

PERKHIDMATAN UTAMA

PUTRA INTERNATIONAL CENTRE UNIVERSITI PUTRA MALAYSIA

43400 UPM Serdang, Selangor, Malaysia Tel: 603-9769 6048 / 6198 E-mail: <u>visapass_docs@upm.edu.my</u>

Kod Dokumen: SOK/PIC/SS04

CHECKLIST FOR STUDENT RENEWAL APPLICATION

PLEASE USE CAPITAL LETTERS

Full Name	
Passport No	

No.	Required Documents (Please arrange the document according to the sequence given)		Please Tick (If Complete)	
			Applicant	Staff
1.	Checklist For Student Renewal Application (SOK/PIC/SS04)	1		
2.	Visa & Pass Application Form (SOK/INT/BR01/VP)	1		
3.	COPY of student latest semester registration slip/ courses (status must be continue) (Endorsed by Assistant Registrar School of Graduate Studies (Postgraduate) / Faculty (Undergraduate)	2		
4.	COPY of student latest semester result (Endorsed by Assistant Registrar School of Graduate Studies (Postgraduate) / Faculty (Undergraduate) (Any undergraduate student with CGPA below 2.00 not eligible for renewal student pass)	2		
5.	Attendance report (coursework) / Progress report (research) for all subject from Faculty (based on previous semester) *Attendance must be more than 80% for each subject	2		
6.	COPY of offer letter / deferment letter (if deferred in previous semester)	2		
7.	COPY of Health / Medical Insurance Policy (details) with cover note (Endorsed by insurance company)	3		
8.	SUPPORTING LETTER from SGS /Academic Division (If change field of study/exceed duration of Study)	2		
9.	SUPPORTING LETTER from Supervisor (If exceed duration of Study)	2		
10.	A4 sized COPY of passport (All pages of the passport) (If latest date entry in old passport, please provide all the pages) *Please number all passport pages	1		
11.	A4 sized COPY passport (Detail passport & Student Pass page)	1		
12.	Photo (White background) – size 3.5 cm x 4.5 cm	1		
13.	ORIGINAL passport – verify purpose	-		
14.	Receipt of Payment to EMGS (Refer Page 4 for fee information)	2		
15.	Receipt of Payment to UPM (Refer Page 4 for fee information)	2		

REMINDER:

1. Passport must be valid minimum 18 months from the date of application Renewal Student Pass.

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.

 DO NOT make any travel plans until all application process have been completed. (Any request to expedite application processing will not be entertained by i-PUTRA)

NO. SEMAKAN	:	01
NO. ISU	:	01
TARIKH KUATKUASA	:	01/11/2019

Date	
Staff	



SOKONGAN PENGURUSAN PELAJAR DAN PEKERJA ANTARABANGSA

PUSAT ANTARABANGSA (PUTRA INTERNATIONAL CENTRE) Kod Dokumen: SOK/INT/BR01/VP

VISA & PASS APPLICATION FORM

TYPE OF APPLICATION

New Student / VAL	Student Renewal	Special Pass	Invitation/ Release/ Claim Letter / Refund
New Dependent	Dependent Renewal	Transfer Sticker	Cancellation/ Shortening
Ikhtisas/Research Attachment	Staff	Staff Dependent	Student I-KAD Renewal/ Replacement

Student's / Staff's Particulars:

Please Tick (/)

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	: dd mm yyyy
9.	Mobile No.	:
10	. E-Mail	
	(In capital letter)	:
11	. Nearest Malaysia	
	Embassy	:
	NO. SEMAKAN : NO. ISU : TARIKH KUATKUASA :	01 01 22/02/2019 1 0

1 drpd. 2

DEPENDENT'S P A R T I C U L A R S :

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	STUDENT RENEWAL		
China	288.40		
Denmark	264.40		
India	308.40		
Indonesia	273.40		
Iran / Iraq	278.40		
Iraq	278.40		
Japan	278.40		
Myanmar	277.90 278.40		
Nigeria			
Philippines	294.40		
Saudi Arabia	275.60		
South Korea	288.40		
Sri Lanka	273.40		
Sudan	271.30		
Others Countries	278.40		

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

PAYMENT TO UPM

NAME OF BANK ACCOUNT NO ACCOUNT NAME PROCESSING FEE AMOUNT : RM 50.00

: CIMB : 8002155042 : UPM COLLECTION

*All charges are subject to change without prior notice

PASSPORT NUMBERING AND PHOTOCOPY EXAMPLE

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





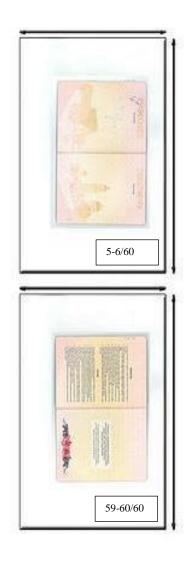
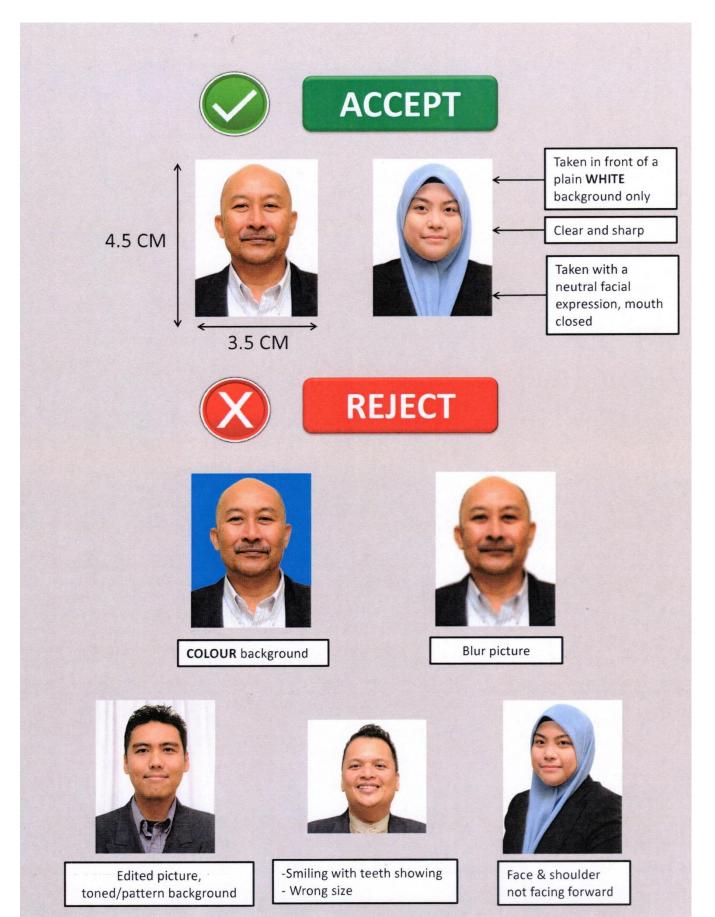


PHOTO GUIDELINE



EXAMPLE OF RECEIPT PAYMENT PAID AT BANK

Mauthack	Taman Sri Serdang June 05, 2018	DEPOSIT / PLACEMENT / CREDIT / PAYMENT Name: ELUCATION NAMAYSM GLOBAL SERVICE
Maybank Iposit-Cash	12:18:11	Account / Card No
Name: EMGS ESCROW ACCOUNT *EM	IGS ESCROW ACCOUNT	MARY MUNITERM
Account No.: 514057662341	12:18:11 IGS ESCROW ACCOUNT AMPLE OF AMPLE OF AGS PAYM	IT RECEN
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STATE ESCROW ACCOUNT *EMGS ESCROW AC	GS PATT	Amount RM Transaction Description
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	and the second	B R 0 8 8 1 6 7 9
		DEBIT Name:
		Account No.
		Amount RM
_J: 00022090181 567695 Sub ID: NA T	ell ID: 00022090	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
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		N MAN
SILA PERIKSA DAN SAHKAN KETERANGAN TRANSAKSI SEBE		ASE 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

EXAMPLE OF SUPPORTING LETTER (NO. 5)



1.	BBI2423 - INTERAKSI DAN PEMBENTANGAN AKADEMIK	100
2.	MGM3180 - ASAS KEUSAHAWANAN	100
3.	ACT3110 - MAKLUMAT PERAKAUNAN DAN KEWANGAN	100
4.	ECN3010 - PRINSIP EKONOMI	100
5.	MGM3101 - PRINSIP PENGURUSAN	100
6.	PRT2008 - PERTANIAN DAN MANUSIA	100

Segala kerjasama dan perhatian pihak tuan amatlah dihargai dan diucapkan ribuan terima kasih.

Sekian.

"BERILMU BERBAKTI"

Saya yang menjalankan amanah,

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Construction of the local division of the lo	the second s	a second and a light	and the trade of the	
Timbalan D	lekan (Akad	femik &	Pelaiar)	
Fakulti Eko	nomi dan P	enduru	san	