



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/SS06

CHECKLIST FOR SHORTEN/CANCELLATION APPLICATION

PLEASE USE CAPITAL LETTER


Full Name	
Passport No	

No.	Required Documents (Please arrange the document according to the sequence given)	No of Copy	Tick (If Complete)	
			Applicant	Staff
1	Checklist for Shorten/Cancellation Application (SOK/PIC/SS06)	1		
2	Visa & Pass Application Form (SOK/INT/BR01/VP) (If you have more than 1 dependent, fill up this form once only)	1		
3	TYPED Letter by student address to EMGS – explain a very detailed reason of visa cancellation	2		
4	Copy of Completion Letter/ Award of Degree/ Deferment letter/ Termination letter / Withdrawal letter	2		
5	Copy of offer/ admission letter from newly joined university/ workplace	2		
6	Flight ticket (if needed for checkout memo only) *Date of flight ticket must be valid at least 14 working days / within 30 days from the date of application's submission	2		
7	A4 sized COPY (All pages of the passport – must be CLEAR copy) *Please write number on each page	1		
8	A4 sized COPY of passport (Details, Pass & Latest Date of Entry page) *Application for dependant MUST attach together student details & pass page	1		
9	ORIGINAL passport	-		
10	Receipt of Payment to EMGS (Refer Page 4 for fee information)	2		
11	Receipt of Payment to UPM (Refer Page 4 for fee information)	2		

REMINDER:

1. This checklist is for **ONE** application. ADDITIONAL of other dependent application will require the same number of copies.
2. Documents which **DO NOT** follows the specifications are considered incomplete and shall be rejected.
3. Please **DO NOT** staples your documents and photo, use a paper clip instead.

Date	
Staff	

	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) / 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**

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:

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

SAMPLE OF CIMB UPM
PAYMENT RECEIPT

T427894 ALMALKI ABDULLAH AHMED G

NOVE 00007 11100 2018-02-19 UPM 002 10027 1259 34306071 T:WK06306

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