

Important Information

- Documents MUST be submitted to the VPU **immediately** once obtained the new passport
- If visa validity less than 1 months, MUST report to VPU immediately

Steps	For Students	For Office
1	<p>Required documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Original passport (new and old) <input type="checkbox"/> Hardcopy of new passport (all pages) <input type="checkbox"/> 2 sets of the Personal Information page of the passport (new and old) and the latest Student Pass page (for Undertaking Letter), <input type="checkbox"/> Softcopy of the passport (new and old) (PDF format in one document, saved in pendrive/CD) <input type="checkbox"/> Police report (if the old passport is lost in Malaysia) <input type="checkbox"/> Embassy letter (if the old passport is lost in foreign country) 	<ul style="list-style-type: none"> <input type="checkbox"/> Softcopy, as original passport, upload in IIS
2	<ul style="list-style-type: none"> • Transfer of Student Visa application fee – EMGS: RM_____ (refer to the back of the checklist) • JomPAY online at Internet and Mobile Banking with your current or Savings account <ul style="list-style-type: none"> • Biller Code: 231183 • Ref-1: 12566 • Ref-2: 472018 	<ul style="list-style-type: none"> • Correct Payment details: <ul style="list-style-type: none"> <input type="checkbox"/> Amount <input type="checkbox"/> Biller Code <input type="checkbox"/> Ref-1 <input type="checkbox"/> Ref-2
3	<ul style="list-style-type: none"> • Submit the following documents to the VPU: <ul style="list-style-type: none"> <input type="checkbox"/> Original passport (new & old) <input type="checkbox"/> JomPAY – Proof of payment <input type="checkbox"/> Document 	<ul style="list-style-type: none"> <input type="checkbox"/> Completed document submitted to VPU • Follow up passport collection on:

* For further enquiry, please drop us an email at vpu@ucsiuniversity.edu.my.

Transfer of Student Visa application fee

Country	Transfer of Student Visa application fee (RM)
Argentina	74.15
Bolivia	65
Brazil	71
Brunei	54
Bulgaria	75.9
Chile	78.5
China	84
Costa Rica	63
Czech Republic	73.3
Slovakia	73.3
Denmark	60
Dominican Republic	66.9
Ecuador	61
Finland	61
France	66.9
Haiti	70
Hungary	75.45
India	104
Indonesia	69
Italy	63.5
Japan	54
Liberia	67
Mexico	71.5
Myanmar(Burma)	73.5
Panama	68.5
Philippines	90
Poland	80.2
Portugal	60.5
Saudi Arabia	71.2
Singapore	54
Slovakia	73.3
South Korea	84
Sri Lanka	69
Sudan	66.9
Thailand	74
Uruguay	67.5
USA	60
Venezuela	72
Vietnam	67
All other countries not listed above	74