GENERAL INFORMATION

Effective January 1, 2014 all new international students must obtain a Visa With Reference (VDR) before they enter Malaysia.

VISA WITH REFERENCE - VISA DENGAN RUJUKAN (VDR)

VDR means a visa issued by the overseas Malaysian Embassy/ High Commission to non-citizens to enable them to enter Malaysia after the visa is approved by the Immigration Department of Malaysia. Three (3) stages are involved in the application of the VDR as follows:

Stage 1

Students must apply for Approval Letter from the Immigration Department of Malaysia by submitting the following documents to UPM by:

- Checklist for VDR Application.
- Filled up VDR Application Form.
  (Form available at http://www.intl.upm.edu.my/BORANG)
- Filled up Student Pass form IM-14.
  (Form available at http://www.intl.upm.edu.my/BORANG)
- Copy of UPM offer letter
- Copy of Academic Certificate (In English)
- Medical Check-up Report (Health Examination Report (RME/IPT International) form)
- Copy of all passport pages (included front and back cover in A4 size)
- Two (2) recent photographs (standard passport size and blue background)
- Proof of VDR application fee payment

Notes:

A. VDR application fee is USD65.00 and payment should be made to Bursar UPM by telegraphic transfer to the following account:

  Bank Account : 8002155042
  Bank Name : CIMB BANK BERHAD
  Account Name : UPM COLLECTION
  Bank Branch : UPM, SERDANG
  Swift Code : CIBBMYKL
B. All the documents must be sent by courier to:

**FOR UNDERGRADUATED STUDENT**
MR. ABD RAHIM BABA / MRS HASLINDA BINTI SAAD
(VDR COORDINATOR)
ADMISSION DIVISION
1ST FLOOR ADMINISTRATION BUILDING
UNIVERSITI PUTRA MALAYSIA
43400 UPM SERDANG, SELANGOR, MALAYSIA
EMAIL: arb@upm.edu.my / haslinda_saad@upm.edu.my
PHONE NO: +603-8946 6051

Upon receipt of the above application document, UPM will process for the VDR Approval Letter. Once the application is approved by the Immigration Department of Malaysia, the Approval Letter will be posted by International Division, UPM to the student’s address. The process takes maximum 2 months after receiving the complete documents.

**Stage 2**

Once students received the VDR Approval Letter, they must apply for Single Entry Visa within 6 months from the date of the VDR Approval Letter at the nearest Malaysian Embassy/High Commission by submitting the following documents:

- Visa Application Form (available from Malaysian Embassy/High Commission) - filled and signed by the applicant
- Passport (original and copy) - passport must be valid for more than 18 months from the date of travel
- 4 recent photographs (standard passport size)
- Confirmed Air-Ticket with flight details and ticket numbers
- Original copy of Approval Letter (VDR) from Malaysian Immigration Department
- Original Offer letter from UPM
- Proof of payment of visa fee & Malaysian Embassy/High Commission Charges
Stage 3

Students are required to enter Malaysia **within 3 months** after the issuance of Single Entry Visa. Upon arrival the student will be given a social visit pass. Please take note the validity of social visit pass is limited to **between 14 to 30 days**.*

* Subject to change

In order to convert the social visit pass to a student pass, students must register as UPM student as **soon as possible**. Once they have registered, the process to obtain the student pass will be handled by International Division of UPM.

**STUDENT PASS**

The Student Pass is a document issued by the Malaysian Immigration Department to a non-citizen to reside in Malaysia for **MORE THAN ONE (1) MONTH**, for educational purposes only. The student pass appears in the form of a sticker in the passport.

To apply for a student pass, the following documents must be submitted to International Division of UPM:

- Student Registration Slip
- Insurance Cover Note
- Copy of Medical Check-up Report
- Copy of all passport pages (included front and back cover)
- Two (2) passport-sized photographs with blue background

**PERSONAL BOND**

<table>
<thead>
<tr>
<th>RATE (RM)</th>
<th>COUNTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000.00</td>
<td>Angola</td>
</tr>
<tr>
<td>1500.00</td>
<td>Africa</td>
</tr>
<tr>
<td>1000.00</td>
<td>Hong Kong</td>
</tr>
</tbody>
</table>
RATE (RM) | COUNTRIES
---|---
750.00 | Bangladesh, India, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka
500.00 | Indonesia
300.00 | Thailand
200.00 | Singapore

*FEE FOR OTHER COUNTRIES IS RM1,500.00*

* The personal bond deposit is a compulsory requirement set by the Immigration Department of Malaysia for all international Student.

Upon approval of the pass by the Immigration Department of Malaysia and the submission of passport for the student pass endorsement, the following payments are required by the Immigration Department of Malaysia:

- Student pass of RM60.00 (a year or part of it)*
- Multiple entry visa** rate – amount depends on the country of origin, not exceeding RM100.00. Please refer to the table below.
- Stamping – RM10.00

**Note:**
* Actual amount will be determined by the Immigration Department of Malaysia
** Valid for one (1) year or less
** The multiple entry visa allows the student to travel without pass renewal within the validity period.

For general inquiries about VDR, Visa and Pass, please contact:

<table>
<thead>
<tr>
<th>Mr. Jivananthan a/l Arumugam</th>
<th>Mr. Rozaini bin Abdul Rahim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:jivan@upm.edu.my">jivan@upm.edu.my</a></td>
<td>Email: <a href="mailto:rozaini@upm.edu.my">rozaini@upm.edu.my</a></td>
</tr>
<tr>
<td>Phone Number: (+603) 8946 6198</td>
<td>Phone Number: (+603) 8946 6048</td>
</tr>
</tbody>
</table>
**ADMISSION DIVISION**
**UNIVERSITI PUTRA MALAYSIA**

**IMMIGRATION INFORMATION FOR NEW INTERNATIONAL STUDENT**

**PROCESS FLOW FOR REGISTRATION OF NEW STUDENT WITH VISA WITH REFERENCE (VDR)**

1. **RECEIVE OFFER LETTER**

2. **MEDICAL CHECK UP**

3. **PASS?**

   - **No**
   - **Yes**

4. **APPLY VDR**

   - Fill up VDR Application Form
   - Fill up UPM Student Pass Form IM 14
   - Copy of all passport pages (included front and back cover)
   - Two (2) recent photographs (standard passport size and blue background)
   - Copy of UPM offer letter
   - Medical Check up report
   - Copy of Academic Certificate
   - Two (2) recent photographs (standard passport size and blue background)
   - Proof of VDR application fee payment

   **Notes:**
   All documents must be sent by courier to:
   **FOR UNDERGRADUATE STUDENT**
   MR. ABD NAIM BABA (VDR COORDINATOR) ADMISSIONS PROMOTION AND QUALITY ENVIRONMENT SECTION UNIVERSITI PUTRA MALAYSIA 43500 UKM SERI BANTUL SELANGOR, MALAYSIA E-MAIL: admintern@upm.edu.my PHONE NO: +603 9999 3351
   **FOR POSTGRADUATE STUDENT**
   MR. MUHAMAD SABRI ABU NOED (VDR COORDINATOR) ADMISSIONS PROMOTION AND QUALITY ENVIRONMENT SECTION UNIVERSITI PUTRA MALAYSIA 43500 UKM SERI BANTUL, SELANGOR, MALAYSIA E-MAIL: mmb@upm.edu.my PHONE NO: +603 9999 3351

   VDR application fee is USD65.00 and payment should be made to Bursar UPM by telegraphic transfer to the following account:
   - **Bank Account No:** 8002155042
   - **Bank Name:** CIMB BANK BERHAD
   - **Account Name:** UPM COLLECTION
   - **Bank Branch:** UPM, SERI BANTUL
   - **Swift Code:** CIBBMYKL

5. **RECEIVE VDR**

6. **APPLY FOR SINGLE ENTRY VISA AT MALAYSIAN EMBASSY**

7. **RECEIVE SINGLE ENTRY VISA**

8. **TRAVEL TO MALAYSIA**

9. **COMPLETE REGISTRATION AT UPM**

10. **APPLY FOR STUDENT PASS**

**END OF PROCESS**
1. RECEIVE OFFER LETTER
   - Receive original offer letter for admission from UPM or print offer letter for admission from email/portal in colour.
   - Read and understand completely the offer letter package and follow the instruction.

2. MEDICAL CHECK UP
   - Do your medical check up in your country for VDR application purposes.

3. PASS?
   - Yes
   - Proceed to STEP 4
   - No
   - You are not eligible to further your study at UPM and the offer letter become NULL and VOID.

4. APPLY FOR VDR
   - Students must apply for VDR from Immigration Department of Malaysia by submitting the following documents to International Division of UPM by:
     - Filled up VDR Application Form
     - Filled up Student Pass form IM-14
     - Copy of all passport pages (included front and back cover)
     - Two (2) recent photographs (standard passport size and blue background)
     - Copy of UPM offer letter
     - Medical Check up report
     - Copy of Academic Certificate (In English)
     - Proof of VDR application fee payment
   - Notes:
     - All documents must be sent by courier to:
     - VDR application fee is USD 65.00 and payment should be made to Bursar UPM by telegraphic transfer to the following account:
       - Bank Account No: 8002155042
       - Bank Name: CIMB BANK BERHAD
       - Account Name: UPM COLLECTION
       - Bank Branch: UPM, SERDANG
       - Swift Code: CIBBMYKL

5. RECEIVE VDR

6. TRAVEL TO MALAYSIA
   - Travel to Malaysia

7. REQUEST SINGLE ENTRY VISA AND JOURNEY PERFORMED AT MALAYSIAN AIRPORT
   - Upon arrival at KLIA Airport, proceed to Immigration Counter and request a Single Entry Visa and Journey Performed.
   - Pay journey performed fee as determined by Malaysian Immigration Department

8. COMPLETE REGISTRATION AT UPM
   - Ensure all registration fee are paid to UPM.
   - Get a valid policy cover for Medical Insurance.

9. APPLY FOR STUDENT PASS
   - Proceed to International Division to apply for Student Pass.
   - Please refer to International Division’s website (www.intl.upm.edu.my) for checklist and forms.

END OF PROCESS
IMMIGRATION INFORMATION FOR NEW INTERNATIONAL STUDENT

PROCESS FLOW FOR REGISTRATION OF NEW STUDENT WITH VISA APPROVAL LETTER (VAL)

START

1. RECEIVE OFFER LETTER

START

2. MEDICAL CHECK UP

3. PASS?

No

Yes

4. APPLY FOR VAL

5. RECEIVE VAL

6. TRAVEL TO MALAYSIA

7. COLLECT SINGLE ENTRY VISA AT AIRPORT

8. COMPLETE REGISTRATION AT UPM

9. APPLY FOR STUDENT PASS

END OF PROCESS

DESCRIPTION

1. Receive original offer letter for admission from UPM or print offer letter for admission from email or portal in colour.

Read and understand completely the offer letter package and follow the instruction.

2. Do your medical check up in your country for VDR application purposes.

3. If YES proceed to STEP 4, if NO, you shouldn’t further your study at UPM and End of Process

4. Students must apply for VDR from Immigration Department of Malaysia by submitting the following documents to International Division of UPM:

- Filed up VDR Application Form
- Filed up Student Pass form IM-14
- Copy of all passport pages (included front and back cover)
- Two (2) recent photographs (standard passport size and blue background)
- Copy of UPM offer letter
- Medical Check up report
- Copy of Academic Certificate (In English)
- Proof of VDR application fee payment

Notes:

- All documents must be sent by courier to:

VDR application fee is USD65.00 and payment should be made to Bursar UPM by telegraphic transfer to the following account:

<table>
<thead>
<tr>
<th>Bank Account No</th>
<th>8002155042</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>CIMB BANK BERHAD</td>
</tr>
<tr>
<td>Account Name</td>
<td>UPM COLLECTION</td>
</tr>
<tr>
<td>Bank Branch</td>
<td>UPM, SERDANG</td>
</tr>
<tr>
<td>Swift Code</td>
<td>CIBBMYKL</td>
</tr>
</tbody>
</table>

FOR UNDERGRADUATE STUDENT

MR. ABD. RAHM BABA (VDR COORDINATOR)

ADMISSION DIVISION

2ND FLOOR ADMINISTRATION BUILDING

UNIVERSITI PUTRA MALAYSIA

43400 UPM SERDANG, SELANGOR, Malaysia

E-MAIL: arb@upm.edu.my

PHONE NO.: +603-89466051

FOR POSTGRADUATE STUDENT

MR. MUHAMMAD SHAH ABU SOED (VDR COORDINATOR)

ADMISSION, PROMOTION AND QUALITY ENVIROMENT SECTION

SCHOOL OF GRADUATE STUDIES

ZONE 4 OFF JALAN STADIUM

UNIVERSITI PUTRA MALAYSIA

43400 UPM SERDANG, SELANGOR, Malaysia

E-MAIL: msas@upm.edu.my

PHONE NO.: +603-89464208

- Received VAL from UPM either by courier or by email.

- Travel to Malaysia

- Upon arrival at KLIA Airport, proceed to Immigration Counter and collect a Single Entry Visa and Journey Performed.

- Pay journey performed fee as determined by Malaysian Immigration Department

- Complete your course registration at UPM including medical check up within registration period as soon as possible.

- Ensure all registration fee are paid to UPM.

- Get a valid policy cover for Medical Insurance.

- Proceed to International Division to apply for Student Pass.

- Please refer to International Division’s website (www.intl.upm.edu.my) for checklist and forms.
# Checklist for VDR Application Form for Undergraduate Student

<table>
<thead>
<tr>
<th>BIL</th>
<th>Required Documents</th>
<th>No. of Copy</th>
<th>TICK (/)</th>
<th>For Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>VDR Application Form</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Student Pass Application Form IM 14</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Copy of Academic Certificate (in English)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Copy of UPM Offer Letter</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Medical Check-Up Report</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Copy of All Passport Pages in A4 Size (including front and back pages and empty pages)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Proof of VDR Application Fee Payment—USD65.00 (RM 210.00)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VDR application fee is USD65.00 and payment should be made to Bursar UPM by telegraphic transfer to the following account:
- Bank Account No: 8002155042
- Bank Name: CIMB BANK BERHAD
- Account Name: UPM COLLECTION
- Bank Branch: UPM, SERDANG
- Swift Code: CIBBMYKL

| 8.  | Two (2) Recent Photographs (standard passport size and blue background)            | 2           |          |                |

**Note:**
1. Please arrange the document according to the sequence given.
2. All documents must be sent by courier to:

**MR. ABD. RAHIM BABA (VDR COORDINATOR)**
ADMISSION DIVISION, 1ST FLOOR ADMINISTRATION BUILDING
UNIVERSITI PUTRA MALAYSIA, 43400 UPM SERDANG, SELANGOR, MALAYSIA
EMAIL: arb@upm.edu.my / haslinda_saad@upm.edu.my
PHONE NO: +603-89466051
<table>
<thead>
<tr>
<th><strong>APPLICANT’S PARTICULARS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME : __________________</td>
</tr>
<tr>
<td>2. GENDER : □ MALE □ FEMALE</td>
</tr>
<tr>
<td>3. PROGRAMME : □ BACHELOR □ MASTER □ PhD</td>
</tr>
<tr>
<td>4. FIELD OF STUDY : ______________</td>
</tr>
<tr>
<td>5. FACULTY/INSTITUTE : ______________</td>
</tr>
<tr>
<td>6. NATIONALITY : __________________ 7. DATE OF BIRTH: □ □ □</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>8. EMAIL : ______________</td>
</tr>
<tr>
<td>9. PASSPORT NO : ______________ EXPIRY DATE : □ □ □</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>10. CURRENT CONTACT ADDRESS :</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>11. ADDRESS OF MALAYSIA EMBASSY :</td>
</tr>
</tbody>
</table>

12. Have you been applied / registered in any other institutions in Malaysia before this?
□ *YES □ NO

If YES : a) Date of application / registration: ________________________________

    b) Name of institution: ________________________________

13. CONTACT NUMBER IN MALAYSIA (e.g. IF YOU HAVE FRIEND IN MALAYSIA):
    ________________________________

*Kindly ensure you have Release Letter from your former institution
# JABATAN IMIGRESEN MALAYSIA

**BORANG PERMOHONAN PAS PELAJAR**

**STUDENT PASS APPLICATION FORM**

PERATURAN-PERATURAN IMIGRESEN, 1963 [Peraturan 13(2)]

(Borang ini dikenakan bayaran sebanyak RM1.00)

(IM. 14 - Pin. 1/97)

<table>
<thead>
<tr>
<th>* Jenis Permoohonan</th>
<th>Baru</th>
<th>Lanjutan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Application</td>
<td>New</td>
<td>Extension</td>
</tr>
</tbody>
</table>

## A. MAKLUMAT PEMOHON

**PARTICULARS OF APPLICANT**

1. **Nama Penuh (Huruf Besar)**
   Full Name (Capital Letter)

   ![Photograph Of Applicant (3.5 cm x 5.0 cm)]

2. **Jantina**
   Gender
   - Lelaki
   - Perempuan

3. **Tempat / Negara Lahir**
   Place / Country of Birth

4. **Tarikh Lahir**
   Date of Birth
   - hari
   - bulan
   - tahun

5. **Warganegara**
   Nationality

## B. MAKLUMAT PASPORT / DOKUMEN PERJALANAN

**PARTICULARS OF PASSPORT / TRAVEL DOCUMENT**

6. **Jenis Dokumen Perjalanan**
   Type of Travel Document

7. **Nombor**
   Number

8. **Tempat / Negara Dikeluarkan**
   Place / Country of Issue

9. **Sah Sehingga**
   Valid Until
   - hari
   - bulan
   - tahun

## C. MAKLUMAT PENGAJIAN / KURSUS

**PARTICULARS OF STUDY / COURSE**

10. **Tempoh Belajar / Kursus**
    Duration of Study / Course
    - bulan

11. **Nama Kursus**
    Name of Course

12. **Peringkat Pengajian**
    Level of Course
    - Ph. D
    - Sarjana
    - Sarjana Muda
    - Diploma
    - Sekolah

13. **Nama Institusi**
    Institution Name

14. **Jenis Institusi**
    Type of Institution
    - Kerajaan
    - Swasta

15. **Kategori Anak**
    Category of Child
    - Anak Warganegara
    - Anak Pegawai Dagang
    - Anak Penduduk Tetap

16. **Nyatakan maklumat suami / isteri / ibubapa di Malaysia**
    Specify spouse / parent's information residing in Malaysia
    - Nama Penuh (Huruf Besar)
    Full Name (Capital Letter)

   - **Jantina**
     Gender
     - Lelaki
     - Perempuan

   - **Warganegara**
     Nationality

** Format Tarih 99/99/9999**
**Date Format** DD/MM/YYYY

**1 - 2**

* Borang ini hendaklah diletak. Tandakan (X) dalam petak yang berkenaan.
* This form should be typed. Mark (X) in the appropriate box.
D. MAKLUMAT PENGANJUR DI MALAYSIA
PARTICULARS OF SPONSOR IN MALAYSIA

18. Nama Penuh (Huruf Besar)
Full Name (Capital Letter)

19. No. Kad Pengenalan
NRIC

20. No. Telefon
Telephone No.

21. Alamat
Address

Negeri
State

E. KEPERLUAN VISA
VISA REQUIREMENT

22. *Adakah Visa diperlukan
Visa Requirement

Ya
Yes

Tidak
No

23. *Jenis Visa
Type of Visa

Sekali Perjalanan
Single Entry

Berulangkali Perjalanan
Multiple Entry

Tanggal:
Date

Tanda tangan Pemohon / Penganjur
Signature of Applicant / Sponsor

* Borang ini hendaklah ditandai. Tandakan (X) dalam petak yang berkenaan.
This form should be typed. Mark (X) in the appropriate box.

** Format Tarih 99/99/9999
Date Format DD/MM/YYYY