



**PUTRA INTERNATIONAL CENTRE**  
**UNIVERSITI PUTRA MALAYSIA**  
 43400 UPM Serdang, Selangor, Malaysia  
 Tel: 603-9769 6048 / 6198 Email: [visapass\\_val@upm.edu.my](mailto:visapass_val@upm.edu.my)

**CHECKLIST FOR NEW STUDENT PASS (COME WITH VAL)**

**APPLICANT'S DETAILS** (in capital letter)


Full Name	
Passport No	

No.	Required documents <small>*Please arrange the document according to the sequence given</small>	No. of copy	Please tick	
			Applicant	Staff
1	Checklist for New Student Pass (Come With VAL) Application	1		
2	Visa & Pass Application (OPR/INTL/BR03/SVP)	1		
3	Copy of Visa Approval Letter (VAL)	1		
4	Copy of eVISA (if applicable)	2		
5	Copy of latest registration slip	2		
6	Copy of health / medical insurance cover notes (not applicable if the applicant bought the insurance via EMGS during VAL application)	2		
7	<b>Original medical report and verification letter</b> from University Health Centre, UPM	1		
8	<b>Copy of medical report and verification letter</b> from University Health Centre, UPM	1		
9	<b>Receipt of payment</b> (processing fee) <b>to UPM</b> (Refer to page 4) <small>*note that the payment is based on the visa duration approved stated in VAL</small> <b>i. RM270 – 12 months (1 year) visa approval</b> <b>ii. RM300 – 24 months (2 years) visa approval</b> <b>iii. RM330 – 36 months (3 years) visa approval</b>	2		
10	Original passport	-		

**REMINDER:**

1. The applicant is required to submit all of the listed documents once the registration process is complete and must have valid pass **minimum 7 working days** during submission passport to counter.
2. Documents which **DO NOT** follows the specifications are deemed incomplete and will be rejected.
3. Please **DO NOT** staple your documents and 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).

<b>Staff</b>	
<b>Date</b>	

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

**Please Tick (/)**

New Student / VAL	<input type="checkbox"/>	Student Renewal	<input type="checkbox"/>	Special Pass	<input type="checkbox"/>	Invitation/ Release/ Claim Letter / Refund	<input type="checkbox"/>
New Dependent	<input type="checkbox"/>	Dependent Renewal	<input type="checkbox"/>	Transfer Sticker	<input type="checkbox"/>	Cancellation/ Shortening	<input type="checkbox"/>
Ikhtisas/Research Attachment	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Staff Dependent	<input type="checkbox"/>	Student I-KAD Renewal/ Replacement	<input type="checkbox"/>

**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** :

**Mobile No.** : \_\_\_\_\_

**E-Mail (In capital letter)** : \_\_\_\_\_

**Nearest Malaysia**

**Embassy** : \_\_\_\_\_

**DEPENDENT'S PARTICULARS:**

<b>Full Name</b>	<b>Passport No.</b>	<b>Passport Expiry Date</b>	<b>Current Pass Expiry Date</b>	<b>Relationship</b>

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 UPM

Country	Charge fee
ALL COUNTRIES	1 year (12 months) – RM 270
	2 years (24 months) – RM 300
	3 years (36 months)– RM 330

\*Kindly note that the charge fee is according to the duration approved stated in the Visa Approval Letter (VAL)

<b>NAME OF BANK</b>	<b>: CIMB</b>
<b>ACCOUNT NO</b>	<b>: 8002155042</b>
<b>ACCOUNT NAME</b>	<b>: UPM COLLECTION</b>
<b>TRANSACTION DETAILS</b>	<b>: VISA NEW STUDENT</b>

## EXAMPLE OF RECEIPT PAYMENT PAID AT BANK

**CIMB ISLAMIC** CIMB Islamic Bank Berhad (671380-H) **CIMB BANK** CIMB Bank Berhad (13491-P) **TRANSACTION SLIP** 34306071

TRANSACTION AMOUNT: MYR 270.00 DEPOSIT / CURRENT ACCOUNT

ACC NO: 8002155042 ACC HOLDER

DENO IN : RM 300.00 / RM50X6,  
DENO OUT: RM 30.00 / RM20X1, RM10X1

T427894 ALMALKI ABDULLA AHMED G [REDACTED]

NOVE 00007 11100 2018-02-19 10027 1259 34306071 T:WK006306

SALINAN PELANGGAN / CUSTOMER'S COPY

SILA PERIKSA DAN SAHKAN KETERANGAN TRANSAKSI SEBELUM MENINGGALKAN KAUNTER / PLEASE CHECK AND VERIFY TRANSACTION DETAILS BEFORE LEAVING THE COUNTER  
SAH JIKA ADA PENGESAHAN KOMPUTER / VALID ONLY IF COMPUTER VALIDATED  
BR/PS/0018-MN (01/16) - BCF