



**PERKHIDMATAN UTAMA**

**PUTRA INTERNATIONAL CENTRE  
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia  
Tel: 603-9769 6048 / 6198 E-mail: [visapass\\_docs@upm.edu.my](mailto:visapass_docs@upm.edu.my)

Kod Dokumen: SOK/PIC/SS04

**CHECKLIST FOR STUDENT RENEWAL APPLICATION**

**PLEASE USE CAPITAL LETTERS**


Full Name	
Passport No	

No.	Required Documents (Please arrange the document according to the sequence given)	No. of Copy	Please Tick (If Complete)	
			Applicant	Staff
1.	Checklist For Student Renewal Application (SOK/PIC/SS04)	1		
2.	Visa & Pass Application Form (SOK/INT/BR01/VP)	1		
3.	<b>COPY</b> of latest semester registration slip/ courses ( <b>Endorsed</b> by Assistant Registrar School of Graduate Studies (Postgraduate) / Academic Division (Undergraduate))	2		
4.	<b>COPY</b> of student latest semester result ( <b>Endorsed</b> by Assistant Registrar School of Graduate Studies (Postgraduate) / Academic Division (Undergraduate))	2		
5.	<b>COPY</b> of offer letter /deferment letter (if deferred in first semester)	2		
6.	<b>COPY</b> of Health / Medical insurance cover note ( <b>Endorsed</b> by insurance company)	3		
7.	<b>SUPPORTING LETTER</b> from SGS /Academic Division (If study status <b>DROPPED</b> /Change field of study/exceed duration of Study)	2		
8.	<b>SUPPORTING LETTER</b> from Supervisor ( <b>If exceed duration of Study</b> )	2		
9.	<b>SUPPORTING LETTER</b> from Faculty's Dean ( <b>IF CGPA <math>\leq</math> 2.00</b> )	2		
10.	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>number</b> all passport pages	1		
11.	A4 sized <b>COPY</b> passport ( <b>Detail &amp; Pass page</b> )	1		
12.	Photo ( <b>White background</b> ) – size <b>3.5 cm x 4.5 cm</b>	1		
13.	<b>ORIGINAL</b> passport – verify purpose	-		
14.	<b>Receipt</b> of Payment to <b>EMGS</b> (Refer Page 4 for fee information)	2		
15.	<b>Receipt</b> of Payment to <b>UPM</b> (Refer Page 4 for fee information)	2		

**REMINDER:**

1. Passport must be valid minimum 18 months from the date of application Renewal Student Pass.
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 i-PUTRA)

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

	<b>SOKONGAN</b> <b>PENGURUSAN PELAJAR DAN PEKERJA ANTARABANGSA</b>  <b>PUSAT ANTARABANGSA</b> <b>(PUTRA INTERNATIONAL CENTRE)</b> <b>Kod Dokumen: SOK/INT/BR01/VP</b>
	<b>VISA &amp; PASS APPLICATION FORM</b>

**TYPE OF APPLICATION**

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:**

1. Full Name : \_\_\_\_\_

2. Matric/Staff No. : \_\_\_\_\_

3. Gender :  Male  Female

4. Nationality : \_\_\_\_\_

5. Programme :  Bachelor  Master  PhD

6. Programme Name : \_\_\_\_\_

7. Passport No. : \_\_\_\_\_

8. Passport Expiry Date :

9. Mobile No. : \_\_\_\_\_

10. E-Mail  
(In capital letter) : \_\_\_\_\_

11. Nearest Malaysia  
Embassy : \_\_\_\_\_

**DEPENDENT'S PARTICULARS :**

<b>Full Name</b>	<b>Passport No.</b>	<b>Passport Expiry Date</b>	<b>Social 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

NO. SEMAKAN : 01  
NO. ISU : 01  
TARIKH KUATKUASA : 22/02/2019

**PAYMENT TO EMGS**

COUNTRY	VISA	NEW STUDENT			STUDENT RENEWAL	DEPENDENT		TRANSFER STICKER
		VAL / VARIATION INTER	PROGRESSION	VARIATION INTRA / CONVERSION		NEW	RENEWAL	
China	30.00	1,359.00	829.00	299.00	288.40	915.00	268.40	83.00
Denmark	6.00	1,335.00	805.00	275.00	264.40	867.00	244.40	59.00
India	50.00	1,379.00	849.00	319.00	308.40	955.00	288.40	103.00
Indonesia (Two years)	15.00	1,617.40	1,087.40	557.40	546.80	885.00	253.40	68.00
Iran / Iraq	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
Iraq	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
Japan	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
Myanmar	19.50	1,348.50	818.50	288.50	277.90	894.00	257.90	72.50
Nigeria	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
Philippines	36.00	1,365.00	835.00	305.00	294.40	927.00	274.40	89.00
Saudi Arabia	17.20	1,346.20	816.20	286.20	275.60	889.40	255.60	70.20
South Korea	30.00	1,359.00	829.00	299.00	288.40	915.00	268.40	83.00
Sri Lanka	15.00	1,344.00	814.00	284.00	273.40	885.00	253.40	68.00
Sudan	12.90	1,341.90	811.90	281.90	271.30	880.80	251.30	65.90
Others Countries	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
OTHERS APPLICATION	SHORTEN / CANCELLATION VISA			53.00	<b>EMGS ACCOUNT</b> •NAME OF BANK : MAYBANK •ACCOUNT NO : 514057662341 •ACCOUNT NAME : EDUCATION MALAYSIA GLOBAL SERVICES			
	SPECIAL PASS			153.00				
	SPECIAL PASS (2ND)			206.00				
	I-KAD RENEWAL			50.00				
	I-KAD REPLACEMENT / LOST			150.00				

**PAYMENT TO UPM**

TYPES OF APPLICATION	STUDENT				SPECIAL PASS (1ST) / RELEASE LETTER	TRANSFER STICKER / SHORTEN / CANCELLATION	DEPENDENT
	VAL	PROGRESSION / VARIATION / CONVERSION	RENEWAL	I-KAD RENEWAL / REPLACEMENT / LOST			
PROCESSING FEE AMOUNT (RM)	270	50	30	30	100	50	50

**UPM ACCOUNT**

NAME OF BANK : CIMB  
 ACCOUNT NO : 8002155042  
 ACCOUNT NAME : UPM COLLECTION



\*All prices are subject to change without prior notice

## PASSPORT NUMBERING AND PHOTOCOPY EXAMPLE

**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



# PHOTO GUIDELINE



**ACCEPT**

4.5 CM



3.5 CM



Taken in front of a plain **WHITE** background only

Clear and sharp

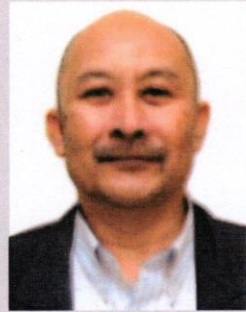
Taken with a neutral facial expression, mouth closed



**REJECT**



**COLOUR** background



Blur picture



Edited picture, toned/pattern background



-Smiling with teeth showing  
- Wrong size



Face & shoulder not facing forward

**EXAMPLE OF RECEIPT PAYMENT PAID AT BANK**

**Maybank** Taman Sri Serdang  
June 05, 2018  
12:18:11

**Deposit - Cash**

Name: **EMGS ESCROW ACCOUNT \*EMGS ESCROW ACCOUNT**

Account No.: **514057662341**

Amount: **RM1,280.00**

ESCROW ACCOUNT \*EMGS ESCROW ACCOUNT

**DEPOSIT / PLACEMENT / CREDIT / PAYMENT**

Name: **EDUCATION MALAYSIA GLOBAL SERVICE**

Account / Card No. **514057662341**

Amount RM **1280.00**

Card No. **128000**

Amount RM **1**

Transaction Description **MD ALMAMUN**

Reference No. **BR0881679**

**DEBIT**

Name:

Account No.

Amount RM

J: 00022090181 567695 Sup ID: NA Tell ID: 00022090

CA 02/BCF/1215

**CIMB ISLAMIC** **CIMB BANK** **TRANSACTION SLIP** **34306071**

CIMB Islamic Bank Berhad (671380-H) CIMB Bank Berhad (13491-P)

TRANSACTION AMOUNT: **MYR 270.00** **DEPOSIT**

**ACC NO: 8002155042** **ACC HOLDER**

DENO IN : RM 300.00 / RM50X6, **DEPOSIT**

DENO OUT: RM 30.00 / RM20X1, RM10X1 **CURRENT ACCOUNT**

**T427894 ALMALKI ABDULLAH AHMED G**

**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