

	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/SS015
	CHECKLIST FOR STUDENT I-KAD RENEWAL / LOST/ REPLACEMENT 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 I-Kad Renewal/ Lost/ Replacement application (SOK/PIC/SS015)	1		
2.	Visa & Pass Application Form (SOK/INT/BR01/VP)	1		
3.	Latest semester registration slip / courses – (endorsed by Supervisor)	2		
4.	Latest semester result – (endorsed by Supervisor)	2		
5.	Latest Health / Medical insurance policy cover note – (endorsed by insurance company)	2		
6.	A4 sized copy of Previous I-KAD	2		
7.	Copy of police report IF I-KAD lost. (Copy must have original ' Certified True Copy ' stamp from police station Chief)	2		
8.	A4 sized copy passport (Details & student pass page)	2		
9.	ORIGINAL passport – for verify purpose	-		
10.	Receipt of Payment to Maybank EMGS (Refer Page 3 for fee information) Renewal = RM50.00 Lost/Replacement = RM150.00	2		
11.	Receipt of Payment to CIMB UPM (Refer Page 3 for fee information) Renewal = RM30.00 Lost/Replacement = RM30.00	2		

REMINDER:

1. This i-KAD renewal **ONLY** applicable for those who receive visa three (3) or four (4) years straight by Immigration Department of Malaysia.
2. Documents which **DO NOT** follows the specifications are deemed incomplete and will be rejected.
3. Pease **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	

	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).

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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

EXAMPLE OF RECEIPT PAYMENT PAID AT BANK

Maybank
Deposit - Cash

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

Name: **EMGS ESCROW ACCOUNT *EMGS ESCROW ACCOUNT**
Account No.: **514057662341**
Amount: **RM1,280.00**

EMGS ESCROW ACCOUNT *EMGS ESCROW ACCOUNT

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

DEPOSIT / PLACEMENT / CREDIT / PAYMENT	
Name:	EDUCATION MALAYSIA GLOBAL SERVICE
Account / Card No.	514057662341
Amount RM	1280.00
Card No.	
Amount RM	
Transaction Description	MD ALMAMUN
Reference No.	BR0881679
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

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

TRANSACTION SLIP **34306071**

TRANSACTION AMOUNT: MYR 270.00 DEPOSIT / CURRENT ACCOUNT

ACC NO: 8002155042 ACC HOLDER: ALMAMUN

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

T427894 ALMALKI ABDULLA ALMED G

NOVE 00007 11100 2018-02-19

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

SALINAN PELANGGAN / CUSTOMER'S COPY