



PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA
 43400 UPM Serdang, Selangor, Malaysia
 Tel: 603-9769 6048 / 6198 Email: visapass@upm.edu.my

CHECKLIST FOR NEW STUDENT PASS (PROGRESSION) APPLICATION

APPLICANT DETAILS (in capital letter)

Full Name	
Passport No	


No.	Required documents *To be submitted during application submission *Please arrange the document according to the sequence given	No of Copy	Please tick	
			Applicant	Staff
1	Checklist for New Student Pass (Progression) Application	1		
2	Visa & Pass Application Form (OPR/INTL/BR03/SVP)	1		
3	Letter of Eligibility (LOE) for Iranian student ONLY	2		
4	Copy of offer letter from SGS/ Academic Division	2		
5	Copy of completion study status letter	2		
6	Copy of academic certificate	2		
7	Copy of academic transcript	2		
8	Original & copy release letter (If transfer from previous institution)	2		
9	Photo (white background) size 3.5 cm x 4.5 cm	3		
10	Copy of passport (all pages of the passport) *Please number all of the passport pages	1		
1	Copy of passport (details & student pass page)	1		
1	Original passport (for verify purpose)	-		
1	Receipt of payment to EMGS (refer to page 4 for fee information)	2		
1	Receipt of payment to UPM (refer to page 4 for fee information)	2		

No.	Required documents *To be submitted during passport submission	No of Copy	Please Tick	
			Applicant	Staff
1	Copy of current semester registration slip	2		
2	Copy of Health / Medical Insurance cover notes with policy	2		
3	Original medical report and verification letter from University Health Centre, UPM	2		
4	Copy of medical report and verification letter from University Health Centre, UPM	2		
5	ORIGINAL Passport	-		

REMINDER:

- Passport must be valid minimum 18 months from the date of submission application for New Student Pass / VAL.
- We reserved the rights to reject incomplete documents and any consequences are the full responsibility of the applicant.
- Please **DO NOT** staple your documents and photo, use a paper clip instead.
- 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)
- Any approval is subject to Immigration Department of Malaysia.

Staff	
Date	

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

Please Tick (/)

New Student / VAL		Student Renewal		Special Pass		Invitation/ Release/ Claim Letter / Refund	
New Dependent		Dependent Renewal		Transfer Sticker		Cancellation/ Shortening	
Ikhtisas/Research Attachment		Staff		Staff Dependent		Student I-KAD Renewal/ Replacement	

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 : dd mm yyyy

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 EMGS

Country	Charge fee
China	829.00
Denmark	805.00
India	849.00
Indonesia (2 years)	1 087.40
Myanmar	818.50
Philippines	835.00
Saudi Arabia	816.20
South Korea	829.00
Sri Lanka	814.00
Sudan	811.90
Other Countries	819.00

NAME OF BANK : MAYBANK

ACCOUNT NO : 514057662341

ACCOUNT NAME : EDUCATION MALAYSIA GLOBAL SERVICES

PAYMENT TO UPM

NAME OF BANK : CIMB

ACCOUNT NO : 8002155042

ACCOUNT NAME : UPM COLLECTION

CHARGE FEE : RM 50

The LOE Application Form-Scientific Counsellor of Iran Embassy in East Asia

***For Each Student, A Separate Form Must Be Submitted**

**** Two Copy of this form must be submitted with a copy of Offer letter along with copy of application (all documents+ Copy of passport)**

Name of The University:

Name of the Faculty:

Full Name of the Candidate:

Passport Number:

Full Address and Telephone Number (fixed line) of the candidate in Iran:

For Emergency Call in Iran:

Name:

Direct Phone:

Candidate Phone (Iran or Malaysia):

Candidate Email:

Level of the Program Applied: (Foundation/Bachelor/Master/PhD, etc)

Name of the Program Applied with its Major:

The proposed Supervisor/Advisor:

Name:

Phone:

Email :

Registration Fee (Getting Offer Letter):

The Visa Process Fees:

International Students Admin Fees:

Tuition Fees of the Program:

How the University get the Student:

Direct Application by Student ()

Through the Student Agents ()

If Agent, Name of the Agent:

Phone Number of Agent:

Any type of Grant/Scholarship/financial assistance provided for the Student (please explain):

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

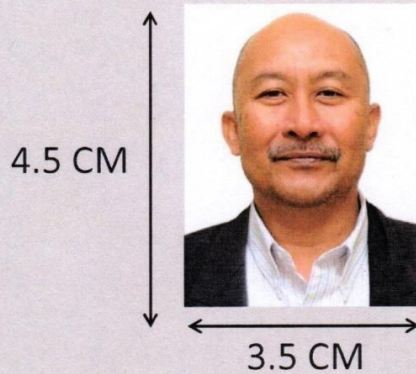
If Your Passport Has 40 Pages, Then On Each Page Of Your Photocopy Write The Page Numbers Per Total Pages, 1-2/40, 3-4/40 ... 39-40/40



PHOTO GUIDELINE



ACCEPT



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 / PLACEMENT / CREDIT / PAYMENT
Name: EDUCATION MALAYSIA GLOBAL SERVICE
Account / Card No. 51057662341
Amount RM 1280.00
Card No. 128000
Amount RM 1
Transaction Description MD ALMANUN
Reference No. BR0881679
DEBIT
Name:
Account No.
Amount RM

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

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

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
T427894 ALMALKI ABDULLAH IMED G
NOVE 00007 11100 2018-02-19
UP 10027 1259 34306071 T:WK006306

SAMPLE OF CIMB UPM
PAYMENT RECEIPT

SILAH 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