



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

**CHECKLIST FOR NEW STUDENT PASS (COME WITH VAL)**

**APPLICANT'S DETAILS** (in capital letter)

Full Name	
Passport No	


No.	Required documents <small>*Please arrange the document according to the sequence given</small>	No. of copy	Please tick	
			Applicant	Staff
1	Checklist for New Student Pass (Come With VAL) Application	1		
2	Visa & Pass Application (OPR/INTL/BR03/SVP)	1		
3	Copy of Visa Approval Letter (VAL)	1		
4	Copy of eVISA (if applicable)	2		
5	Copy of latest course registration slip	1		
6	Copy of health / medical insurance cover notes (not applicable if the applicant bought the insurance via EMGS during VAL application)	2		
7	<b>Original medical report and verification letter</b> from University Health Centre, UPM	1		
8	<b>Copy of medical report and verification letter</b> from University Health Centre, UPM	1		
9	<b>Receipt of payment</b> (processing fee) <b>to UPM</b> (Refer to page 4) <small>*Note that the payment is based on the visa duration approved stated in VAL</small> <b>i. RM290 – 12 months (1 year) visa approval</b> <b>ii. RM320 – 24 months (2 years) visa approval</b> <b>iii. RM350 – 36 months (3 years) visa approval</b>	1		
10	Original passport	-		
11	<b>Current &amp; Home country address</b> (Please scan the QR code and fill up the form)	-		



**REMINDER:**

1. The applicant is required to submit all the listed documents once the registration process is complete and must have valid pass **minimum 7 working days** during submission passport to counter.
2. Documents which **DO NOT** follow the specifications are deemed incomplete and will be rejected.
3. Please **DO NOT** staple your documents and use a paper clip instead.
4. **DO NOT** make any travel plans until all application process has been completed. (Any request to expedite application processing will not be entertained by i-PUTRA).

<b>Staff</b>	
<b>Date</b>	
<b>NO. SEMAKAN</b>	02/2025

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

**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>Current 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

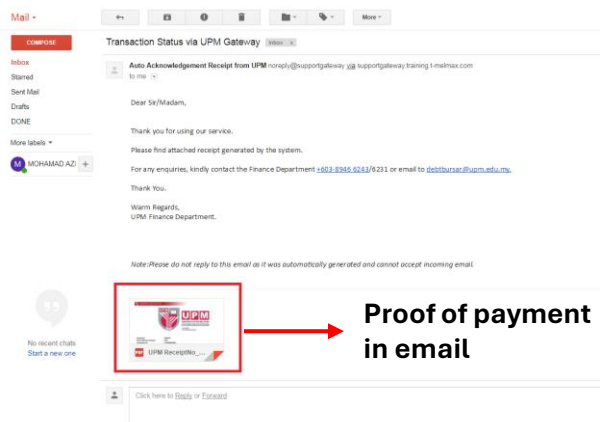
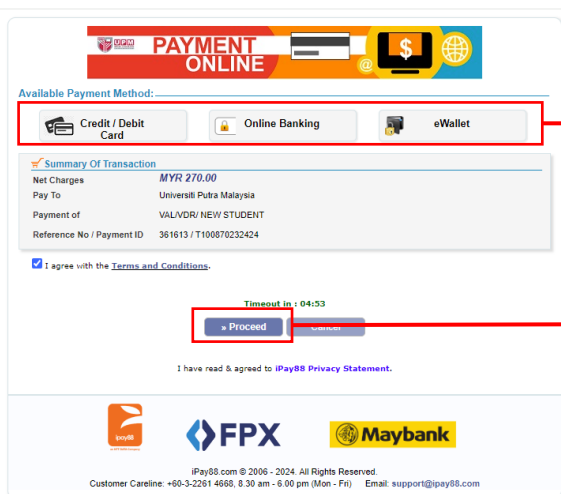
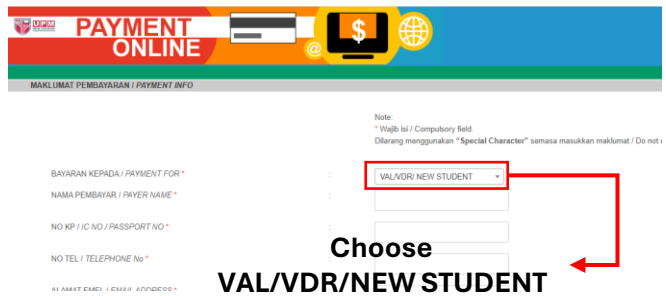
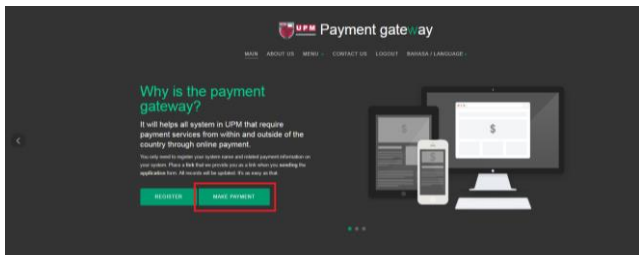
# PAYMENT TO UPM

## NEW STUDENT (WITH VAL)

Country	Charge fee
ALL COUNTRIES	1 Year (12 month) – RM 290
	2 Year (24 month) – RM 320
	3 Year (36 month) – RM 350

**ALL PAYMENT MUST BE MADE THROUGH PAYMENT GATEWAY**

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



**Choose  
Type of payment,**

**Click Proceed**