ☐ Master ☐ PhD

Programme Name : _____

Passport No. : _____

Passport Expiry
Date : dd mm yyyy

Mobile No. : _____

E-Mail (In capital letter) : _____

Nearest Malaysia

Embassy : _____

DEPENDENT'S PARTICULARS:

Full Name	Passport No.	Passport Expiry Date	Social Pass Expiry Date	Relationship

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

PAYMENT TO EMGS

COUNTRY	Charge fee
China	84.00
Denmark	60.00
India	104.00
Indonesia	69.00
Myanmar	72.50
Philippines	90.00
Saudi Arabia	71.20
South Korea	84.00
Sri Lanka	69.00
Sudan	66.90
Other Countries	74.00

NAME OF BANK : MAYBANK
ACCOUNT NO : 514057662341
ACCOUNT NAME : EDUCATION MALAYSIA GLOBAL SERVICES

PAYMENT TO UPM

NAME OF BANK : CIMB
ACCOUNT NO : 8002155042
ACCOUNT NAME : UPM COLLECTION
CHARGE FEE : RM 50