

**POSTGRADUATE PROGRAMME**  
**SUBMISSION FOR NEW APPLICATION OF STUDENT PASS**

PART I: TO BE COMPLETED BY THE APPLICANTS			
<b>Name</b>			
<b>Student ID</b>		<b>Online Application No.</b>	
<b>Programme</b>		<b>Campus</b>	
<b>Intake</b>			
<b>Nationality</b>		<b>Gender</b>	Male / Female
<b>Passport No.</b>		<b>Passport Expiry Date</b>	
<b>Country of Residence</b>		<b>Malaysian Embassy to Apply Entry Visa (Country)</b>	
<b>Student Status</b>	New / Transferred	<b>Previous Institution in Malaysia</b>	
<b>Contact Number</b>		<b>Email</b>	
<b>Agent's Contact Number / Email (if any)</b>			

APPLICATION DOCUMENTS – <i>The applicants need to submit all the required documents to the IPS Office for further processing</i>			
Document	Checked	Document	Checked
2 copies of passport (all pages)		2 copies of Affidavit Letter (if required)	
2 copies of the certificate of your Bachelor's degree		2 copies of the transcript of your Bachelor's degree	
2 copies of the certificate of your Master's degree (for Ph.D. applicants only)		2 copies of the transcript of your Master's degree (for Ph.D. applicants only)	
1 Photo on a white back ground (3.5 X 4.5 cm)		2 copies of Exit Stamped (if required)	
2 copies of the offer letter/ admission letter to MMU (if any)		2 copies of English Proficiency Certificate / English Exemption Document	
2 copies of working Experience / CV (if required)		2 copies of Deferment Letter (if required)	
2 copies of Official Result, Attendance Report & Release Letter from previous Inst.		Proof of EMGS Processing Fee	
Others (specify):			

**PART II: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE**

**IPS Office needs to check all the required documents has been submitted by the applicants for further processing to the International Student Centre.**

Received and Verified by IPS: -

NAME: \_\_\_\_\_ SIGNATURE AND OFFICIAL STAMP: \_\_\_\_\_

DATE: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Submission of completed documents to International Student Centre: \_\_\_\_\_

**Received & Verified by ISC: -**

NAME: \_\_\_\_\_ SIGNATURE AND OFFICIAL STAMP: \_\_\_\_\_

DATE: \_\_\_\_\_

Document Complete: **YES / NO**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_