

Name:	Student ID:
Faculty:	Program:

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.:	
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

NO.	DOCUMENTS	DETAIL	INSTRUCTION TO STUDENT	REMARK
1.	Class attendance for two (2) semesters / Progress report	Current and previous semester Minimum of three (3) subject with lecturers' signature and their official stamp (FOR ENGLISH WE NEED OFFER LETTER AND ATTENDANCE FOR CURRENT SEMESTER)	Take the Attendance FORM at UTeM International Centre	
2.	Exam Result from previous two (2) semesters	If CGPA is less than 2.00, refer item no. 6 (FOR ENGLISH MUST GET FROM UTEM HOLDING)	TO BE PRINTED OUT FROM STUDENT PORTAL	
3.	Supporting Letter (Original copy)	If CGPA is less than 2.00	Supporting letter from your Faculty's Dean	

NO.	PAY TO	DETAIL (RM)		INSTRUCTION TO STUDENT
1.	EMGS	RM50.00		Online payment to: EMGS Escrow Account 1 - MAYBANK (514057662341)
2.	INSURANCE	Liberty Insurance		Pay to insurance agent at UTeM International Centre (UIC) every Thursday or online transfer to GOH KIM ONG - MAYBANK (504085137337)
		PLAN 1 RM500.00	PLAN 2 RM570.00	

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:.....