

Please sort your documents as arrangement below.

No.	Type of Document / <i>Jenis Dokumen</i>	No. of Copy
1	Renewal Pass Application Form ( UKM-SPKP-PHA-PK03-B001) <i>Borang Permohonan Pass (UKM-SPKP-PHA-PK03-B001)</i>	1
2	UKM-SPKP-PHA-PK03-L01 Student Acknowledgement Letter <i>UKM-SPKP-PHA-PK03-L01 Surat Pengesahan Pelajar</i>	1
3	Student Offer Letter and Confirmation Letter UKM <i>Surat Tawaran UKM dan Surat Pengesahan Pelajar UKM</i>	3
4	Family Letter from the Embassy (Original Certified from Embassy current year) <i>Surat Keluarga daripada Kedutaan (Pengesahan dari Kedutaan mengikut tahun terkini)</i>	3
5	Birth certificate for CHILDREN (Certified by National Registration Department), if born out from Malaysia, please get the original copy AND translated birth certificate with the original stamp from Embassy for the current year) <i>Sijil kelahiran anak (Disahkan oleh Jabatan Pendaftaran Negara (JPN), jika lahir di luar Malaysia, sila dapatkan salinan sijil yang asal DAN yang telah diterjemahkan dengan cop pengesahan asal dari Kedutaan beserta tarikh dan tahun terkini)</i>	3
6	Marriage Certificate (Original and translated certified from Embassy for the Current year) <i>Sijil perkahwinan (Sijil dari negara asal dan pengesahan daripada Kedutaan beserta tahun terkini)</i>	3
7	Dependent's passport copy (whole pages). If the latest exit stamp to Malaysia is not in the new passport, please make copy of your old passport. <i>Salinan pasport pemohon (setiap muka surat). Jika cop masuk ke Malaysia tiada di dalam pasport baru, sila buat salinan pasport lama.</i>	3
8	Copy of Student Pasport (Whole Pages) <i>Salinan Pasport Pelajar (Setiap Muka Surat)</i>	3
9	Medical insurance at least one (1) year or more validity (Insurance Card / Insurance Policy / Payment Receipt) <i>Insuran perubatan sekurang-kurangnya satu (1) tahun atau lebih (Kad Insuran / Polisi Insuran / Resit Bayaran)</i>	3
10	Bank Statement (Latest 3month) – Proof of ability to sustain live in Malaysia <i>Penyata Bank (3 bulan terkini)- Bukti kemampuan sara diri di Malaysia</i>	3
11	Passport size Photo (White background with no face expression) <i>Gambar berukuran Pasport (latar belakang berwarna putih dan tiada ekspresi muka)</i>	2

Please submit the above documents to:

**International Student Service Division**

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