

**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.

<b>Name (as shown in passport) :</b>			
<b>Email :</b>			
<b>Student ID/Matric No :</b>		<b>Phone No. :</b>	
<b>Nationality :</b>		<b>Passport No. :</b>	
<b>Course :</b>		<b>Semester intake :</b>	
<b>1</b>	<p><b>Date of document submission to UKMSHAPE</b></p> <ul style="list-style-type: none"> <li>Student pass renewal - As early as 3 months or at least 2 months before student pass expiry</li> <li>iKad and insurance renewal only – at least 1 month before end of 1-year cycle</li> <li>Must be submitted before you leave for semester breaks (if date of returning to Malaysia is less than one month before expiry)</li> </ul> <p><i>Note : Date of most recent entry - please submit flight ticket if the entry stamp is not clear</i></p>	<input type="checkbox"/>	<p>Date of recent entry: ..... Date of student pass expiry: .....</p>
<b>2</b>	<p><b>Passport copy</b></p> <p><i>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 &lt;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.</i></p>	<input type="checkbox"/>	<p>Passport expiry date: .....</p>
<b>3</b>	<p><b>Copy of official academic transcripts (with UKM watermark)</b></p> <p><i>For the most recent semester. [SMPWEB &gt;&gt; EXAMINATION RESULT &gt;&gt; SEMESTER &gt;&gt; PRINT]</i></p>	<input type="checkbox"/>	<p><b>Must have a CGPA of at least 2.0.</b></p>
<b>4</b>	<p><b>Copy of attendance report (undergraduate &amp; coursework) / progress report (research)</b> [ PROGRESS REPORT : SMPWEB &gt;&gt; CANDIDATE'S PROGRESS REPORT &gt;&gt; CTRL+ P(direct print) ]</p> <p><i>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).</i></p>	<input type="checkbox"/>	<p><b>Overall attendance must be at least 80%.</b></p>
<b>5</b>	<p><b>Copy of Student Confirmation Letter</b></p> <p><i>(Apply from SMP Web / SMPE. Expected graduation date must be stated)</i></p>	<input type="checkbox"/>	
<b>6</b>	<p><b>Statement of student account</b></p> <p><i>Outstanding fees must be paid before applying for renewal. Please print your account statement at <a href="https://ekewangan.ukm.my/">https://ekewangan.ukm.my/</a> (refer to INVOICE / Overdue Invoice)</i></p>	<input type="checkbox"/>	
<b>7</b>	<p><b>Proof of payment to UKMSHAPE</b></p> <p>a. Administrative Fee – RM75 b. Penalty (late submission of complete documents) c. Others : .....</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>a. .... b. .... c. ....</p>
<b>8</b>	<p><b>Insurance package (please choose one package that available in the Google Form)</b></p>	<input type="checkbox"/>	
<b>9</b>	<p><b>Proof of payment to EMGS</b></p> <p>a. Renewal + *Insurance package : ..... b. Undergraduate renewal (extended approved study duration) + *Insurance package : .....</p> <p>*Please indicate preferred insurance package from <a href="https://visa.educationmalaysia.gov.my/guidelines/insurance-new.html">https://visa.educationmalaysia.gov.my/guidelines/insurance-new.html</a> **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.</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>a. .... b. ....</p>

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)

Amount : Based on your application  
Payable to : **JomPAY EMGS**



Bill Code: 231183

Ref-1: 20315

Ref-2: 471966

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

\*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](mailto: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 AFTER 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.

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 <http://tiny.cc/SHAPERenewal>
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/ukmsshape/visa-and-student-pass/>, or email [visashape@ukm.edu.my](mailto:visashape@ukm.edu.my) for additional assistance.

**IMPORTANT**