



**STUDENT PASS CHECKLIST**

**STUDENT PASS RENEWAL APPLICATION**

**Full Name:** \_\_\_\_\_

**Passport No:** \_\_\_\_\_

**Phone No & Email:** \_\_\_\_\_

**Visa Expiry Date:** \_\_\_\_\_

NO	PARTICULARS	NO. OF COPY	PLEASE TICK (✓) IF COMPLETE
			STAFF
1.	IMM.55 immigration form and student visa	1	
2.	IM.47 immigration form & student visa	1	
3.	Status verification letter from faculty	1	
4.	Copy of passport (front page and student visa)	2	
5.	Medical examination report	1	
6.	Copy of health / medical insurance cover note (endorsed by insurance company)	1	
7.	Copy of payment of student fees receipt	1	
8.	Copy of latest semester result	1	
9.	Copy of offer letter	1	
10.	Attendance report for the current & previous semester (undergraduate & postgraduate (coursework))	1	
11.	Progress report (postgraduate student – by research)	1	
12.	Passport size pictures (white background)	2	
13.	<b>SUPPORTING LETTER</b> from CPS/Academic Service Division/Faculty (If study status DROPPED/Change field of study/exceed duration of Study)	1	
14.	<b>SUPPORTING LETTER</b> from Supervisor (If exceed duration of Study)	1	
15.	<b>SUPPORTING LETTER</b> from Faculty's Dean (IF CGPA < 2.00)	1	

**IMPORTANT NOTES:**

- **DO NOT** make any travel plans until all application process have been completed. **(Any request to expedite application processing will not be entertained by CIGE)**
- **MUST** be submitted 3 months **BEFORE** visa expiry date
- **MUST** be submitted 4 months **BEFORE** visa expiry date (student have dependent)
- Passport validity **MORE** than 1 year
- **All costs must be bears by the student**
- The process will takes **2 months minimum to complete** (subjected to JIM approval)

**I understand and agreed,**

**Received by,**

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Staff signature)

Date:

Name:

Date: