



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

Kod Dokumen: SOK/PIC/SS09

CHECKLIST FOR NEW STUDENT PASS (COME WITH VAL) 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 New Application Student Pass Come With VAL (SOK/PIC/SS09)	1		
2	Visa & Pass Application Form (SOK/INT/BR01/VP)	1		
3	COPY of VAL approval	1		
4	COPY of Latest Registration Slip	2		
5	COPY of Health / Medical Insurance cover notes (Not applicable for those who bought insurance via EMGS)	3		
6	ORIGINAL & COPY of Medical Report – From University Health Centre, UPM	2		
7	ORIGINAL & COPY of Verification letter – From University Health Centre, UPM	2		
8	Receipt of Payment (Processing Fee) to UPM (CIMB - UPM Collection) (RM270 – 1 year visa approval) (RM300 – 2 years visa approval) (RM330 – 3 years visa approval) *If payment has been made, kindly show the receipt for verify purpose	2		
9	ORIGINAL Passport	-		

REMINDER:

1. Applicants are required to submit all the document once registration complete.
2. Documents which **DO NOT** follow the specifications are deemed incomplete and will be rejected.
3. Please **DO NOT** staple your documents and photo, use 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	

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

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 :

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

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	EMGS ACCOUNT •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) / INVITATION LETTER / 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

UPM ACCOUNT DETAILS FOR PROCESSING FEE PAYMENT

Payment Method can be made through **CIMB counter / online payment**

Bank : CIMB
Account No. : 8002155042
Account Name : UPM Collection
Amount : RM 270.00 (based on duration VAL approval)
Recipient Reference : Matric No. / Passport No.
Other Payment Details : Processing Fee

Notes:

- *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**.

EXAMPLE OF RECEIPT PAYMENT PAID AT CIMB 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: [REDACTED]

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

T427894 ALMALKI ABDULLAH [REDACTED]

NOVE 00007 11100 2018-02-19 [REDACTED]

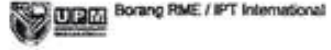
UPM 10027 1259 34306071 T:WK006306

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

EXAMPLE OF MEDICAL REPORT (NO. 6)

FOR VISA APPLICATION



SECTION 4 - CERTIFICATION BY THE EXAMINING DOCTOR

Please tick (✓) in the appropriate box

I certify that I have on this date 18.7.2018 examined

Mr Ms A N Passport No. 69346

and found him / her :-

IN GOOD HEALTH

FOUND TO HAVE (Please State)

HAS MEDICAL PROBLEM (Please State)

IS UNDERGOING TREATMENT FOR: (Please State)

Date 18/07/18

Signature of Doctor

Name of Doctor

Qualification and

Official stamp of Clinic



No. Pendaftaran Pendaftar: 69346
Pusat Kesihatan Universiti
Universiti Putra Malaysia
43400 UPM SERDANG

Remarks By University Official

[Signature]
FIT / UNFIT TO STUDY IN UNIVERSITI PUTRA MALAYSIA

18/07/18

No. Pendaftaran Pendaftar: 69346
Pusat Kesihatan Universiti
Universiti Putra Malaysia
43400 UPM SERDANG

EXAMPLE OF VERIFICATION LETTER (NO. 7)



PUSAT KESIHATAN UNIVERSITI
UNIVERSITY HEALTH CENTRE

Reference number : 2017060499

Date: 18/07/2018

CERTIFICATION BY THE EXAMINING DOCTOR

Name Of Doctor : Dr Soe Lin Thu@Syed Zohib Hussain

Qualification : MBBS(MDY)

Hospital/Clinic : Pusat Kesihatan Universiti, UPM.

Registration Number : 13178

To whom it may concern,

I hereby certify that Mr/Mrs AUSAN (Passport No. 05887202) bearing Passport No. 05887202 is deemed medically fit to study in Malaysia, in line with the mandatory guidelines regulated by the Ministry of Education (MOE), Malaysia.

Signature Of The Doctor

Date 18/07/18.

Official Stamp :



No. Pendaftaran Perubuk : 69304
Pegawai Perubuk
Pusat Kesihatan Universiti
Universiti Putra Malaysia
43400 UPM Serdang, Selangor