

 <b>UPNM</b> National Defence University of Malaysia Bersejarah • Majlis • Berprestasi	<b>CENTRE FOR ACADEMIC AND INTERNATIONAL NETWORK</b> <b>UNIVERSITI PERTAHANAN NASIONAL MALAYSIA</b> Aras Bawah, Bangunan Jebat, UPNM 57000, Kuala Lumpur, Malaysia Tel: 603-9051 2406 / 2535 Email: <a href="mailto:pjaa@upnm.edu.my">pjaa@upnm.edu.my</a>
	<b>CHECKLIST FOR STUDENT PASS RENEWAL APPLICATION</b>

**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.	<b>Copy</b> of Semester Renewal Registration Form	1	
3.	<b>Copy</b> of Progress Report/ Academic Result (CGPA 2.0 and above)	1	
4.	<b>Copy</b> of Attendance Report for the duration of the current student pass validity period (80% attendance requirement)* - For Coursework Program	1	
5.	<b>A4 Sized Copy</b> of passport <b>*All pages</b> of the passport *Observation page (showing any extensions, clarifications of name, and previous passport numbers) *Special Pass or Exit Stamp (if applicable) <b>*Minimum passport validity must be 12 months from the expected date of entry</b>	1	
6.	<b>Receipt</b> of Payment (Processing Fee) to EMGS:  Please make Cheque/ Bank Draft/ Bank Transfer <b>Payable to: EMGS Escrow Account 1</b> <b>Account Number: 514057662341</b> <b>Swift Code: MBBEMYKLXXX</b> <b>Bank: Malayan Banking Berhad (MAYBANK)</b> <b>Bank Address: Ground &amp; Mezzanine Floor, Bangunan UTMSPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur</b>	1	
7.	<b>Copy</b> of IM38 Form (Download from STARS and signed by applicant)	1	**Prepared by the institution
8.	<b>Copy</b> of IM55 Form (Download from STARS and signed by applicant)	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](mailto:pjaa@upnm.edu.my) in ONE FOLDER.**

Kindly mentioned your details as follows:

 Name: .....  
 Passport: .....  
 Course Name: .....

Accepted and Checked By	
<b>Staff</b>	
<b>Date</b>	