

APPLICATION FOR RENEWAL OF STUDENT PASS

STUDENT PASS RENEWAL

- To renew your student pass, please fill in the checklist, return it to us together with the following documents in **hard copy to HESA PKP Counter, Level 1 Bangunan Wawasan, as early as 3 months or at least 2 months before date of student pass expiry:**

Name (as shown in passport) :			
Email :			
Student ID/ Matric No :		Phone No. :	
Nationality :		Passport No. :	
Course :		Intake :	
	Process	checklist	Remarks
1.	Date of document submission to PKP As early as 3 months or at least 2 months before student pass expiry. Passport can only be submitted after the student's application has been supported and EMGS has requested for the passport for student pass endorsement (Please monitor via EMGS website)	<input type="checkbox"/>	Date of submission : Date of student pass expiry :
2.	Passport copy: a. All pages, in colour (scanned) b. Minimum passport validity duration is 18 months	<input type="checkbox"/>	Passport expiry date:
3.	Copy of academic transcripts <i>(copies of all academic records, certificates or transcripts previously undertaken. Must have a CGPA of at least 2.0. Overall attendance must be at least 80%. If the above requirements are not fulfilled, an explanation letter signed by the Dean of Faculty must be submitted to support the application)</i>	<input type="checkbox"/>	
4.	Copy of Student Confirmation Letter <i>(Kindly liaise with Academic Management Division to request for this letter. Expected graduation date must be stated.)</i>	<input type="checkbox"/>	
5.	Passport size photo : a. 45mm x 35mm, with white background b. Free from glares, reflection, shadows, redevye - Photographs without spectacles is recommended c. Wearing dark-coloured attire	<input type="checkbox"/>	
For office use only			
6.	Proof of payment to PKP Please refer to para. 2, page 2. If your country is not listed, PKP will send payment details via email. Please provide the proof of transaction to hesapkp@ukm.edu.my . <i>Note : please state your full name as reference if you are making a bank transfer</i>	<input type="checkbox"/>	Total amount paid:

2. All payments should be paid directly to the account below:

Payable to	: Pusat Kembangan Pendidikan
Account Number	: 8002233829
Swift code	: CIBBMYKL
Bank	: CIMB Bank Berhad
Bank Address	: Wisma UNIKEB, Bandar Baru Bangi 43600 Selangor Malaysia

Estimated fees for renewal are as the following :

- *China : RM290*
 - *Indonesia / Bangladesh / Iraq / Iran / Jordan / Libya / Nigeria / Yemen / Saudi Arabia / Sudan : RM280*
 - *Other countries : Please refer to HESA*
3. The renewal process will take approximately 2 to 4 weeks. (*10 working days for internal process, followed by 2 – 3 weeks for EMGS and Immigration process*). You may track your application at the link below and please submit your passport to PKP after the status has changed to **“Pending Submission of Student Passport”**. :

<https://educationmalaysia.gov.my/index.php/emgs/application/searchForm/>

4. A student pass allows multiple entry and normally has a one (1) year validity. It is issued on an annual basis and renewal fees are to be paid by students. Renewal should be made **as early as 3 months or at least 2 months before student pass expiry date**.
5. If your pass duration is valid for more than 1 year (one-off passes), please submit your **academic transcript and attendance report** to PKP every year from date of pass issuance. A fee of RM50.00 is applicable for the renewal of your iKad. Failure to renew your iKad will also affect your annual insurance coverage.
6. Please be reminded that all international students are required to comply with the rules and guidelines set by the Malaysian authorities at all times while in Malaysia.

Note on student pass transfer :

If you have been issued with a new passport, you are required to transfer your current student pass. The endorsement transfer can be made by submitting your old and new passport to PKP. EMGS charges is to be paid by student (RM50 processing fee + visa fees according to country).

Please note that if you do not transfer your student pass by the time it is due for renewal, PKP will first proceed with the transfer before proceeding with the renewal as per Immigration requirements. This separate process will take approximately 3 - 4 weeks. Please be advised on the implications such as the long duration (6 - 8 weeks) and the possibility of having to apply for a special pass, while waiting for the transfer and renewal process to be completed.