



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 (CONVERSION) APPLICATION

APPLICANT DETAILS (in capital letter)

Full Name	
Passport No	


No.	Required Documents <small>*Please arrange the document according to the sequence given *To be submitted during application submission</small>	No. of Copy	Please tick	
			Applicant	Staff
1	Checklist for New Application Student Pass (Conversion) 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 academic result	2		
6	Copy of attendance report	2		
7	Photo (white background) size 3.5 cm x 4.5 cm	3		
8	Copy of passport (all pages of the passport) <small>*Please number the passport pages</small>	1		
9	Copy of passport (details & student pass page)	1		
10	Original passport (for verify purpose)	-		
11	Receipt of payment to EMGS (refer page 4 for fee information)	2		
12	Receipt of payment to UPM (refer page 4 for fee information)	2		

No.	Required documents <small>*To be submitted during passport submission</small>	No of Copy	Please tick	
			Applicant	Staff
1	Copy of health / medical insurance cover notes with policy	2		
2	Original medical report and verification letter from University Health Centre, UPM	2		
3	Copy of medical report and verification letter from University Health Centre, UPM	2		
4	Original Passport	-		

REMINDER:

- Passport must be valid minimum 18 months from the date of submission application for New Student Pass / VAL.
- We reserve 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 (CONVERSION)

Country	Charge fee
China	299.00
Denmark	275.00
India	319.00
Indonesia	557.40
Myanmar	288.50
Philippines	305.00
Saudi Arabia	286.20
South Korea	299.00
Sri Lanka	284.00
Sudan	281.90
Other Countries	289.00

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

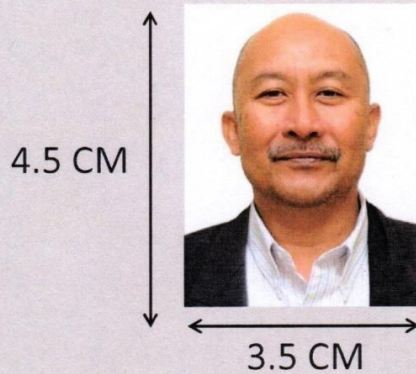
If Your Passport Has 40 Pages, Then On Each Page Of Your Photocopy Write The Page Numbers Per Total Pages, 1-2/40, 3-4/40 ... 39-40/40



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 - Cash

Name: **EMGS ESCROW ACCOUNT *EMGS ESCROW ACCOUNT**

Account No.: 514057662341

Amount: **RM1,280.00**

ESCROW ACCOUNT *EMGS ESCROW ACCOUNT

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

DEPOSIT / PLACEMENT / CREDIT / PAYMENT

Name: **EDUCATION MALAYSIA GLOBAL SERVICE**

Account / Card No. **514057662341**

Amount RM **1280.00**

Card No. **514057662341**

Amount RM **1280.00**

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

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:

DENO IN : RM 300.00 / RM50X6, RM20X1, RM10X1

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

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