

EXTENSION OF STUDENT PASS APPLICATION FORM

 UPDATED: DECEMBER 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 via JOM PAY ONLY. Please refer to the back page for the payment method and the amount.			
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: _____

IMPORTANT REMINDER!

1. Student will be requested to pay for the Special Pass (RM154.00) in advance if the complete documents were submitted less than **1 month from the STUDENT PASS expiry date. THIS SPECIAL PASS FEE IS NON-REFUNDABLE.**
2. 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.
3. Student is required to submit the withdrawal letter if withdrawn from the Semester.
4. Student is required to submit the documents and a copy of e-Pay receipt slip at the counter. Kindly keep a copy of e-Pay receipt for your own reference. **THIS PROCESSING FEES IS NON-REFUNDABLE.**
5. PAYMENT to EMGS BY JomPAY. Please insert the Biller Code and Ref- 1 & 2 below.



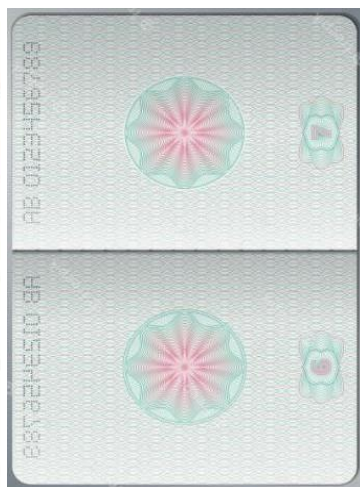
Biller Code: 231183
Ref-1: 20332
Ref-2: 471979

JomPAY online at Internet and Mobile Banking with your Current or Savings account

PASSPORT & PHOTO GUIDELINES

Please find below the photo guidelines for submitting a passport and passport photo. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the Student Pass sticker.

1. In colour and identical, **not black and white** & be taken against a **WHITE background**
2. Your photos must be professionally printed and 45 millimetres (mm) high x 35mm wide. Please do not use photos that have been cut down from larger pictures. In the examples below, the one on the left shows the correct proportions. The image on the right shows incorrect proportions.
3. Passport pages must be scanned on one A4 size paper for each page in the booklet. Camera taken pages shall be rejected by the Immigration.



	Student
SIGNATURE	
DATE	

RENEWAL PASS FEES	
(Starting on 01.03.2024)	
COUNTRY	FEES (RM)
CHINA & SOUTH KOREA	291.20
FINLAND	268.20
THE PHILIPPINES	297.20
INDIA	311.20
INDONESIA	276.20
SRI LANKA	
MYANMAR	280.70
THAILAND	
SINGAPORE	
BRUNEI	
JAPAN	261.20
CANADA	
MALDIVES	
MALAWI	
SLOVAKIA	280.50
SUDAN, FRANCE	274.10
SAUDI ARABIA	278.40
VIETNAM	274.20
OTHERS	281.20