



PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA
 43400 UPM Serdang, Selangor, Malaysia
 Tel: 603-9769 6048 / 6198 Email: visapass@upm.edu.my

CHECKLIST FOR STUDENT PASS RENEWAL APPLICATION

Student's details (in capital letter)


Full Name	
Passport No	

No.	Required Documents <i>*Please arrange the document according to the sequence given</i>	No. of Copy	Please Tick	
			Applicant	Staff
1.	Checklist for Student Pass Renewal Application	1		
2.	Visa & Pass Application Form (OPR/INTL/BR03/SVP)	1		
3.	Current semester registration slip (with continue status) (Endorsed by Assistant Registrar in SGS (Postgraduate) / Faculty (Undergraduate))	2		
4.	Previous semester academic result (Endorsed by SGS (postgraduate) or faculty (undergraduate)) <i>(Applicant with CGPA 2.00 and below is not eligible to renew the student pass)</i>	2		
5.	Previous semester attendance report (coursework course) from faculty / progress report (research course) from SGS i. The attendance must be above 80% ii. All the subjects listed in the attendance report must be tally with the examination result provided iii. If the applicant took any course or subjects from other faculty or centre, kindly provide the attendance report for that particular course or subject	2		
6.	Copy of offer letter and deferment letter (if deferred any semester)	2		
7.	Copy of Health / Medical Insurance policy with applicant's details (Endorsed by insurance company)	3		
8.	Supporting letter from SGS / Academic Division (If the applicant changes field of study /exceed duration of study)	2		
9.	Supporting letter from supervisor / faculty (if applicant exceed duration of study)	2		
10.	Copy of applicant's passport – all pages	1		
11.	Copy of applicant's passport (details & student pass page only)	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 fees information)	2		
15.	Receipt of payment to UPM (Refer Page 4 for fees 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 PIC.

Date	
Staff	

	<p align="center">OPERASI PERKHIDMATAN SOKONGAN</p> <p align="center">PUSAT ANTARABANGSA</p> <p align="center">Kod Dokumen: OPR/INTL/BR03/SVP</p>
	<p align="center">VISA AND PASS APPLICATION FORM</p>

Please Tick (/)

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:

Full Name : _____

Matric/Staff No. : _____

Gender : ☐ **Male** ☐ **Female**

Nationality : _____

Programme : ☐ **Bachelor** ☐ **Master** ☐ **PhD**

Programme Name : _____

Passport No. : _____

Passport Expiry Date :

Mobile No. : _____

E-Mail
(In capital letter) : _____

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 : 02
NO. ISU : 01
TARIKH KUATKUASA : 14/08/2020

PAYMENT TO EMGS

COUNTRY	Charge fee
China	288.40
Denmark	264.40
India	308.40
Indonesia	273.40
Myanmar	277.90
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
CHARGE FEE : RM 50