



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

### CHECKLIST FOR NEW STUDENT PASS (VARIATION INTER) APPLICATION

#### APPLICANT DETAILS (in capital letter)

Full Name	
Passport No	


No.	Required documents *Please arrange the document according to the sequence given	No of Copy	Please tick	
			Applicant	Staff
1	Checklist for New Student Pass (Variation Inter) Application	1		
2	Visa & Pass Application Form (OPR/INTL/BR03/SVP)	1		
3	Letter of Eligibility ( <b>LOE</b> ) for Iranian student <b>ONLY</b>	2		
4	Copy of Offer letter from SGS/ Academic Division	2		
5	Original & copy release letter (previous institution)	2		
6	Copy of study status letter (previous institution)	2		
7	Copy of academic result (previous institution)	2		
8	Copy of attendance report (previous institution)	2		
9	Photo ( <b>white background</b> ) size <b>3.5 cm x 4.5 cm</b>	3		
10	Copy of passport ( <b>all pages of the passport</b> ) *Please number all of the passport pages	1		
11	Copy of passport – ( <b>details &amp; student pass page</b> )	1		
12	Original passport (for verify purpose)	-		
13	Receipt of payment to <b>EMGS</b> (refer to page 4 for fee information)	2		
14	Receipt of payment to <b>UPM</b> (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	<b>Original</b> medical report and verification letter from University Health Centre, UPM	2		
4	<b>Copy</b> 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.
- Approval is subject to Immigration Malaysia.
- 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)

<b>Staff</b>	
<b>Date</b>	

	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 (VARIATION INTER)**

Country	Charge fee
China	1,359.00
Denmark	1335.00
India	1379.00
Indonesia	1,087.40
Myanmar	1,348.50
Philippines	1,365.00
Saudi Arabia	1,346.20
South Korea	1,359.00
Sri Lanka	1,344.00
Sudan	1,341.90
Other Countries	1,349.00

**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

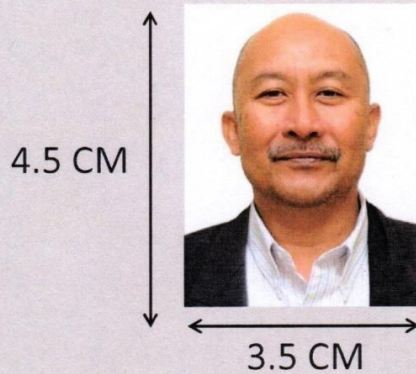




## PHOTO GUIDELINE



**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. 514057662341  
Amount RM 1280.00  
Card No. 128000  
Amount RM 1  
Transaction Description MD ALMANUN  
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

Deposit - Cash  
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

**SAMPLE OF MAYBANK  
EMGS PAYMENT RECEIPT**

**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  
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

**SAMPLE OF CIMB UPM  
PAYMENT RECEIPT**