

## STUDENT PASS / IKAD / INSURANCE RENEWAL

1. To renew your student pass and iKad, please fill in the checklist, return it to us together with the following documents in **hard copy to HESA PKP Counter, Level 1 Bangunan Wawasan, as early as 3 months or at least 2 months before date of student pass expiry.**

Name (as shown in passport) :			
Email :			
Student ID/Matric No :		Phone No. :	
Nationality :		Passport No. :	
Course :		Intake :	
Documents			Remarks
1	<p><b>Date of document submission to PKP :</b></p> <ul style="list-style-type: none"> <li>Student pass renewal - As early as 3 months or at least 2 months before student pass expiry</li> <li>iKad and insurance renewal only – at least 1 month before end of 1-year cycle</li> <li>Must be submitted before you leave for semester breaks (if date of returning to Malaysia is less than 1 month before expiry)</li> </ul> <p>Note : Date of most recent entry - please submit flight ticket if the entry stamp is not clear</p>	<input type="checkbox"/>	<p>Date of recent entry: ..... Date of student pass expiry: .....</p>
2	<p><b>Passport copy :</b></p> <p>Most recent copy, all pages, in colour (Refer to format in PKP website. Ensure document in scanned quality (no cut edges, shadows, distorted pages). Recommended passport validity duration is 18 months, with minimum 5 blank pages.</p>	<input type="checkbox"/>	<p>Passport expiry date: .....</p>
3	<p>Copy of <b>official academic transcripts (with UKM watermark):</b> <b>Must have a CGPA of at least 2.0.</b></p>	<input type="checkbox"/>	
4	<p>Copy of <b>attendance report or progress report (for research mode) :</b> <b>Overall attendance must be at least 80%.</b> <i>If the CGPA and attendance report requirements are not fulfilled, an explanation letter signed by the Dean of Faculty must be submitted to support the application. Approval of the renewal is at the discretion of Immigration Department, therefore if the application is rejected, students are required to make arrangements to return to their home country)</i></p>	<input type="checkbox"/>	<p><b>Photo 45mm x 35mm</b></p> <p>Attach photo here</p>
5	<p>Copy of Student <b>Confirmation Letter :</b> <i>(Apply from from SMP Web / SMPE. Expected graduation date must be stated.)</i></p>	<input type="checkbox"/>	
6	<p>Passport size <b>photo :</b> 45mm x 35mm, with white background, wearing dark-coloured attire</p>	<input type="checkbox"/>	
7	<p><b>Proof of payment to PKP -</b> (for <b>undergraduate</b> EMGS renewal fees / administrative fee/ <b>penalty</b> etc) Refer to para. 2, page 2. If your country is not listed, please consult HESA for more information.</p>	<input type="checkbox"/>	<p>Total amount paid: .....</p>
8	<p><b>Proof of payment to EMGS -</b> (for <b>postgraduate</b> EMGS renewal fees &amp; insurance / for students who are applying for <b>additional study duration</b> (<i>extend more than stated in offer letter</i>)) <i>Note : Will be advised by HESA after receiving student confirmation letter. State your full name as reference if you are making a bank transfer.</i></p>	<input type="checkbox"/>	<p>Total amount paid: .....</p>
9	<p><b>Statement of student account</b> Outstanding fees must be paid before applying for renewal. Please print your account statement at <a href="https://ekew.ukm.my/efast/login">https://ekew.ukm.my/efast/login</a> &gt; Semakan &gt; Hutang &gt; Cetak PDF</p>	<input type="checkbox"/>	
10	<p><b>Insurance</b> (<b>postgraduate only</b> – please select package) : <input type="checkbox"/> AIA Silver <input type="checkbox"/> AIA Gold <input type="checkbox"/> AIA Platinum Refer to <a href="https://visa.educationmalaysia.gov.my/guidelines/insurance.html">https://visa.educationmalaysia.gov.my/guidelines/insurance.html</a></p>	<input type="checkbox"/>	

2. All payments should be paid accordingly to the bank accounts below:

• **No. 7 – Payment to PKP at PKP Finance counter or bank transfer**

(for **undergraduate** EMGS renewal fees / administrative fee / penalty etc)

Payable to : **Pusat Kembangan Pendidikan**  
Account Number : 8002233829  
Swift code : CIBBMYKL  
Bank : CIMB Bank Berhad

*Estimated fees for undergraduate student pass renewal are as the following :*

- *China : RM290*
- *Indonesia / Bangladesh / Iraq / Iran / Jordan / Libya / Nigeria / Yemen / Saudi Arabia / Sudan / Palestine / Kuwait : RM280*
- *Other countries : Please refer to HESA*
- *Insurance top up : RM140 for AIA Silver (HLMT Silver is no longer available effective 1.11.2020)*

• **No. 8 – Payment to EMGS via bank transfer**

(for **postgraduate** EMGS renewal fees / for students who are applying for additional study duration (extend more than stated in offer letter))

Payable to : **EMGS Escrow Account 1**  
Account Number : 514057662341  
Swift code : MBBEMYKLXXX  
Bank : MALAYAN BANKING BERHAD (MAYBANK)

**Notice : Apart from renewal fees**, all postgraduate students will be subscribed to EMGS insurance policy which costs around **RM540 - RM1,112** (according to selected [insurance package](#)) per year. Please email your renewal application form, student confirmation letter, latest entry stamp, current valid pass and photo to [hesapkp@edu.my](mailto:hesapkp@edu.my) for enquiry on the exact amount.

3. A student pass allows multiple entry and normally has a one (1) year validity. It is issued on an annual basis and renewal fees are to be paid by students. The renewal process will take approximately 3 to 6 weeks, which includes 10 working days for internal process. Your application status in EMGS will show “*Student Record Created*” during our internal process. You may track your application at the link below after payment is verified, and all documents are submitted to EMGS.

Track your application : <https://visa.educationmalaysia.gov.my/emgs/application/searchForm/>

- ❖ **When to submit your passport to PKP?** → after the status has changed to **“Pending Submission of Student Passport”**.
- ❖ **How long will the process take after passport is submitted to EMGS?** → minimum 14 working days
- ❖ **When to collect your passport from PKP?** → 1 working day AFTER the status has changed to **“100% - Student Passport Returned - Your Passport with Student Pass has been returned to your institution.”**.
- ❖ Kindly be reminded that a fine will be imposed if you are late in submitting, or collecting your passport.

4. If your student pass duration is valid for more than 1 year (*one-off passes*), it is compulsory that you renew your iKad and insurance by submitting your **academic transcript and attendance** every year. Please note that failure to renew your iKad and insurance will affect your student pass validity and your medical coverage.

5. The Immigration Department have full authority to reject a student pass / iKad renewal when the academic and attendance report does not meet the minimum requirement. If renewal is not successful, please make necessary arrangements to return to your home country, including applying for a Checkout Memo (if applicable).

6. Please be reminded that all international students are required to comply with the rules and guidelines set by the Malaysian authorities at all times while in Malaysia. Should you need more information regarding visa, student pass, dependant pass and other related fees, please visit <http://www.ukm.my/pkp/visa-and-student-pass/>, or email [hesapkp@ukm.edu.my](mailto:hesapkp@ukm.edu.my) for further assistance.

**IMPORTANT!**