

SPECIAL PASS APPLICATION FOR STUDENT

UPDATED: July 2025
AASC/UPPA/BR006/2021

STUDENT'S DETAILS (PLEASE WRITE IN CAPITAL LETTER)											
Name of student (as shown in passport) :											
Phone Number: (Malaysian Phone Number)		Siswamail/ Email :									
Country:		Passport Number:									
Level of Study:	Bachelor / Master / PhD	Student ID Number:									
Faculty:		Programme:									
Documents Checklist			For office used								
1.	ORIGINAL PASSPORT		Latest entry date: Current pass validity:								
2.	PASSPORT COPY (2 copies) a. Front page b. Current visa/pass page	☐									
3.	Format A Form - (Please get the form at the Counter)										
4.	REASON FOR APPLYING A SPECIAL PASS () Completed/ Withdrawn/ Terminated from the study programme or change to the new study programme () Change from Student Pass to Other Passes (Must provide approval letter from Immigration) () Pending Decision for Student Pass () Making arrangement to Leave the Country (Check Out Memo) (The Flight Ticket to your Home Country must be provided within 21 working days from the application date . Travelling to the third country is strictly prohibited by the Immigration act. A valid residence Pass is required if travelling to the 3 rd country). () Overstay (Must state the reason) – Not more than 30 days _____ _____ _____ Note: Please seek advice from our staff at the Counter before applying for the Special Pass.	☐									
5.	Payment Receipt: RM50.00 for Visa Processing Fee. (Not refundable) (payable through UM e-PAY at epay.um.edu.my)	☐	Total amount paid:								
6.	2 COPIES of e-VISA - For new student/ new arrival										
7.	Proof of payment receipt to EMGS JOM PAY – Special Pass Application Fee  Billers Code: 231183 Ref-1: 20332 Ref-2: 471979 JomPAY online at Internet and Mobile Banking with your Current or Savings account <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="2">SPECIAL PASS FEES</th> </tr> <tr> <th>CATEGORY</th> <th>FEES (RM)</th> </tr> </thead> <tbody> <tr> <td>1st Special Pass</td> <td>20.00</td> </tr> <tr> <td>2nd Special Pass</td> <td>20.00</td> </tr> </tbody> </table>	SPECIAL PASS FEES		CATEGORY	FEES (RM)	1 st Special Pass	20.00	2 nd Special Pass	20.00	☐	Total amount paid:
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