



CENTRE FOR INTERNATIONAL AFFAIRS

**CHANGE PROGRAM
~UNDERGRADUATE~**

OFFICE USE ONLY :

COLLECTED BY :
SUBMISSION DATE :
PAYMENT AMOUNT :

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

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 (High School)
- 7) Original Attendance letter from School
- 8) Two photocopies Attendance letter from School
- 9) Two photocopies of ALL the semesters result
- 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.**