

 UPNM National Defence University of Malaysia Kemuncuran • Maritim • Integrasi	CENTRE FOR ACADEMIC AND INTERNATIONAL NETWORK UNIVERSITI PERTAHANAN NASIONAL MALAYSIA Aras Bawah, Bangunan Jebat, UPNM 57000, Kuala Lumpur, Malaysia Tel: 603-9051 2406 / 2535 Email: pjaa@upnm.edu.my
	CHECKLIST FOR VISA APPROVAL LETTER (VAL) APPLICATION (PRE-ARRIVAL)

APPLICANT DETAILS (in capital letter)

Full Name	
Passport No	

No.	Required documents (Please arrange the document according to the sequence given)	No. of copy	Remarks
1.	Completed application form	1	
2.	Copy of offer letter from the university	1	
3.	Copy of Academic Certificate (original & English translated)	1	
4.	Copy of Academic Transcript (original & English translated)	1	
5.	Copy of Health Declaration Form (Please fill in the form – as attached)	1	
6.	Passport Photo (white background) - Size 3.5 cm x 4.5 cm (Please refer Appendix A)	1	
7.	A4 Sized Copy of passport * All pages of the passport *Observation page (showing any extensions, clarifications of name, and previous passport numbers) *Special Pass or Exit Stamp (if applicable) * Minimum passport validity must be 18 months from the expected date of entry	1	
8.	Proof of VAL application payment to EMGS (Original receipt)	1	
9.	No-Objection Certificate (NOC) or Letter of Eligibility (LOE) if the student is from Iran, Sudan and Oman respectively (Please refer Appendix B)	1	
10.	Personal Bond stamped by Inland Revenue Board (IRB)/ LHDN (Please refer Appendix C)	1	
11.	Receipt of Payment (Processing Fee) to EMGS: Please make Cheque/ Bank Draft/ Bank Transfer Payable to: EMGS Escrow Account 1 Account Number: 514057662341 Swift Code: MBBEMYKLXXX Bank: Malayan Banking Berhad (MAYBANK) Bank Address: Ground & Mezzanine Floor, Bangunan UTMSPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur	1	

Reminder

- Documents which **DO NOT** follow the specifications are deemed incomplete and **will be rejected**.
- Please **DO NOT STAPLE** your documents and photo, use a paper clip instead.
- All of these listed documents must be scanned and submitted via email pjaa@upnm.edu.my in ONE FOLDER.**

Kindly mentioned your details as follows:

Name:
 Passport:
 Course Name:

Accepted and Checked By	
Staff	
Date	

 <div style="display: inline-block; vertical-align: middle;"> <p style="font-size: 24px; font-weight: bold; margin: 0;">UPNM</p> <p style="font-size: 8px; margin: 0;">National Defence University of Malaysia Kuala Lumpur • Malacca • Singapore</p> </div>	<p style="font-weight: bold; margin: 0;">CENTRE FOR ACADEMIC AND INTERNATIONAL NETWORK</p> <p style="font-weight: bold; margin: 0;">UNIVERSITI PERTAHANAN NASIONAL MALAYSIA</p> <p style="margin: 0;">Aras Bawah, Bangunan Jebat, UPNM 57000, Kuala Lumpur, Malaysia</p> <p style="margin: 0;">Tel: 603-9051 2406 / 2535 Email: pjaa@upnm.edu.my</p>
VISA AND PASS APPLICATION FORM	

SECTION A – Student Details

Full Name:

Passport Number: Gender:

Nationality: Country of Residence:

Program of Study: Master Doctor of Philosophy (PhD)

Name of Program:

Faculty:

Email Address:

Telephone Number (for Call/ Whatsapp):

SECTION B – Accommodation Details (in Malaysia). Please tick (✓)

1) On campus (UPNM Hostel)

2) Others (Please specify)

Address line 1 :

Address line 2 :

City :

Postcode :

State :

SECTION C – Accommodation Details (in Overseas).

Address line 1 :

Address line 2 :

City :

Postcode :

State :

HEALTH DECLARATION FORM FOR APPLICANTS

I hereby declare that I am free from the following diseases/conditions:

ITEMS	SELF		IF NO, PLEASE STATE	IF YOU HAVE SOUGHT CONSULTATION FOR ANY OF THE LISTED DISEASES/CONDITION, YOU ARE REQUIRED TO SUBMIT YOUR MEDICAL HISTORY/REPORT FROM YOUR TREATING PHYSICIAN TO EDUCATION MALAYSIAGLOBAL SERVICES (EMGS) PANEL CLINIC/UNIVERSITY HEALTH CENTRE.
	YES	NO		
Tuberculosis				
Hepatitis B				
Hepatitis C				
HIV				
Drug use/abuse of:				
1. Opiates				
2. Cannabinoids				
3. Amphetamine				
4. Methamphetamine				
Sexually Transmitted Diseases				
Congenital or Inherited Disorder				
Cancer				
Epilepsy				
Psychiatric Illness				
Other illness				

I declare that I will submit myself for compulsory Post-Arrival Health Examination as per Malaysian regulations. In the event that I should be diagnosed with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

I declare that in the event I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS Panel Clinic/University Health Centre shall not be responsible in any manner whatsoever, arising out of EMGS Panel Clinic/University Health Centre certification of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS Panel Clinic/University Health Centre harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS Panel Clinic/University Health Centre from any loss or liability arising from this decision.

.....
Date (dd/mm/yyyy)

.....
Name of applicant as indicated in the passport

.....
Applicant's signature

.....
Applicant's passport number

Kindly ensure all information requested in this form is complete and updated in English Language.

Appendix A

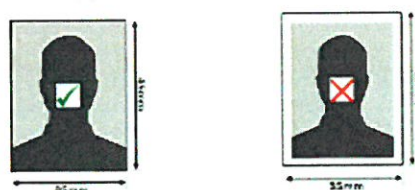
PASSPORT PHOTO GUIDELINES BY EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)

Please find below the photo guidelines for submitting a passport photo to institution. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

1. In colour and identical, not black and white.
2. Taken against a **WHITE** background.
3. Your photos must be **professionally printed** and 45 millimetres (mm) high x 35mm wide. **Please do not use photos that have been cut down from larger pictures.** In the examples below, the *one on the left shows the correct proportions*. The image on the right shows incorrect proportions.

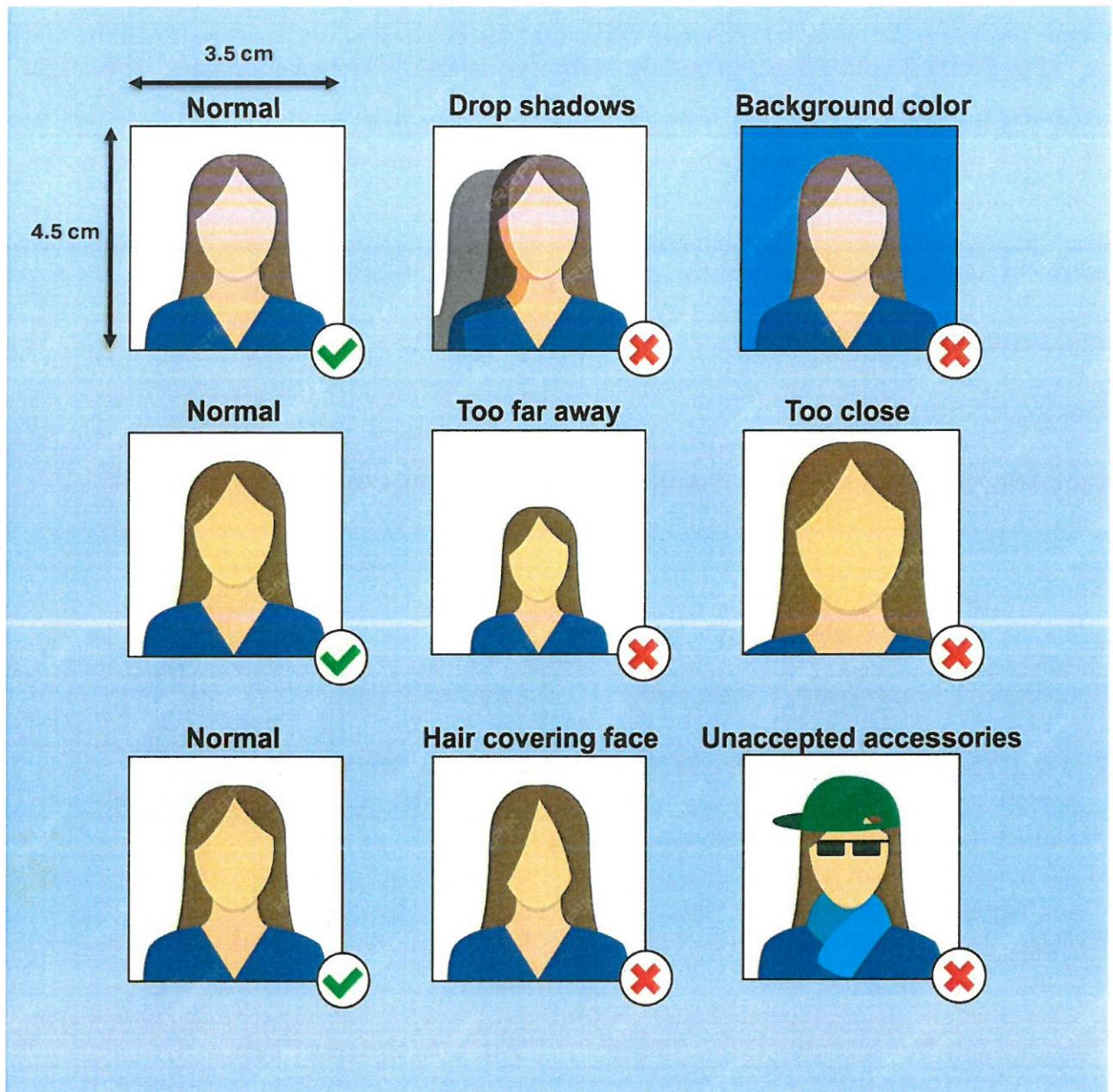


4. **Note to Institutions:** When scanning and uploading the passport picture in STARS please ensure that there is **no white border** surrounding the photo as this may affect the dimensions of the image. Therefore, please remove the white border before uploading the student's picture. In the examples below, the *one on the left shows the correct proportions*. The image on the right shows in correct proportions.



5. Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**
6. Because clothing is visible in the passport photo, subjects should be careful to wear something modest. A conservative top is best. **Do not wear something with open shoulders (such as a tank top).**
7. Free from shadows.
8. Digital enhancements or changes are not acceptable.
9. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.
10. With the subject facing forward, looking straight at the camera.
11. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
12. Of each person on their own (no objects such as dummies or toys, or other people visible).
13. Taken with nothing covering the face.
14. In sharp focus and clear.
15. Free from "redeye".
16. Taken of the full head, without any covering unless worn for religious or medical reasons.
17. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.
18. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.
19. Have the person's full name on the back of each photograph (when submitted manually).

PASSPORT PHOTO GUIDELINE



The LOE Application Form-Scientific Counsellor of Iran Embassy in East Asia

<p>*For Each Student. A Separate Form Must Be Submitted</p> <p>** <u>Two Copy</u> of this form must be submitted with a copy of Offer letter along with copy of application (all documents+ Copy of passport)</p>	
Name of The University:	Name of the Faculty:
Full Name of the Candidate:	
Passport Number:	
Full Address and Telephone Number (fixed line) of the candidate in Iran:	
For Emergency Call in Iran:	
Name:	Direct Phone:
Candidate Phone (Iran or Malaysia):	Candidate Email:
Level of the Program Applied: (Foundation/Bachelor/Master/PhD, etc)	
Name of the Program Applied with its Major:	
The proposed Supervisor/Advisor:	
Name:	Email :
Phone:	Email :
Registration Fee (Getting Offer Letter):	The Visa Process Fees:
International Students Admin Fees:	Tuition Fees of the Program:
How the University get the Student:	
Direct Application by Student ()	Through the Student Agents ()
If Agent, Name of the Agent:	Phone Number of Agent:
Any type of Grant/Scholarship/financial assistance provided for the Student (please explain):	



PERSONAL BOND REQUIREMENTS

RM 2,000.00

- Canada
- USA
- Colombia
- Angola
- Burkina Faso
- Burundi
- Cameroon
- Central African Republic
- Republic Congo
- Republic Democratic Congo
- Cote D'Ivoire
- Djibouti
- Equatorial Guinea
- Eritrea
- Ethiopia
- Guinea-Bissau
- Ghana
- Liberia
- Mali Mozambique
- Niger
- Nigeria
- Rwanda
- Western Sahara

RM1,500.00

- Saudi Arabia
- Africa
- Australia
- British C.I
- Brunei
- China
- Europe
- Iran
- Iraq
- Portugal
- Taiwan
- Tunisia
- Vietnam

RM1,000.00

- Japan
- South Korea
- Macao
- Hong Kong

RM 750.00

- Bangladesh
- Philippines
- India
- Myanmar
- Nepal
- Pakistan
- Sri Lanka

RM500.00

- Indonesia

RM300.00

- Thailand

RM200.00

- Singapore

RM1,500.00

Fee for all other countries

