



CENTRE FOR INTERNATIONAL AFFAIRS

RENEWAL (UNDERGRADUATE)

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 School
- 6) Two photocopies Attendance letter from School
- 7) Two photocopies of ALL the semesters result
- 8) 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.**