

**CENTRE FOR POSTGRADUATE STUDIES
STUDENT PASS RENEWAL APPLICATION FORM**

Name	:	
Passport Number	:	
Country	:	
Course	:	
Postal Address (Origin Country)	:	
Contact Number	:	
Passport Issue Date	:	
Passport Expiry Date	:	
Student Pass Expiry Date	:	

Below are the requirements for Student Pass Renewal Application:

No.	Document	Tick (/) by Student	Tick (/) by CGS Staff
RENEWAL APPLICATION NEED TO SUBMITTED 3 MONTHS BEFORE EXPIRY STUDENT PASS			
1.	Apply Verification Letter and Progress Report via opi.unimap.edu.my . Note: If you extend your candidature, you will need a Supporting Letter from your Faculty/Institute.		
2.	One (1) pcs of passport photo with white background.		
3.	If your passport still valid at least 18 months: a) One (1) copy passport Detail Page (colour). b) One (1) copy all passport pages. Note: Two (2) pages of the passport in one (1) A4 page.		
4.	If you have a new passport, make sure Visa Page had transferred from old passport to new passport. Old passport: a) One (1) copy all passport pages. New passport: a) One (1) copy of the passport Detail Page (colour). b) One (1) copy of the all passport pages.		

5.	<p>One (1) copy offer letter.</p> <p>Note: If you have changed program, please contact CGS for further information.</p>		
6.	<p>One (1) copy of Insurance Cover Note.</p> <p>Note: Please refer to this website regarding insurance price and confirm with Madam Afiqah by Whatsapp (+0194367488). The insurance will purchase with renewal application. https://visa.educationmalaysia.gov.my/guidelines/insurance-new.html</p> <p>**MAKE SURE TO READ AND UNDERSTAND THE POLICIES MENTIONED.</p> <p>**IF HAVE ANY INQUIRY REGARDING INSURANCE POLICIES STUDENT MAY CONTACT EMGS BY PHONE AT +603 2782 5888</p>		
7.	<p>One (1) copy of EMGS Payment Receipt. Write down your name and passport number.</p> <p>Note: EMGS payment fees: MYR 218.40 EMGS insurance payment: refer the plan selected.</p> <p>Pay to : EMGS ESCROW Account 1 Account Number : 5140 5766 2341 Bank Name : Maybank</p>		
8.	<p>All documents can submit to this email address visa_cgs@unimap.edu.my</p> <p>or</p> <p>Please make an appointment prior to your arrival to the CGS office.</p> <p>Madam Afiqah: 019-4367488</p> <p>Mr Zamryzal:012-4539237</p>		

APRIL 2023