

	PERKHIDMATAN UTAMA PUTRA INTERNATIONAL CENTRE UNIVERSITI PUTRA MALAYSIA 43400 UPM Serdang, Selangor, Malaysia Tel: 603-9769 6048 / 6198 E-mail: visapass_docs@upm.edu.my 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)	No. of Copy	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:

- Passport must be valid minimum 18 months from the date of application Renewal Student Pass.
- Documents which **DO NOT** follows the specifications are deemed incomplete and will be rejected.
- 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)

Date	
Staff	

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

1 drpd. 1

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

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
Nigeria	278.40
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 : CIMB
ACCOUNT NO : 8002155042
ACCOUNT NAME : UPM COLLECTION
PROCESSING FEE AMOUNT : RM 50.00

*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



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 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**

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 **1**

Card No. **514057662341**

Amount RM **1**

Transaction Description **MD ALMAMUN**

Reference No. **BR0881679**

DEBIT

Name:

Account No.

Amount RM **1**

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, RM10X1

T427894 ALMALKI ABDULLAH AHMED G

NOVE 00007 11100 2018-02-19 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

EXAMPLE OF SUPPORTING LETTER (NO. 5)



UPM
UNIVERSITI PUTRA MALAYSIA



FAKULTI EKONOMI DAN PENGURUSAN
FACULTY OF ECONOMICS AND MANAGEMENT

Rujukan kami : UPM/FEP/TDAP/SRT/200087
Tarikh : 28 November 2019

Ketua Pengarah
Jabatan Imigresen Malaysia
Cawangan Pas Pelajar EMGS
Tingkat 20, Menara TA One
22 Jalan P. Ramlee
50250 Kuala Lumpur

SAMPLE

Tuan,

**SOKONGAN KEPADA PERMOHONAN PENYAMBUNGAN VISA
PENGAJIAN WANG XIAOWEN (NO. MATRIK: 200087, PASSPORT NO.
ED8338818)**

Dengan segala hormatnya perkara di atas adalah dirujuk

2. Dimaklumkan bahawa [REDACTED] NO. MATRIK: [REDACTED]
PASSPORT NO. [REDACTED] adalah pelajar Bachelor Pentadbiran Perniagaan di
Fakulti Ekonomi dan Pengurusan secara sepenuh masa.
3. Berikut merupakan laporan kehadiran pelajar ini mengikut kursus pada sesi
Kedua 2018/2019:

Bil	Kod Kursus dan Nama Kursus	Peratus Kehadiran (%)
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,

[REDACTED]

Timbalan Dekan (Akademik & Pelajar)
Fakulti Ekonomi dan Pengurusan