



CENTRE FOR INTERNATIONAL AFFAIRS

RENEWAL (POSTGRADUATE)

OFFICE USE ONLY :

COLLECTED BY :

SUBMISSION DATE :

PAYMENT AMOUNT :

| | | |
|--|---|--|
| NAME | : | |
| PASSPORT NO | : | |
| COUNTRY | : | |
| 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) Two photocopies of passport (all the pages) - Check the sample attachment the back of this form
- 3) Two photocopies of Offer Letter
- 4) Five Passport size photos (**White Background**)
- 5) Original Attendance letter from CGS
- 6) Two photocopies Attendance letter from CGS
- 7) **Two photocopies of Progress Report**
- 8) One **copy** of Insurance payment (Bank Muamalat - RM300.00)
- 9) Fees : RM 515.00 (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 you change your program, please refer to CIA staff for the new requirements.**

*** If your passport is valid less than 16 months, you are required to renew your passport.**

*** Once the relevant documents have been submitted, you can surrender your original passport to CIA three weeks before the student pass expiry date.**

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

**YOU ARE ADVISED TO SUBMIT ALL THE COMPLETE DOCUMENTS 4 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.**