

	<p align="center"><b>PERKHIDMATAN UTAMA</b></p> <p align="center"><b>PUTRA INTERNATIONAL CENTRE</b>  <b>UNIVERSITI PUTRA MALAYSIA</b>          43400 UPM Serdang, Selangor, Malaysia          Tel: 603-9769 6048 / 6198 E-mail: <a href="mailto:visapass_docs@upm.edu.my">visapass_docs@upm.edu.my</a></p> <p align="center">Kod Dokumen: SOK/PIC/SS07</p>
	<p><b>CHECKLIST FOR TRANSFER STICKER APPLICATION</b></p>

**PLEASE USE CAPITAL LETTERS**


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 Transfer Sticker Application (SOK/PIC/SS07)	<b>1</b>		
2	Visa & Pass Application (SOK/INT/BR01/VP) <b>(If you have more than 1 dependent, this form fill up once only)</b>	<b>1</b>		
3	<b>ORIGINAL &amp; COPY</b> of Letter from embassy regarding new passport	<b>2</b>		
4	A4 sized <b>COPY</b> of <b>OLD PASSPORT</b> (All pages of the passport) *Please <b>write number</b> on each of the pages	<b>1</b>		
5	A4 sized <b>COPY</b> of <b>OLD PASSPORT</b> <b>(Details, Pass page &amp; Latest Date of Entry page)</b>	<b>1</b>		
6	A4 sized <b>COPY</b> of <b>NEW PASSPORT</b> (All pages of the passport) * Please <b>write number</b> on each of the pages	<b>1</b>		
7	A4 sized <b>COPY</b> of <b>NEW PASSPORT</b> <b>(Details page &amp; Latest Date of Entry page))</b>	<b>1</b>		
8	Application for dependant please attached <b>(Student details &amp; Pass page)</b>	<b>1</b>		
9	<b>COPY</b> of police report <b>(IF OLD passport LOST)</b> (Copy must have original ' <b>Certified True Copy</b> ' stamp by Chief police officer from police station)	<b>2</b>		
10	<b>ORIGINAL</b> old passport (Must be cancel from Embassy)	-		
11	<b>ORIGINAL</b> new passport	-		
12	<b>Receipt</b> of Payment to <b>EMGS</b> (Refer Page 4 for fee information)	<b>2</b>		
13	<b>Receipt</b> of Payment to <b>UPM</b> (Refer Page 4 for fee information)	<b>2</b>		

**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)

Date	
Staff	

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

### 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

**EXAMPLE OF EMBASSY LETTER  
(NO. 3)**

**EMBASSY OF  
THE STATE OF PALESTINE  
KUALA LUMPUR**



سِفَارَةُ دَوْلَةِ فَلِسْطِينِ  
كوالالمبور

NVR/A/52/2019  
28 FEBRAURY 2019

**TO WHOM IT MAY CONCERN**

The Embassy of the State of Palestine in Kuala Lumpur, certifies that Mr.  holder of Palestinian Passport No. 371-099, is the **Same Holder** of the renewed Palestinian Passport No. 467-004, as Mr. .

The kind assistance rendered to Mr. Wael A. Y. Alihussein in this regard is highly appreciated.

This letter has been given to Mr. Wael A. Y. Alihussein, upon his request.



**Embassy of the State of Palestine**

**Kuala Lumpur**

## 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**

DEPOSIT / PLACEMENT / CREDIT / PAYMENT  
Name: **EDUCATION MALAYSIA GLOBAL SERVICE**  
Account / Card No. 514057662341  
Amount RM 1280.00  
Card No.   
Amount RM   
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 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,  
DENO OUT: RM 30.00 / RM20X1, RM10X  
T427894 ALMALKI ABDULLAH  
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