

## CENTRE FOR INTERNATIONAL AFFAIRS



### CHANGE PROGRAM ~POSTGRADUATE~

OFFICE USE ONLY :

COLLECTED BY :

SUBMISSION DATE :

PAYMENT AMOUNT :

<b>NAME</b>	:	
<b>PASSPORT NO</b>	:	
<b>COUNTRY</b>	:	
<b>PREVIOUS COURSE</b>	:	
<b>CURRENT COURSE</b>	:	
<b>POSTAL ADDRESS (origin country)</b>	:	
<b>CONTACT NUMBER (HOME)</b>	:	
<b>PHONE NUMBER (MALAYSIA HP)</b>	:	
<b>DATE OF ISSUE (passport)</b>	:	
<b>DATE OF EXPIRY (passport)</b>	:	
<b>EMAIL ADD</b>	:	
<b>STUDENT PASS EXPIRY DATE</b>	:	

Below are the requirements for student pass application.

- 1) **One photocopy of passport (details page/front page) - colour**
- 2) Four photocopies of passport (all the pages) - Check the sample attachment the back of this form
- 3) Two photocopies of Old Offer Letter
- 4) Two photocopies of New Offer Letter
- 5) Five Passport size photos (**White Background**)
- 6) Three photocopies of Certificate / Exam Transcript
- 7) Original Attendance letter from CGS
- 8) Two photocopies Attendance letter from CGS
- 9) **Two photocopies of Progress Report**
- 10) Original document of Medical Check Up Report from UniMAP Medical Centre (EMGS Forms)
- 11) One photocopy of Medical Check Up Report from UniMAP Medical Centre (EMGS Forms)
- 12) Original passport
- 13) Fees : RM 400.00 (including two special pass)- Payment at CIA counter

**\* If the latest date of entry is on the old passport, please provide copy of the old passport.**

- One photocopy of passport (details page/front page) with colour.

- Two photocopies of passport (all the pages)- Check the sample attachment at the back of this form

**\* If your passport is valid less than 18 months, you are required to renew your passport.**

**\* Please note that the above requirements are subject to change.**

**YOU ARE ADVISED TO SUBMIT ALL THE COMPLETE DOCUMENTS 3 MONTHS BEFORE STUDENT PASS EXPIRY DATE.  
ANY ACTION TAKEN BY THE IMMIGRATION AUTHORITIES ON A DELAY OF YOUR COMPLETE DOCUMENTS SUBMISSION TO VISA UNIT IS  
AT YOUR OWN RESPONSIBILITY.**