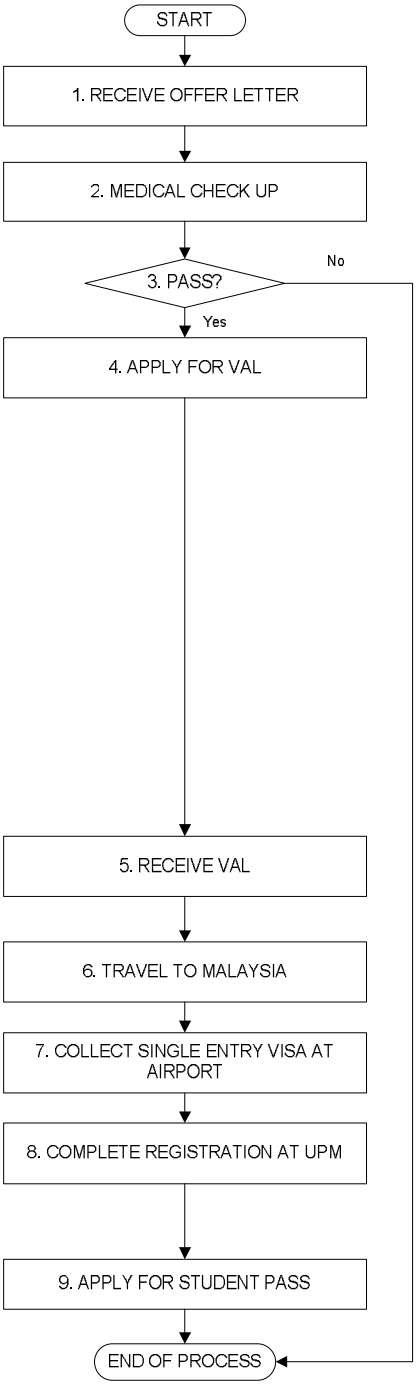
# PROCESS FLOW FOR REGISTRATION OF NEW STUDENT WITH VISA APPROVAL LETTER (VAL) / COUNTRY WITHOUT EMBASSY




## DESCRIPTION

1. Receive original offer letter for admission from UPM or print offer letter for admission from email/portal in colour.

   Read and understand completely the offer letter package and follow the instruction.

2. Do your medical check up in your country for VDR application purposes.

3. If YES proceed to STEP 4, if NO, you shouldn't further your study at UPM and End of Process

4. Students must apply for VDR from Immigration Department of Malaysia by submitting the following documents to International Division of UPM:

   1 VDR Application Form (OPR /BA/BR01/VDR)
   2 copy Offer Letter / Deferment Letter (If you deferred on first semester)
   2 copy of Academic Certificate
   2 copy of Medical Report
   3 copy of IM-14 Form (Student Pass)
   2 *Photo (Blue Background) - **Size 3.5 cm x 5.0 cm**
   1 A4 sized copy passport (All pages including the empty pages)
   1 A4 sized copy passport (Front page)
   1 **Proof of VDR application fee RM1460 (Original receipt ) for new student or RM930 (Original receipt ) for UPM existing student

   ** VDR application fee is RM1460 for new student or RM930 for UPM existing student and payment should be made to Bursar UPM by telegraphic transfer to the following account:

   **Bank Account No : 8002155042**
   **Bank Name : CIMB BANK BERHAD**
   **Account Name : UPM COLLECTION**
   **Bank Branch : UPM, SERDANG**
   **Swift Code : CIBBMYKL**

   **Notes:**
   **All document must be sent by courier or email to:**

   FOR UNDERGRADUATE STUDENT

   **MR. ABD. RAHIM BABA (VDR COORDINATOR)**
   ADMISSION DIVISION
   1ST FLOOR ADMINISTRATION BUILDING
   UNIVERSITI PUTRA MALAYSIA
   43400 UPM SERDANG, SELANGOR, Malaysia

   EMAIL : arb@upm.edu.my
   PHONE NO : +603-89466051

   FOR POSTGRADUATE STUDENT

   **MR. ROZAINI ABDUL RAHIM**
   VISA AND PASS UNIT
   INTRNATIONAL DIVISION
   C11 BUILDING LORONG PONGAMIA 1
   UNIVERSITI PUTRA MALAYSIA
   43400 UPM SERDANG, SELANGOR, Malaysia

   E-MAIL: rozaini@upm.edu.my
   PHONE NO.: +603-89466048

5. Received VAL from UPM either by courier or by email.

6. Ensure you arrive at UPM within the registration period. You are advised to enter Malaysia not earlier than 7 days before the registration date started.

7. Upon arrival at KLIA Airport, proceed to Immigration Counter and collect a Single Entry Visa and Journey Performed.

8. Complete your course registration at UPM including medical check up within 7 days after your arrival.

   Ensure all registration fees are paid to UPM.

   Get a valid policy cover for Medical Insurance.

9. Proceed to International Division to submit your passport and registration slip for student pass application purposes.

   Please refer to International Division's website (www.intl.upm.edu.my) for checklist and forms.