

## **APPLICATION FOR NEW STUDENT**

(STUDENT MUST BE IN MALAYSIA)

UPDATED: January 2022 AASC/UPPA/BR001/2021

|   | New         | Student Pass/ Employment Pass/ Dependent Pass/ Others |
|---|-------------|---|
| - | Progression | From Degree to Master / Master to PhD                 |
|   | Variation   | Change course/ Institution (Must be within 1 year)    |

| A. STUDENT'S DETAILS (Capital Letter)  |   |  |  |  |  |
|--|---|--|--|--|--|
| 1. Full Name :   |   |  |  |  |  |
| 2. Siswamail/Email:  |   |  |  |  |  |
| 3. Passport Number :   | 6. Nationality:                             |  |  |  |  |
| 4. Level of Study  | 7. Student ID<br>Number:                    |  |  |  |  |
| 5. Programme:  | 8. Contact Number :<br>(WhatsApp preferred) |  |  |  |  |
| B. DOCUMENTS CHECK LIST (PROVIDED BY STUDENT)<br>Please arrange the documents according to the sequence of the check list  |   |  |  |  |  |
| <ol> <li>Two (2) pieces of recent passport photo (3.5cm x 5.0cm) with white colour background.<br/>Passport photo should be facing straight.</li> </ol>  |   |  |  |  |  |
| <ul> <li>2. Two (2) sets of passport to be copied in all pages including blank pages in one sided of A4 paper.</li> <li>Only front details &amp; current visa must be copied in coloured copy.</li> <li>18 months of passport validity and above 6 blank pages left in the passport</li> </ul> |   |  |  |  |  |
| 3. Two (2) copies of UM Offer Letter   |   |  |  |  |  |
| 4. Two (2) copies of Latest Academic Transcript and Certificate from previous University   |   |  |  |  |  |
| 5. Two (2) copies of Release Letter or/and Withdrawal Letter from previous University  |   |  |  |  |  |
| 6. RM50.00 for Visa Processing Fee. (Not refundable)<br>(payable through UM EPAY at <u>epay.um.edu.my</u> )  |   |  |  |  |  |
| 7. Insurance Cover Note – If you choose Own Group Insurance  |   |  |  |  |  |

## FOR OFFICE USED ONLY:

- 1. Passport Validity Date : \_\_\_\_\_
- 2. Visa Validity Date : \_\_\_\_\_
- 3. Entry Date: \_\_\_\_\_

RECEIVED DATE AND STAFF SIGNATURE

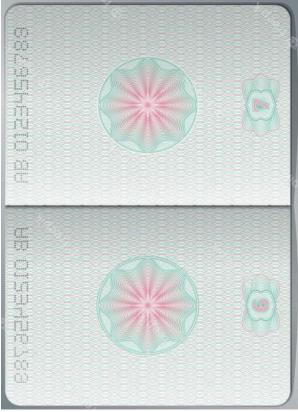
## **PASSPORT & PHOTO GUIDELINES**

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 50 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 have to be scanned in one A4 size paper for each page in the booklet. Camera taken pages shall be rejected by the immigration.







## SAMPLES OF PASSPORT MUST BE SCANNED IN ONE A4 SIZE PAPER