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

Kod Dokumen: SOK/PIC/SS05

CHECKLIST FOR DEPENDANT RENEWAL APPLICATION

PLEASE USE CAPITAL LETTERS

Name:																			

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 Dependant Extension (SOK/PIC/SS05)	**1**			
2	Visa & Pass Application Form (UPM/PIC/BR01/APPLICATION FORM) **If you have more than 1 dependant, fill up this form once only**	**1**			
3	**COPY** of Confirmation Letter on student current study status - from **SGS**	**2**			
4	a. **LATEST** of Family Letter from Embassy (**ORIGINAL**/ **COPY** - endorsed by Embassy) b. Translated **Marriage Certificate** (Endorsed by Embassy) c. Translated **Birth Certificate** (Endorsed by Embassy)	**2**			
5	• Confirmation Letter from school (If the dependent is schooling in any government/ private/ international/ expatriate schools) • Official Letter from the embassy (If the dependent is schooling in the Embassy's school)	**2**			
6	**COPY** of Dependant Health Insurance cover note (Endorsed by insurance company)	**2**			
7	A4 sized **COPY** of **dependant** passport (**Details & Pass page**)	**1**			
8	A4 sized **COPY** of passport (All pages of the passport) (**If latest date entry in old passport, please provide all the pages**) *Please **write number** on each of the pages	**2**			
9	A4 sized **COPY** of **student** passport (**Details & Pass page**)	**1**			
10	Dependant photo (**White background**) – size **3.5cm x 4.5cm**	**2**			
11	**ORIGINAL** passport – verify purpose	**-**			
12	**Receipt** of payment to **EMGS** (Refer Page 4 for fee information)	**2**			
13	**Receipt** of payment to **UPM** (Refer Page 4 for fee information)	**2**			

Note

1. This checklist is for **ONE DEPENDANT PASSPORT** application. Additional of other dependant passport will require the same number of copies.
2. Documents which **DO NOT** follow the specifications are deemed incomplete and will 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**
	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 : ☐ Bachelor ☐ Master ☐ PhD
(For Student Only)

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: ……							
TOTAL AMOUNT (RM):							

…… ……

Officer's Signature and Stamp Date

PUTRA INTERNATIONAL CENTRE

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
Others Countries	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).

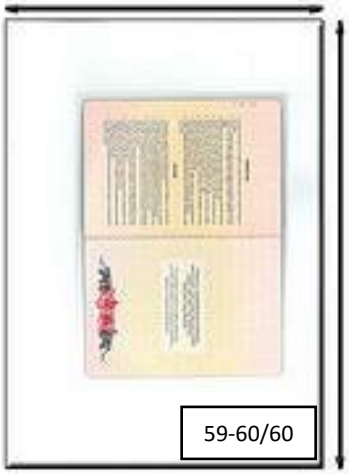
Name of Bank	: CIMB
Account No.	: 8002155042
Account Name	: UPM Collection
Recipient Reference	: Matric No./ Passport No.
Other Payment Details	: Processing Fee

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**.

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



ACCEPT

4.5 CM

3.5 CM

- Taken in front of a plain **WHITE** background only
- Clear and sharp
- Taken with a neutral facial expression, mouth closed

REJECT

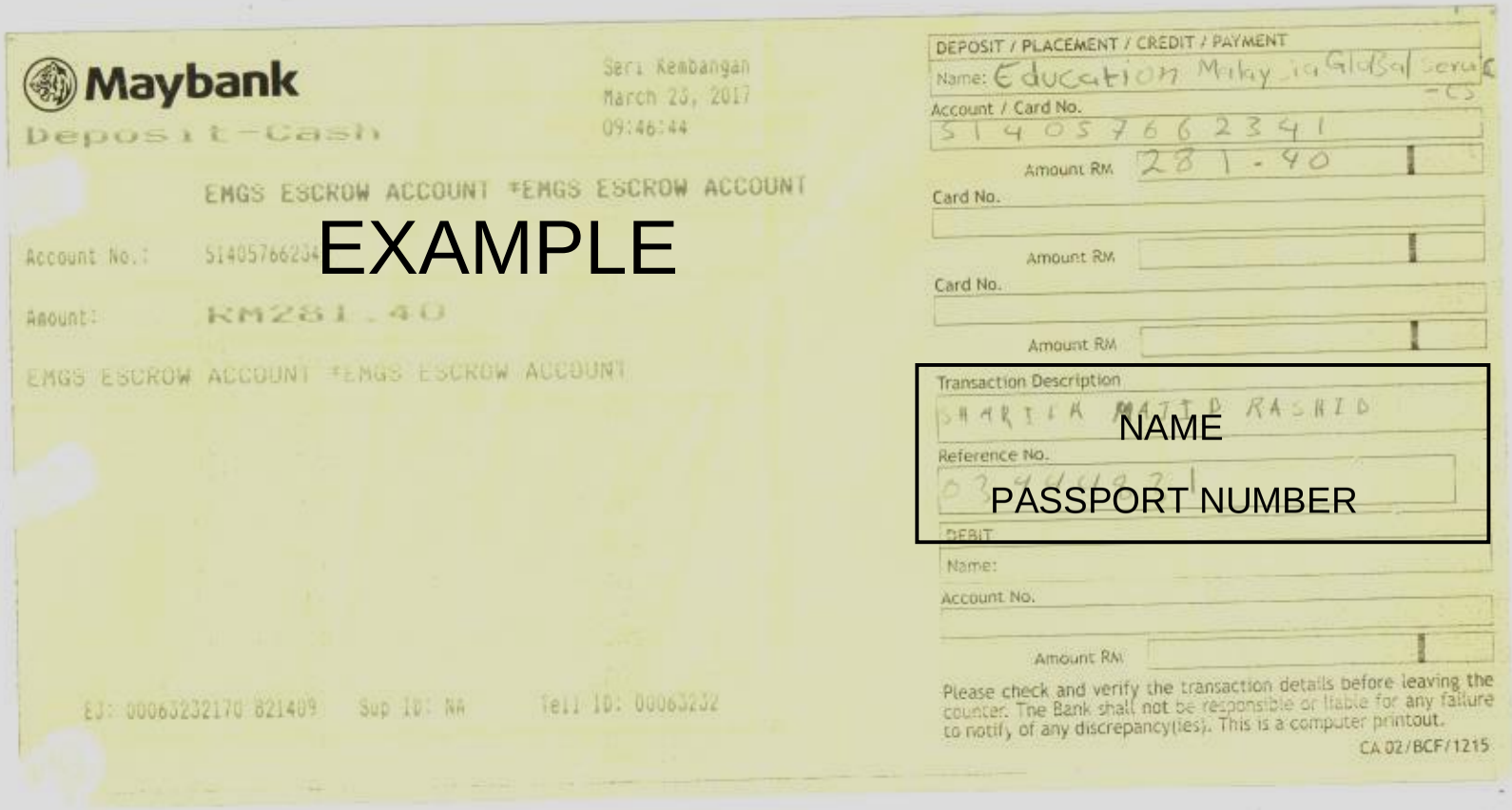
COLOUR background

Blur picture

Edited picture, toned/pattern background

-Smiling with teeth showing
- Wrong size

Face & shoulder not facing forward



Maybank

Deposit-Cash

Seri Kembangan
March 23, 2017
09:46:44

EMGS ESCROW ACCOUNT *EMGS ESCROW ACCOUNT

Account No.: 51405766234

EXAMPLE

Amount: RM281.40

EMGS ESCROW ACCOUNT *EMGS ESCROW ACCOUNT

EJ: 00063232170 821409 Sup ID: NA Tell ID: 00063232

DEPOSIT / PLACEMENT / CREDIT / PAYMENT

Name: Education Malaysia Global Service -CS

Account / Card No.

51405766 2341

Amount RM 281.40

Card No.

Amount RM

Card No.

Amount RM

Transaction Description

SHARTIK MATTD RASHID

NAME

Reference No.

03 44 0 21

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

EXAMPLE

Acknowledgement

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: -

This is a computer generated receipt and no signature is required

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