

PROGRESSION

Name:	Student ID:
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Nationality:		Home Address in Malaysia											
Passport No.:	Passport Expired Date:	House/Apartment No.:.....											
		Street Address:.....											
		Town/City:..... state:.....											
		Email:.....											
Current Insurance Expired Date:	Student Pass Expired Date:	Contact No.:											
		<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											

NO.	DOCUMENTS	DETAIL	INSTRUCTION TO STUDENT	REMARK
1.	Passport <i>(Original document)</i>	At least 15 MONTHS VALIDITY from the Student Pass expiry date	Passport must be in good condition	
2.	Passport photocopy <i>(2 copies)</i>	ALL PAGES including blank page (from page 1 to the last page of passport)	- The copy must be clear and clean - printed in A4 size and one-sided	
3.	Photograph <i>(2 pieces)</i>	Passport-size photo (4.5cm x 3.5cm) with WHITE BACKGROUND	Printed on photo quality paper and unedited photo	
4.	Offer Letter	Original and copy	To obtain from BPA @ PPS	
5.	Completion Letter	Original and copy	To obtain from BPA @ PPS	
6.	Release letter	Release letter to obtain from the previous institute	To obtain from the previous institute	
7.	Academic Certificates	Original and copy	To obtain from the previous institute	

NO.	PAY TO	DETAIL (RM)	INSTRUCTION TO STUDENT
1.	EMGS	RM989.00	Online payment to: EMGS Escrow Account 1 - MAYBANK (514057662341)
2.	INSURANCE	Liberty Insurance	
		PLAN 1 RM500.00	PLAN 2 RM570.00
3.	UTeM INTERNATIONAL CENTRE (UIC)	RM270.00 + SINGLE/MULTIPLE ENTRY VISA (depends on country) <i>Can refer at the back of this form</i>	Pay to insurance agent at UTeM International Centre (UIC) every Thursday or online transfer to GOH KIM ONG - MAYBANK (504085137337) Pay at UTeM International Centre

NO.	MEDICAL CHECK UP
1.	The student is required to do a medical checkup upon receiving the VISA APPROVAL LETTER (VAL) from EMGS
2.	Medical checkup is to done at EMGS panel clinic <i>(kindly refer to International office for the list of EMGS Panel Clinics)</i>

IMPORTANT!

FOR RENEWAL AND PROGRESSION APPLICATIONS, DOCUMENTS HAVE TO BE SUBMITTED TO THE UTeM INTERNATIONAL CENTRE TWO (2) MONTHS BEFORE THE EXPIRY DATE.

FAILING TO DO SO WILL LEADS TO PAYMENT OF **RM200.00 PENALTY**

Student's signature:.....

date:.....