



**PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia

Tel: 603-9769 6048 / 6198 Email: visapass_docs@upm.edu.my

CHECKLIST FOR NEW STUDENT PASS (COME WITH VAL)

APPLICANT DETAILS (in capital letter)


Full Name	
Passport No	

No.	Required documents <small>*Please arrange the document according to the sequence given</small>	No. of copy	Please tick	
			Applicant	Staff
1	Checklist for New Student Pass (Come With VAL) Application	1		
2	Visa & Pass Application (OPR/INTL/BR03/SVP)	1		
3	Copy of Visa Approval Letter (VAL)	1		
4	Copy of latest registration slip	2		
5	Copy of health / medical insurance cover notes (not applicable if the applicant bought the insurance via EMGS during VAL application)	2		
6	Original medical report and verification letter from University Health Centre, UPM	1		
7	Copy of medical report and verification letter from University Health Centre, UPM	1		
8	Receipt of payment (processing fee) to UPM (Refer to page 4) *note that the payment is based on the visa duration approved stated in VAL i. RM270 – 12 months (1 year) visa approval ii. RM300 – 24 months (2 years) visa approval iii. RM330 – 36 months (3 years) visa approval	2		
9	Original passport	-		

REMINDER:

1. The applicant is required to submit all of the listed documents once the registration complete.
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.
4. **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	<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:

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 UPM

Country	Charge fee
ALL COUNTRIES	1 year (12 months) – RM 270
	2 years (24 months) – RM 300
	3 years (36 months)– RM 330

*Kindly note that the charge fee is according to the duration approved stated in the Visa Approval Letter (VAL)

NAME OF BANK	: CIMB
ACCOUNT NO	: 8002155042
ACCOUNT NAME	: UPM COLLECTION

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

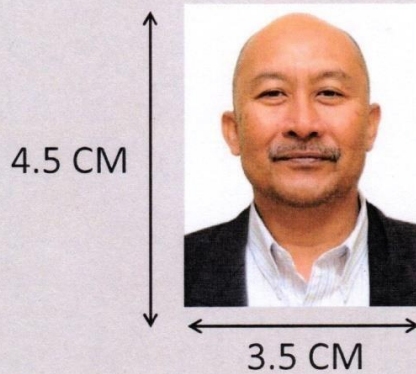
If Your Passport Has 40 Pages, Then On Each Page Of Your Photocopy Write The Page Numbers Per Total Pages, 1-2/40, 3-4/40 ... 39-40/40



PHOTO GUIDELINE



ACCEPT



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**

Transaction Description **MD ALMANUN**

Reference No. **BR0881679**

DEBIT

Name:

Account No.

Amount RM

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 BANK**
CIMB Islamic Bank Berhad (671380-H) 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 IMED G

NOVE 00007 11100 2018-02-19

UP 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