

Name:	Student ID:
-------	-------------

Nationality:		<b>Home Address in Malaysia</b>																					
Passport No.:	Passport Expired Date:	House/Apartment No:.....																					
		Street Address:.....																					
		Town/City:..... State:.....																					
Current Insurance Expired Date:	Student Pass Expired Date:	Email:.....																					
		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><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>(1 copies)</i>	<b>ALL PAGES</b> 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>(1 pieces)</i>	Passport-size photo (4.5cm x 3.5cm) with <b>WHITE BACKGROUND</b>	Printed on photo quality paper and unedited photo	
4.	Class attendance for two (2) semesters / Progress report	Current and previous semester Minimum of three (3) subject with lecturers' signature and their official stamp <b>(FOR ENGLISH WE NEED OFFER LETTER AND ATTENDANCE FOR CURRENT SEMESTER)</b>	Take the Attendance <b>FORM</b> at UTeM International Centre	
5.	Exam Result from previous two (2) semesters	If CGPA is less than 2.00, refer item no. 6 <b>(FOR ENGLISH MUST GET FROM UTEM HOLDING)</b>	<b>TO BE PRINTED OUT FROM STUDENT PORTAL</b>	
6.	Supporting Letter <i>(Original copy)</i>	If CGPA is less than 2.00	Supporting letter from your Faculty's Dean	

NO.	PAY TO	DETAIL (RM)	INSTRUCTION TO STUDENT
1.	EMGS	<b>RM198.40</b>	Online payment to: <b>EMGS Escrow Account 1 - MAYBANK (514057662341)</b>
2.	INSURANCE	<b>Liberty Insurance</b>	
		PLAN 1 <b>RM500.00</b>	PLAN 2 <b>RM570.00</b>
3.	UTeM INTERNATIONAL CENTRE (UIC)	<b>RM60.00 + SINGLE/MULTIPLE ENTRY VISA</b> (depends on country) <i>Can refer at the back of this form</i>	Pay at UTeM International Centre

**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:.....