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

START

1. RECEIVE OFFER LETTER

2. MEDICAL CHECK UP

   3. PASS? Yes No

4. APPLY FOR VAL

   4.1. Students must apply for VDR from Immigration Department of Malaysia by submitting the following documents to International Division of UPM:
       1. VDR Application Form
       2. Offer Letter
       3. Copy of Academic Certificate
       4. Medical Report
       5. 2 Photos (5cm x 5cm)
       6. Original copy of passport
       7. No pages including the empty pages
       8. Payment of VDR application fee is RM460/Original receipt for new student or RM300/Original receipt for UPM existing student
       9. Payment should be made to Bursar UPM by telegraph transfer to the following account:
          Bank Account No: 88024155042
          Bank Name: CIMB BANK BERHAD
          Account Name: UPM COLLECTION
          Bank Branch: UPM, SERDANG
          Swift Code: CIBBMYKL

   Notes: All documents must be sent by courier or email.

5. RECEIVE VAL

6. TRAVEL TO MALAYSIA

7. COLLECT SINGLE ENTRY VISA AT AIRPORT

8. COMPLETE REGISTRATION AT UPM

9. APPLY FOR STUDENT PASS

END OF PROCESS

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 instructions.

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

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

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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.intdl.upm.edu.my) for checklist and forms.