STUDENT PASS RENEWAL
P R O C E D U R E S

1 Pay RM75.00 to UKMSHAPE and submit the proof of payment via Google Form provided.

Payment to UKMSHAPE

Payable to : Pusat Kembangan Pendidikan
Account Number : 8002233829
Bank : CIMB Bank Berhad (Swift code: CIBBMYKL)
Bank Address : Wisma UNIKEB, Bandar Baru Bangi 43600 Selangor Malaysia
Transfer reference : Please indicate your full name / passport number in the reference field

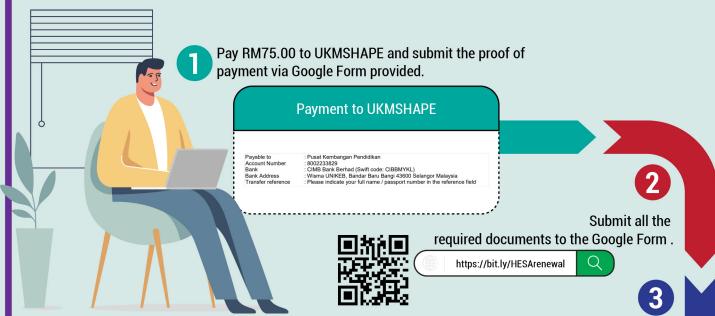**2** Submit all the required documents to the Google Form.

https://bit.ly/HESArenewal

3 UKMSHAPE Visa department will email the student proforma invoice for the EMGS fee (5-10 working days upon document submission).

4 Pay the EMGS fee as the proforma invoice given, and submit the proof of payment via Google Form.

Payment to the EMGS

Payable to:
Payment by Cheque/ Bank Draft / Bank Transfer
Payable to: EMGS Escrow Account 1
Account Number: 514057662341
Swift Code: MBBEMYKLXXX
Bank: MALAYAN BANKING BERHAD (MAYBANK)
Bank Address: Ground & Mezzanine Floor,Bangunan UTMSPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur

5 Track your application progress via EMGS tracker.

https://visa.educationmalaysia.gov.my/emgs/application/searchForm

Note :

- Students are required to apply for renewal 3 months before the current pass expires.
- Visa Unit will only proceed with the application once received complete document (5-10 working days upon document submission)
- Please keep track of your application using the link mentioned above. If the percentage turns to yellow, please provide the required documents to https://bit.ly/visaSHAPEAddDoc
- Whenever the application status turns to 50% (green), students must submit the passport at the UKMSHAPE Visa Counter.
- If you fail to follow the guidelines, a penalty might be imposed on you.

UNIVERSITI KEBANGSAAN MALAYSIA — The National University of Malaysia	UNIT HAL EHWAL SISWA DAN ALUMNI, UKMSHAPE	Tarikh Kuatkuasa: 01/03/2024
	APPLICATION FOR RENEWAL OF STUDENT PASS / IKAD	

STUDENT PASS / IKAD / INSURANCE RENEWAL

1. To renew your student pass and iKad, please complete the form and upload your documents online at **https://bit.ly/HESArenewal** , **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 :		Semester intake :	

#	Item		
1	**Date of document submission to UKMSHAPE** ● *Student pass renewal - As early as 3 months or at least 2 months before student pass expiry* ● *iKad and insurance renewal only – at least 1 month before end of 1-year cycle* ● *Must be submitted before you leave for semester breaks (if date of returning to Malaysia is less than one month before expiry)* *Note : Date of most recent entry - please submit flight ticket if the entry stamp is not clear*	☐	Date of recent entry: .... Date of student pass expiry: ....
2	**Passport copy** *Most recent copy, all pages, in colour (Refer to format in UKMSHAPE website. Ensure document in scanned quality (no cut edges, shadows, distorted pages). Recommended passport validity duration is 18 months, with minimum 5 blank pages. If your passport validity is <18 months, possibility of passport being rejected or student pass issued less than 1 year. Submit your old passport copy if the entry stamp is in the old passport.*	☐	Passport expiry date: ....
3	**Copy of official academic transcripts (with UKM watermark)** *For the most recent semester. [SMPWEB >> EXAMINATION RESULT >> SEMESTER >> PRINT]*	☐	***Must have a CGPA of at least 2.0.***
4	**Copy of attendance report (undergraduate & coursework) / progress report (research)** [PROGRESS REPORT : SMPWEB >> CANDIDATE'S PROGRESS REPORT >> CTRL+ P(direct print)] *If the CGPA and attendance report requirements are not fulfilled, an explanation letter signed by the Dean of Faculty must be submitted to support the application. Approval of the renewal is at the discretion of Immigration Department, therefore if the application is rejected, students are required to make arrangements to return to their home country).*	☐	***Overall attendance must be at least 80%.***
5	**Copy of Student Confirmation Letter** *(Apply from SMP Web / SMPE. Expected graduation date must be stated)*	☐	
6	**Statement of student account** *Outstanding fees must be paid before applying for renewal. Please print your account statement at* **https://ekewangan.ukm.my/** *(refer to INVOICE / Overdue Invoice)*	☐	
7	**Proof of payment to UKMSHAPE** a. Administrative Fee – RM75 b. Penalty (late submission of complete documents) *c.* Others : …………………………………..	☐ ☐ ☐	a. .... b. .... c. ....
8	**Insurance package (please choose one package that available in the Google Form)**	☐	
9	**Proof of payment to EMGS** a. Renewal + *Insurance package : ………………………….. b. Undergraduate renewal (extended approved study duration) + *Insurance package : …………….. *Please indicate preferred insurance package from https://visa.educationmalaysia.gov.my/guidelines/insurance-new.html **Students may submit EMGS payment receipt after receiving proforma invoice from HESA. Documents from 2-7 will be required before the invoice can be generated.*	☐ ☐	a. .... b. ....

2. All payments should be paid accordingly to the bank accounts below:

   Payment to UKMSHAPE at UKMSHAPE Finance counter or bank transfer
   (administrative fee (RM75) / penalty etc)

Payable to	: Pusat Pembentukan Pendidikan Lanjutan & Profesional (UKMSHAPE) (FKA Pusat Kembangan Pendidikan)
Account Number	: 8002233829
Bank	: CIMB Bank Berhad (Swift code: CIBBMYKL)

   Payment to EMGS via bank transfer
   (for EMGS renewal fees)

Payable to	: EMGS Escrow Account 1
Account Number	: 514057662341
Swift code	: MBBEMYKLXXX
Bank	: MALAYAN BANKING BERHAD (MAYBANK)

   Note : Please ensure that your **full name and student number/passport number are stated as reference when making a bank transfer*

   Notice : Apart from renewal fees, all students will be subscribed to EMGS insurance policy which costs around **RM468 – RM692** (*according to selected insurance package*) per year. Please email your renewal application form, student confirmation letter, latest entry stamp, current valid pass to visashape@ukm.edu.my for enquiry on the exact amount.

3. 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.** The renewal process will take approximately 3 to 6 weeks, which includes 10 working days for the internal process. Your application status in EMGS will show *"Student Record Created"* during our internal process. You may track your application at the link below after payment is verified, and all documents are submitted to EMGS.

   Track your application : https://visa.educationmalaysia.gov.my/emgs/application/searchForm/

   ❖ **When to submit your passport to UKMSHAPE?** → after the status has changed to **"Pending Submission of Student Passport"**

   ❖ **How long will the process take after the passport is submitted to EMGS?** → minimum 14 working days

   ❖ **When to collect your passport from UKMSHAPE?** → 1 working day <u>AFTER</u> the status has changed to **"100% - Student Passport Returned - Your Passport with Student Pass has been returned to your institution."**.

   ❖ Kindly be reminded that a fine will be imposed if you are late in submitting, or collecting your passport.

   IMPORTANT

4. If your student pass duration is valid for more than 1 year (*one-off passes*), it is compulsory that you renew your iKad and insurance every year. Please note that failure to renew your iKad and insurance will affect your student pass validity and your medical coverage. Please submit your iKad and insurance renewal at https://bit.ly/HESA-ikadinsurance-renewal

5. The Immigration Department has full authority to reject a student pass / iKad renewal if the academic and attendance report does not meet the minimum requirement. If renewal is not successful, please make necessary arrangements to return to your home country, including applying for a Checkout Memo (if applicable).

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. For further information regarding visa, student pass, dependent pass and other related fees, please visit http://www.ukm.my/ukmshape/visa-and-student-pass/, or email visashape@ukm.edu.my for additional assistance.