



**PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia
Tel: 603-9769 6048 / 6198 Email: visapass_val@upm.edu.my

CHECKLIST FOR NEW STUDENT PASS (COME WITH VAL)

APPLICANT'S DETAILS (in capital letter)


Full Name	
Passport No	

No.	Required documents <small>*Please arrange the document according to the sequence given</small>	No. of copy	Please tick	
			Applicant	Staff
1	Checklist for New Student Pass (Come With VAL) Application	1		
2	Visa & Pass Application (OPR/INTL/BR03/SVP)	1		
3	Copy of Visa Approval Letter (VAL)	1		
4	Copy of eVISA (if applicable)	2		
5	Copy of latest registration slip	2		
6	Copy of health / medical insurance cover notes (not applicable if the applicant bought the insurance via EMGS during VAL application)	2		
7	Original medical report and verification letter from University Health Centre, UPM	1		
8	Copy of medical report and verification letter from University Health Centre, UPM	1		
9	Receipt of payment (processing fee) to UPM (Refer to page 4) <small>*note that the payment is based on the visa duration approved stated in VAL</small> i. RM270 – 12 months (1 year) visa approval ii. RM300 – 24 months (2 years) visa approval iii. RM330 – 36 months (3 years) visa approval	2		
10	Original passport	-		

REMINDER:

1. The applicant is required to submit all of the listed documents once the registration process is complete and must have valid pass **minimum 7 working days** during submission passport to counter.
2. Documents which **DO NOT** follows the specifications are deemed incomplete and will be rejected.
3. Please **DO NOT** staple your documents and 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	

	OPERASI PERKHIDMATAN SOKONGAN PUSAT ANTARABANGSA PUTRA Kod Dokumen: OPR/INTL/BR03/SVP
	VISA AND PASS APPLICATION FORM

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:

Full Name : _____

Matric/Staff No. : _____

Gender : **Male** **Female**

Nationality : _____

Programme : **Bachelor** **Master** **PhD**

Programme Name : _____

Passport No. : _____

Passport Expiry Date :

Mobile No. : _____

E-Mail (In capital letter) : _____

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

PAYMENT TO UPM

Country	Charge fee
ALL COUNTRIES	1 year (12 months) – RM 270
	2 years (24 months) – RM 300
	3 years (36 months)– RM 330

*Kindly note that the charge fee is according to the duration approved stated in the Visa Approval Letter (VAL)

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

EXAMPLE OF RECEIPT PAYMENT PAID AT 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, RM10X

T427894 ALMALKI ABDULLAH MED G [REDACTED]

NOVE 00007 11100 2018-02-19 [REDACTED] 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