

## STUDENT PASS RENEW APPLICATION FORM

### PERSONAL DETAILS

Full Name: (capital letter)	<input type="text"/>		
Home Address: (in Malaysia)	<input type="text"/>	Faculty:	<input type="text"/>
	<input type="text"/>	Matric No:	<input type="text"/>
Postcode:	<input type="text"/>	Email:	<input type="text"/>
City:	<input type="text"/>	Phone No:	<input type="text"/>
Passport Number:	<input type="text"/>		
Passport Expired Date:	<input type="text"/>		
Nationality:	<input type="text"/>		

NO.	DOCUMENTS	DETAILS	INSTRUCTION TO STUDENT	REMARK
1	Passport (Original document)	At Least <b>15 MONTHS VALIDITY</b> from the Student Pass expiry date	Passport must be in good condition	
2	Passport photocopy (1 copies)	<b>ALL PAGES</b> including black page (from page 1 to the last page of passport)	The copy must be clear and clean & printed in A4 size and one sided with entry stamp	
3	Photograph (1 piece)	Passport size photo (4.5cm x 3.5cm) with <b>WHITE BACKGROUND</b>	Print on photo quality paper & unedited photo	
4	Class attendance for two (2) semesters / Progress Report	Current and previous semester with <b>MINIMUM</b> of three (3) subject with lecturer's signature and their official stamp. <b>(FOR ACADEMIC ENGLISH WE NEED ATTENDACE FOR CURRENT SEMESTER)</b>	Get the Attendance Form at Centre for International & Mobility (CISMo)	
5	Exam Result from previous two (2) semester	If CGPA less than 2.00, refer item no. 6 <b>(FOR ACADEMIC ENGLISH MUST SUBMIT IELTS RESULT)</b>	Print out from Student Portal	
6	Supporting Letter (Original Copy)	If CGPA less than 2.00	Supporting Letter from Faculty,s Dean	

NO.	PAY TO	DETAILS	INSTRUCTION TO STUDENT
1	EMGS	<b>RM201.20</b>	Online payment to: <b>EMGS Escrow Account 1 – MAYBANK (514057662341)</b>
2	INSURANCE	<b>Liberty Insurance</b> PLAN 1 <b>RM500.00</b> PLAN 2 <b>RM570.00</b>	Online payment to: <b>GOH KIM ONG - MAYBANK (504085137337)</b>
3	CISMo	<b>RM60.00</b> + SINGLE/MULTIPLE ENTRY VISA (depends on country) <i>Can refer at the back of this form</i>	Pay at CISMo

### IMPORTANT

FOR RENEWAL APPLICATIONS, DOCUMENTS HAVE TO BE SUBMITTED TO CISMo **TWO (2) MONTHS** BEFORE THE EXPIRY DATE.

FAILING TO DO SO WILL LEADS TO PAYMENT OF **RM200.00 PENALTY**

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Student Signature

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Date