

IMPORTANT NOTICE TO INTERNATIONAL STUDENTS: NEW RATES FOR STUDENT PASS

Please be informed that starting 30th March 2015, new rates will be applied to all student pass applications (new/extension)-*Refer Table*

Additionally, Good and Services Tax (GST) will be implemented with effect from 1st April 2015 at a rate of 6% to all types of application (e.g. new dependent, special pass, transfer sticker, cancellation).

Under the Education Malaysia Global Service (EMGS)'s guidelines, there are five (5) types of New Applications for student pass:

- i) **First Application/ Existing student:**
Student who is at his/her home country, and needs to apply for VDR/VAL to enter Malaysia
- ii) **Progression:**
Student who has completed his/her degree (e.g Master Programme), and subsequently wants to further study to the next level (e.g. PhD)
- iii) **Variation Intra-UPM:**
UPM's student who wishes to change programme within UPM, within same level of study (maximum two times only)
- iv) **Variation Inter Institution:**
New student from other institution who wishes to enrol with UPM, within same level of study
- v) **Conversion:**
Students who is granted by UPM Senate to convert his/her Masters with Thesis to a PhD degree programme

For more details, please refer to our website www.intl.upm.edu.my

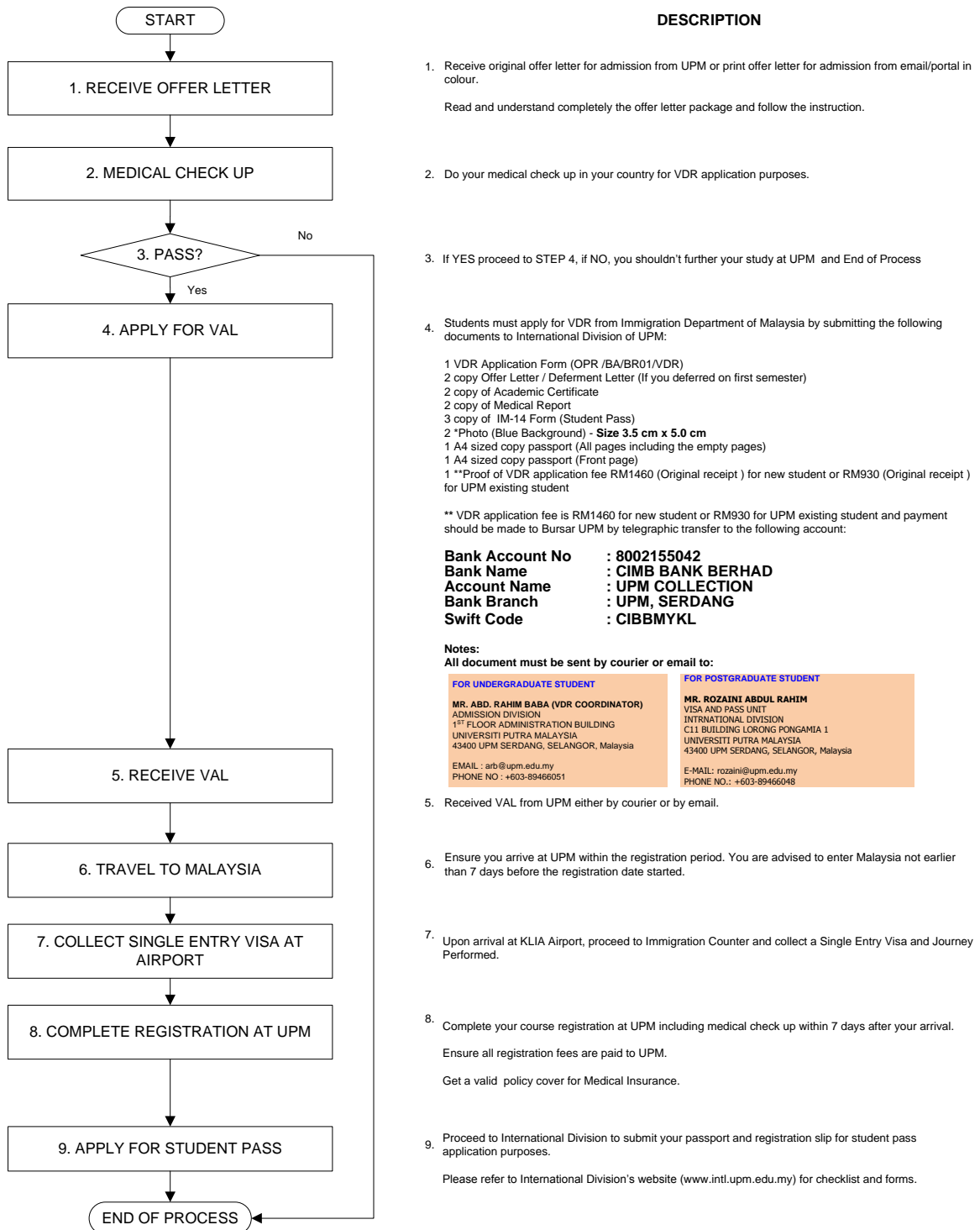
International Division (Putra International)
Universiti Putra Malaysia
Bangunan C11, Lorong Pongamia 1,
43400 UPM Serdang, Selangor Darul Ehsan
Tel: +603-8946 6198/6048 Fax: +603-8656 3539 E-mail: intl@upm.edu.my

Fees Table by Countries

Country / Category	NEW						RENEWAL
	First Application	Existing student	Progression	Variation Intra-UPM	Variation Inter Institution	Conversion	
Argentina	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Bangladesh	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Brunei	1,380.00	660.00	660.00	160.00	1,160.00	160.00	280.00
Bhutan	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Bolivia	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
Brazil	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Bulgaria	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Chile	1,465.00	935.00	715.00	185.00	1,245.00	185.00	315.00
People Republic of China	1,470.00	940.00	720.00	190.00	1,250.00	190.00	320.00
Costa Rica	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
Czech & Slovak	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Denmark	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
Dominican Republic	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Ecuador	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
Finland	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
France	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Haiti	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Hungary	1,462.00	932.00	712.00	182.00	1,242.00	182.00	312.00
India	1,490.00	960.00	740.00	210.00	1,270.00	210.00	340.00
Indonesia (Two years)	1,730.00	1,200.00	980.00	300.00	1,510.00	300.00	580.00
Iran	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Iraq	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Italy	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
Japan	1,440.00	910.00	690.00	160.00	1,220.00	160.00	290.00
Liberia	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Mauritius	1,440.00	910.00	690.00	160.00	1,220.00	160.00	290.00
Mexico	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Myanmar	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Nigeria	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Nepal	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Pakistan	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Panama	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Peru	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Philippines	1,475.00	945.00	725.00	195.00	1,255.00	195.00	325.00
Poland	1,465.00	935.00	715.00	185.00	1,245.00	185.00	315.00
Portugal	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
Saudi Arabia	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
South Korea	1,470.00	940.00	720.00	190.00	1,250.00	190.00	320.00
Spain	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
Sri Lanka	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Sudan	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Thailand	1,440.00	910.00	690.00	160.00	1,220.00	160.00	290.00
United States of America	1,450.00	920.00	700.00	170.00	1,230.00	170.00	300.00
Uruguay	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Venezuela	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00
Vietnam	1,455.00	925.00	705.00	175.00	1,235.00	175.00	305.00
Others Countries	1,460.00	930.00	710.00	180.00	1,240.00	180.00	310.00

****The rates may vary subject to changes made by the relevant authorities.***

PROCESS FLOW FOR REGISTRATION OF NEW STUDENT WITH VISA APPROVAL LETTER (VAL) / COUNTRY WITHOUT EMBASSY



DESCRIPTION

1. Receive original offer letter for admission from UPM or print offer letter for admission from email/portal in colour.
Read and understand completely the offer letter package and follow the instruction.

2. Do your medical check up in your country for VDR application purposes.

3. If YES proceed to STEP 4, if NO, you shouldn't further your study at UPM and End of Process

4. Students must apply for VDR from Immigration Department of Malaysia by submitting the following documents to International Division of UPM:

- 1 VDR Application Form (OPR /BA/BR01/VDR)
- 2 copy Offer Letter / Deferment Letter (If you deferred on first semester)
- 2 copy of Academic Certificate
- 2 copy of Medical Report
- 3 copy of IM-14 Form (Student Pass)
- 2 *Photo (Blue Background) - Size 3.5 cm x 5.0 cm
- 1 A4 sized copy passport (All pages including the empty pages)
- 1 A4 sized copy passport (Front page)
- 1 **Proof of VDR application fee RM1460 (Original receipt) for new student or RM930 (Original receipt) for UPM existing student

** VDR application fee is RM1460 for new student or RM930 for UPM existing student and payment should be made to Bursar UPM by telegraphic transfer to the following account:

Bank Account No : 8002155042
Bank Name : CIMB BANK BERHAD
Account Name : UPM COLLECTION
Bank Branch : UPM, SERDANG
Swift Code : CIBBMYKL

Notes:

All document must be sent by courier or email to:

FOR UNDERGRADUATE STUDENT

MR. ABD. RAHIM BABA (VDR COORDINATOR)
 ADMISSION DIVISION
 1ST FLOOR ADMINISTRATION BUILDING
 UNIVERSITI PUTRA MALAYSIA
 43400 UPM SERDANG, SELANGOR, Malaysia
 EMAIL : arb@upm.edu.my
 PHONE NO : +603-89466051

FOR POSTGRADUATE STUDENT

MR. ROZAINI ABDUL RAHIM
 VISA AND PASS UNIT
 INTERNATIONAL DIVISION
 CI1 BUILDING LORONG PONGAMIA 1
 UNIVERSITI PUTRA MALAYSIA
 43400 UPM SERDANG, SELANGOR, Malaysia
 E-MAIL : rozaini@upm.edu.my
 PHONE NO.: +603-89466048

5. Received VAL from UPM either by courier or by email.

6. Ensure you arrive at UPM within the registration period. You are advised to enter Malaysia not earlier than 7 days before the registration date started.

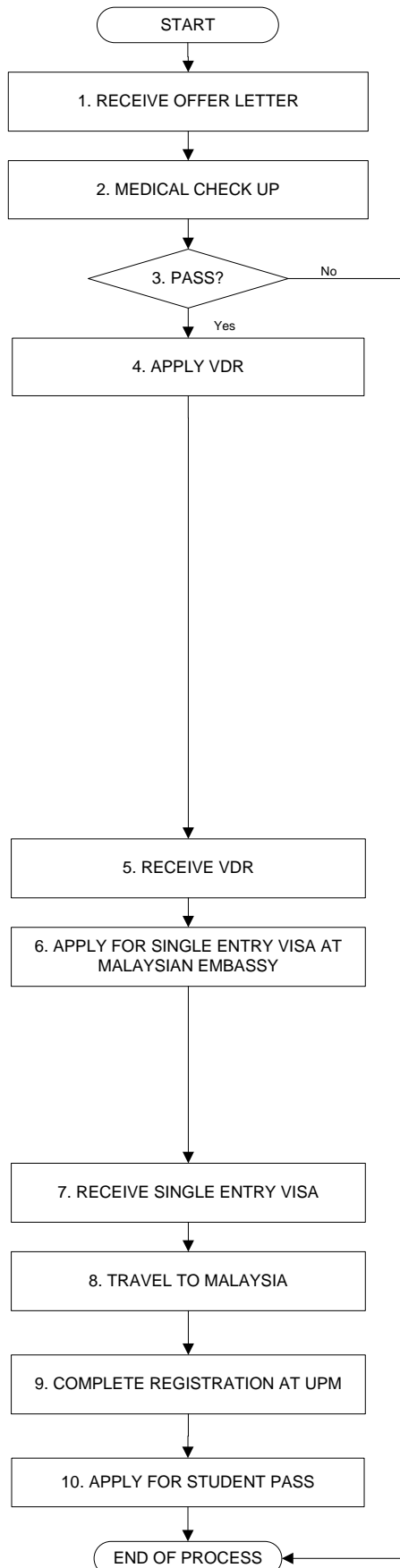
7. Upon arrival at KLIA Airport, proceed to Immigration Counter and collect a Single Entry Visa and Journey Performed.

8. Complete your course registration at UPM including medical check up within 7 days after your arrival.
Ensure all registration fees are paid to UPM.
Get a valid policy cover for Medical Insurance.

9. Proceed to International Division to submit your passport and registration slip for student pass application purposes.

Please refer to International Division's website (www.intl.upm.edu.my) for checklist and forms.

PROCESS FLOW FOR REGISTRATION OF NEW STUDENT WITH VISA WITH REFERENCE (VDR)



DESCRIPTION

1. Receive original offer letter for admission from UPM or print offer letter for admission from email/portal in colour.
Read and understand completely the offer letter package and follow the instruction.
2. Do your medical check up in your country for VDR application purposes.
3. If YES proceed to STEP 4, if NO, you are not eligible to study in Malaysia and the offer letter become NULL and VOID.

4. Students must apply for VDR from Immigration Department of Malaysia by submitting the following documents to International Division of UPM:

- 1 VDR Application Form (OPR /BA/BR01/VDR)
- 2 copy Offer Letter / Deferment Letter (If you deferred on first semester)
- 2 copy of Academic Certificate
- 2 copy of Medical Report
- 3 copy of IM-14 Form (Student Pass)
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All document must be sent by courier or email to:

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 C11 BUILDING LORONG PONGAMIA 1
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 E-MAIL: rozaini@upm.edu.my
 PHONE NO.: +603-89466048

5. Receive VDR from UPM either by courier or by email.
6. Apply Single Entry Visa within six (6) months from the issuance of VDR letter at the Malaysian Embassy at your country.
Submit a completed documents applications as follow:
 - Visa Application Form (available from Malaysian Embassy/High Commission) - filled and signed by the applicant.
 - Passport (original and copy) - passport must be valid for more than 18 months from the date of travel.
 - Four (4) recent photographs (standard passport size and blue background) Confirmed Air-Ticket with flight details and ticket numbers.
 - Original copy of Approval Letter (VDR) from Malaysian Immigration Department.
 - Offer letter from UPM.
 - Proof of payment of visa fee & Malaysian Embassy/High Commission Charges
7. Receive Single Entry Visa and prepare for your travel to Malaysia within 3 months from the date of approval of single entry visa is approve.
8. Ensure you arrive at UPM within the registration period. You are advised to enter Malaysia not earlier than 7 days before the registration date started.
9. Complete your course registration at UPM including medical check up within 7 days after your arrival.
Ensure all registration fees are paid to UPM.
Get a valid policy cover for Medical Insurance.
10. Proceed to International Division to submit your passport and registration slip for student pass application purposes.
Please refer to International Division's website (www.intl.upm.edu.my) for checklist and forms.