



**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 TRANSFER STICKER APPLICATION**

\*This checklist is strictly for one (1) applicant only

**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 Transfer Sticker Application	1		
2	Visa & Pass Application (OPR/INTL/BR03/SVP)	1		
3	Embassy's confirmation letter regarding the issuance of new passport (if the old passport could not be physically cancelled by the embassy)	2		
4	Copy of <b>old passport (all pages)</b>	1		
5	Copy of old passport – applicant's details page, current pass page and the latest date of entry page only	1		
6	Copy of <b>new passport (all pages)</b>	1		
7	Copy of new passport (applicant's details page and date of entry page (if the applicant enters Malaysia after	1		
8	Application for dependent must include the additional of: i. Copy of principal's details page ii. Copy of student pass page	1		
9	Copy of police report (if old passport lost) (The copy must have original Certified True Copy stamp by Chief police officer from police station)	2		
10	Original old passport (must be cancelled from embassy)	-		
11	Original new passport	-		
12	<b>Receipt</b> of Payment to <b>EMGS</b> (Refer page 3 for fee information)	2		
13	<b>Receipt</b> of Payment to <b>UPM</b> (Refer page 4 for fee information)	2		

**REMINDER:**

1. This checklist is for **ONE PASSPORT** application. Additional of other dependent passport will require the same number of copies.
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.
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)

<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	<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:**

<b>Full Name</b>	<b>Passport No.</b>	<b>Passport Expiry Date</b>	<b>Social Pass Expiry Date</b>	<b>Relationship</b>

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 (TRANSFER STICKER APPLICATION)

**ALL PAYMENT MUST BE MADE THROUGH JOM PAY SERVICE  
EMGS WILL NOT ACCEPT OTHERS METHOD OF PAYMENT**

COUNTRY	CHARGE FEE (RM)
CHINA	84.00
DENMARK	60.00
INDIA	104.00
INDONESIA	69.00
MYANMAR	72.50
PHILIPINES	90.00
SAUDI ARABIA	71.20
SOUTH KOREA	84.00
SRI LANKA	69.00
SUDAN	66.90
OTHER COUNTRIES	74.00

1. Login to your Internet or Mobile Banking service
2. look JOM PAY services (some bank will put the JOM PAY service under 'pay bill' option)
3. Choose Current, Savings or Credit Card Account
4. Enter the payment details:



Biller Code	: 231183
Ref-1	: 20333
Ref-2	: 471991

# PAYMENT TO UPM

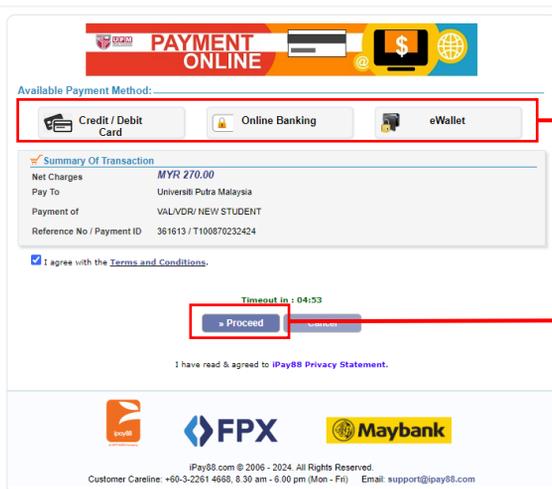
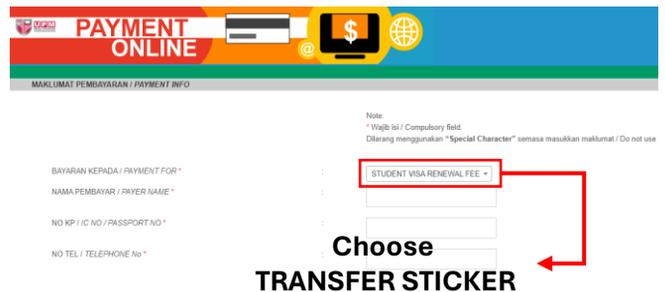
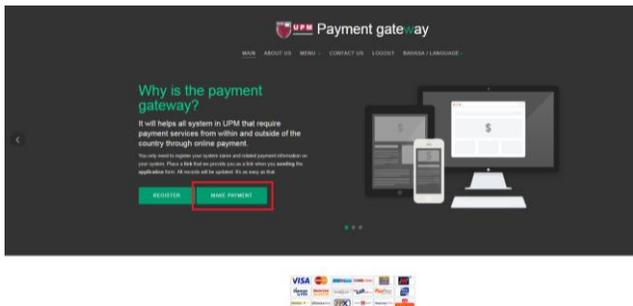
## TRANSFER STICKER APPLICATION

ALL COUNTRY

RM150

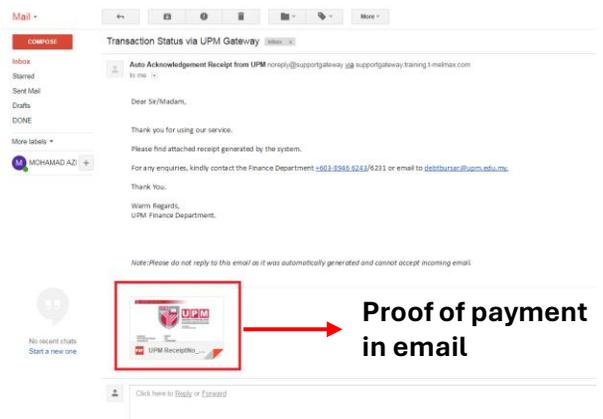
ALL PAYMENT MUST BE MADE THROUGH PAYMENT GATEWAY

<https://paygate.upm.edu.my/>



Choose  
Type of payment,

Click Proceed



Proof of payment  
in email