



IKAD RENEWAL / LOST / DAMAGED / WRONG INFORMATION APPLICATION FORM

A. STUDENT'S DETAILS (Capital Letter)			
1. Full Name:			
2. Siswamail / Email:			
3. Passport Number:		6. Country:	
4. Level of Study:	Bachelor / Master / PhD	7. Student ID Number:	
5. Faculty:		8. Malaysian Phone No:	
B. IKAD RENEWAL CHECKLIST <i>Please arrange the documents according to the sequence of the check list</i>			PLEASE TICK (!)
1. A COPY of recent passport photo (45mm high x 35mm wide) with white colour background . Refer to the guidelines here .			
2. A COPY of passport (front page and student pass page) to be copied in one sided of A4			
3. AN ORIGINAL COPY OF STUDENT CONFIRMATION LETTER FROM FACULTY (Letter must state student's current status, signed by the Dean or Deputy Dean) and addressed to: KETUA UNIT PAS PELAJAR Jabatan Imigresen Malaysia Wilayah Persekutuan Kuala Lumpur Cawangan EMGS, Menara TA One, No. 22, Jalan P. Ramlee 50250 Kuala Lumpur			
4. A COPY OF OLD IKAD			
5. A COPY OF ACADEMIC RESULT OR PROGRESS REPORT (<i>Must be certified by the Faculty</i>)			
6. AN ORIGINAL COPY OF ATTENDANCE REPORT FOR UNDERGRADUATE AND COURSEWORK STUDNET			
7. A COPY OF INSURANCE COVER NOTE (MUST BE ETIQA INSURANCE ONLY) Please refer to ETIQA TAKAFUL OFFICE located at Ground Floor, Block E, Perdanasiswa Complex Email: etiqaagency.um@gmail.com or Via WhatsApp at 018- 967 7956 .			
7. Payment Receipt 1: iKAD Fee (RM 50.00) - Payable to EMGS Escrow Account 1 Account Number: 5140 5766 2341 - MAYBANK – (FOREIGN TRANSFER IS NOT ALLOWED)			
8. Payment Receipt 2: RM50.00 for Visa Processing Fee. (Not refundable) (payable through UM EPAY at epay.um.edu.my)			
C. REPLACEMENT OF IKAD/ LOST/ STOLEN/ DAMAGED <i>Please arrange the documents according to the sequence of the check list</i>			PLEASE TICK (!)
1. A COPY of passport (front page and student pass page) to be copied in one sided of A4			
2. A COPY OF OLD IKAD			
3. ORIGINAL POLICE REPORT WITH STAMP			
4. Payment Receipt 1: Payable to EMGS Escrow Account 1 (RM 150.00) Account Number: 5140 5766 2341 - MAYBANK – (FOREIGN TRANSFER IS NOT ALLOWED)			
5. Payment Receipt 2: RM 50.00 for Visa Processing Fee. (Not refundable) (payable through UM EPAY at epay.um.edu.my)			