

EXTENSION OF STUDENT PASS APPLICATION FORM

 UPDATED: APRIL 2024
 AASC/UPPA/BR003/2022

**REMINDER: RENEWAL OF STUDENT PASS MUST BE
SUBMITTED 3 MONTHS PRIOR TO ITS EXPIRY DATE!**


A. STUDENT'S DETAILS (<i>Capital Letter</i>)			
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. DOCUMENTS CHECK LIST (PROVIDED BY STUDENT) <i>Please arrange the documents according to the sequence of the check list</i>			PLEASE TICK (I)
1. A COPY of recent passport photo (45mm high x 35mm wide) with white colour background . Refer to the guidelines here .			
2. Two (2) Sets of passport to be copied in all pages including blank pages in one sided of A4 paper. Only front details & current visa must be copied in coloured copy . - 18 months of passport validity and above 6 blank pages left in the passport - If you have old passport and the latest entry in the old passport, make two (2) copies of all pages			
3. AN ORIGINAL AND A 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 Pejabat Imigresen Malaysia Wilayah Persekutuan Kuala Lumpur Cawangan EMGS, Menara TA One, No. 22, Jalan P. Ramlee 50250 Kuala Lumpur			
4. Two (2) Copies of Student Progress Report (<i>For Research student only</i>) Two (2) Copies of Exam Result of previous semester (<i>For Undergraduate and Postgraduate coursework students</i>) – Undergraduate students with CGPA OF 2.00 and Unsatisfactory Progress Report for Research Students will not be considered for renewal. A supporting letter from the Dean of Faculty is required. Progress Report and Academic result must be certified by the Faculty.			
5. AN ORIGINAL AND A COPY OF ATTENDANCE REPORT - (<i>For undergraduate and Postgraduate coursework student</i>)- for each Subject taken and it must be more than 80% of overall subjects. - A supporting letter from the Faculty Dean is required for students whose attendance report is less than 80%.			
6. TWO (2) Copies - 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: Visa fees - Payable to EMGS Escrow Account 1 Account Number: 514057662341 - MAYBANK – Please refer to page 2 for the amount <i>Strictly No Foreign Transfer, WISE Transfer and Cash Deposit Machine transfer is allowed.</i>			
8. Payment Receipt 2: RM50.00 for Visa Processing Fee. (Not refundable) (payable through UM EPAY at epay.um.edu.my)			

We reserve the right **not to accept any incomplete documents**, and student / applicant will have to be fully responsible for any consequences of not providing complete documents.

FOR OFFICE USED ONLY:

1. Passport Validity Date: _____
2. Pass Validity Date: _____
3. Entry Date: _____

