

	<p align="center">PERKHIDMATAN UTAMA</p> <p align="center">PUTRA INTERNATIONAL CENTRE UNIVERSITI PUTRA MALAYSIA 43400 UPM Serdang, Selangor, Malaysia Tel: 603-9769 6048 / 6198 E-mail: visapass_docs@upm.edu.my</p> <p align="center">Kod Dokumen: SOK/PIC/SS02</p>
	<p align="center">CHECKLIST FOR NEW STUDENT PASS (PROGRESSION) APPLICATION</p>

PLEASE USE CAPITAL LETTER

Full Name	
Passport No	


No.	Required Documents (Please arrange the document according to the sequence given)	No of Copy	Please Tick (If Complete)	
			Applicant	Staff
1	Checklist for New Application Student Pass (Progression) (SOK/PIC/SS02)	1		
2	Visa & Pass Application Form (SOK/INT/BR01/VP)	1		
3	Letter of Eligibility (LOE) for Iranian student ONLY	2		
4	COPY of Latest Registration Slip (Submit after get Approval)	2		
5	COPY of Offer letter from SGS/ Academic Division	2		
6	COPY of Deferment letter (If deferred)	2		
7	COPY of Academic certificate	2		
8	COPY of Academic transcript	2		
9	ORIGINAL & COPY Release Letter (If transfer from previous institution)	2		
10	COPY of Health / Medical Insurance cover notes (Submit after get Approval)	3		
11	ORIGINAL & COPY of Medical Report – From University Health Centre, UPM (Submit after get Approval)	2		
12	ORIGINAL & COPY of Verification letter – From University Health Centre, UPM (Submit after get Approval)	2		
13	Photo (White Background) Size 3.5 cm x 4.5 cm	3		
14	A4 sized COPY of passport (All pages of the passport) (If latest date entry in old passport, please provide all the pages) *Please write number on each of the pages	1		
15	A4 sized COPY of passport – (Details & Pass page)	1		
16	ORIGINAL Passport	-		
17	Receipt of Payment to EMGS (Refer Page 4 for fee information)	2		
18	Receipt of Payment to UPM (Refer Page 4 for fee information)	2		

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	

NO. SEMAKAN : 01
 NO. ISU : 01
 TARIKH KUATKUASA : 22/02/2019

	<p align="center">SOKONGAN</p> <p align="center">PENGURUSAN PELAJAR DAN PEKERJA ANTARABANGSA</p> <p align="center">PUSAT ANTARABANGSA (PUTRA INTERNATIONAL CENTRE) Kod Dokumen: SOK/INT/BR01/VP</p>
	<p>VISA & PASS APPLICATION FORM</p>

TYPE OF APPLICATION

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:

1. Full Name : _____

2. Matric/Staff No. : _____

3. Gender : ☐ Male ☐ Female

4. Nationality : _____

5. Programme : ☐ Bachelor ☐ Master ☐ PhD

6. Programme Name : _____

7. Passport No. : _____

8. Passport Expiry
Date :

9. Mobile No. : _____

10. E-Mail
(In capital letter) : _____

11. 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

NO. SEMAKAN : 01
NO. ISU : 01
TARIKH KUATKUASA : 22/02/2019

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:	Email :
Phone:	
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):	

PAYMENT TO EMGS

COUNTRY	VISA	NEW STUDENT			STUDENT RENEWAL	DEPENDENT		TRANSFER STICKER
		VAL / VARIATION INTER	PROGRESSION	VARIATION INTRA / CONVERSION		NEW	RENEWAL	
China	30.00	1,359.00	829.00	299.00	288.40	915.00	268.40	83.00
Denmark	6.00	1,335.00	805.00	275.00	264.40	867.00	244.40	59.00
India	50.00	1,379.00	849.00	319.00	308.40	955.00	288.40	103.00
Indonesia (Two years)	15.00	1,617.40	1,087.40	557.40	546.80	885.00	253.40	68.00
Iran / Iraq	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
Iraq	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
Japan	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
Myanmar	19.50	1,348.50	818.50	288.50	277.90	894.00	257.90	72.50
Nigeria	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
Philippines	36.00	1,365.00	835.00	305.00	294.40	927.00	274.40	89.00
Saudi Arabia	17.20	1,346.20	816.20	286.20	275.60	889.40	255.60	70.20
South Korea	30.00	1,359.00	829.00	299.00	288.40	915.00	268.40	83.00
Sri Lanka	15.00	1,344.00	814.00	284.00	273.40	885.00	253.40	68.00
Sudan	12.90	1,341.90	811.90	281.90	271.30	880.80	251.30	65.90
Others Countries	20.00	1,349.00	819.00	289.00	278.40	895.00	258.40	73.00
OTHERS APPLICATION		SHORTEN / CANCELLATION VISA		53.00	<div>EMGS ACCOUNT</div> <div> <div>•NAME OF BANK : MAYBANK</div> <div>•ACCOUNT NO : 514057662341</div> <div>•ACCOUNT NAME : EDUCATION MALAYSIA GLOBAL SERVICES</div> </div> <div>  </div>			
		SPECIAL PASS		153.00				
		SPECIAL PASS (2ND)		206.00				
		I-KAD RENEWAL		50.00				
		I-KAD REPLACEMENT / LOST		150.00				

PAYMENT TO UPM

TYPES OF APPLICATION	STUDENT				SPECIAL PASS (1ST) / RELEASE LETTER	TRANSFER STICKER / SHORTEN / CANCELLATION	DEPENDENT
	VAL	PROGRESSION / VARIATION / CONVERSION	RENEWAL	I-KAD RENEWAL / REPLACEMENT / LOST			
PROCESSING FEE AMOUNT (RM)	270	50	30	30	100	50	50

UPM ACCOUNT

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

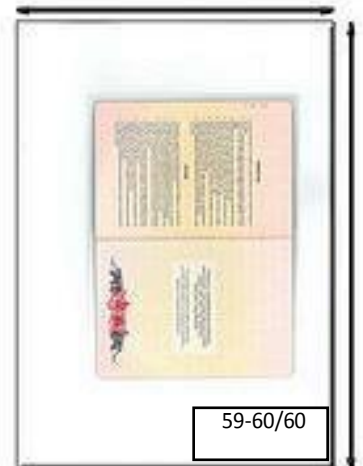


*All prices are subject to change without prior notice

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





ACCEPT

4.5 CM



3.5 CM



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
Deposit - Cash

Taman Sri Serdang
June 05, 2018
12:18:11

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 ALMAMUN**
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 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: **ALMALKI ABDULLAH**

DENO IN : RM 300.00 / RM50X6,
DENO OUT: RM 30.00 / RM20X1, RM10X1

T427894 ALMALKI ABDULLAH
NOVE 00007 11100 2018-02-19 10027 1259 34306071 T:WK006306

**SAMPLE OF CIMB UPM
PAYMENT RECEIPT**

SILAK 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

SALINAN PELANGGAN / CUSTOMER'S COPY