



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

CHECKLIST FOR I-KAD RENEWAL / REPLACEMENT APPLICATION

Student's details (in capital letter)


Full Name	
Passport No.	

No	Required Documents <i>*Please arrange the document according to the sequence given</i>	No. of Copy	Please Tick	
			Applicant	Staff
1.	Checklist for I-Kad Renewal / Replacement application	1		
2.	Visa & Pass Application Form (OPR/INTL/BR03/SVP)	1		
3.	Current semester registration slip / courses – (endorsed by Supervisor)	2		
4.	Previous semester result – (endorsed by Supervisor)	2		
5.	Previous semester attendance report (coursework course) from faculty / progress report (research course) from SGS i. The attendance must be above 80% ii. All the subjects listed in the attendance report must be tally with the examination result provided iii. If the applicant took any course or subjects from other faculty or centre, kindly provide the attendance report for that particular course or subject	2		
5.	Latest Health / Medical insurance policy & cover note (endorsed by insurance company)	2		
6.	A4 sized copy of previous I-Kad	2		
7.	Copy of police report if I-KAD lost . (the copy must contain the original 'Certified True Copy' stamp from police station Chief)	2		
8.	A4 sized copy passport (Details & student pass page)	2		
9.	Original passport – for verify purpose	-		
10.	Receipt of payment to EMGS (Refer page 4 for fees information)	2		
11.	Receipt of payment to UPM (Refer page 4 for fees information)	2		

REMINDER:

1. i-Kad renewal application is compulsory to be applied within 3 months (90 days) before current i-Kad expiry date by students that have more than 1-year validity (one - off).
2. Documents which **DO NOT** follows the specifications are deemed incomplete and will be rejected.
3. Please **DO NOT** staple your documents and photo, use a paper clip instead.

Date	
Staff	

	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 EMGS

i-Kad RENEWAL	I-Kad REPLACEMENT
RM 50	RM150

NAME OF BANK : MAYBANK
ACCOUNT NO : 514057662341
ACCOUNT NAME : EDUCATION MALAYSIA GLOBAL SERVICES

PAYMENT TO UPM

i-Kad RENEWAL	I-Kad REPLACEMENT
RM 50	RM50

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