



INFORMATION FOR INTERNATIONAL STUDENTS ON RENEWAL (RENEW – IM55)

Kindly initiate the Student Pass (IM55) renewal process **at least THREE (3) MONTHS before expiry** to avoid complications.

Required Documents

1. Copy of Passport (All pages, including the latest visa page)
Must be in A4 size with two passport pages per sheet.
2. Latest Academic Documents:
For Undergraduates - Transcript & Attendance Report
For Postgraduates - Attendance Report & Progress Report (Form is attached)
3. Payment for Renewal Fees (As per EMGS guidelines)

Important Note:

All documents must be submitted to CIRC Office at least three (3) months before expiry.

For Students Using a New Passport

1. Bring both your old and new passports for renewal.
2. The old passport with your Student Pass is needed for immigration verification.

Payment

Please refer to the attached form and complete it accordingly.

Payment should be made to UniSHAMS
Account Name – UNISHAMS SDN. BHD
ACCOUNT NO.: BANK ISLAM
02011010036839 (Payment in Ringgit Malaysia - RM)
02011040000517 (Payment in USD - Dollars)
Swift Code: BIMBMYKL

Email the payment slip to: unithasil@unishams.edu.my
and cc to: circ@unishams.edu.my.

IMPORTANT NOTES

- Late submissions may result in penalties or overstaying issues.
- Students in Malaysia: Must remain in the country during the renewal process.
- Students abroad: Wait for the supporting letter from CIRC before entering.
- The Immigration Department has the final discretion on approval.

Should you have any inquiries please contact:

1. CIRC:
Phone: +60 13-666 5092 / +604-499 1170 (CIRC Office)
Email: circ@unishams.edu.my
2. For Postgraduate Studies-related matters:
Phone: +60 11-2847 2772 / +604-499 1113
Email: kemasukanrekod.pps@unishams.edu.my
3. For Undergraduate Studies-related matters:
Phone: +60 11-6140 7503 / +60 13 428 5115
Email: applicataion@unishams.edu.my

<u>APPLICANT/STUDENT DETAIL</u>												
NAME	:											
MATRIC NO	:											
PASSPORT NO	:											
PROGRAM	:											
RENEW STUDENT PASS (IM55)												
BIL	DOCUMENTS/ISSUES	Tick (/) by Student	Check (/) by Staff									
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1	Copy of Passport (All pages, including the latest visa page) It must be in size A4, consisting of two passport pages on one sheet THE VALIDITY OF THE PASSPORT MUST BE AT LEAST 18 MONTHS											
2	Students must have an active status , which can be verified through the UniSHAMS Student Portal											
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Please email to us at circ@unishams.edu.my with attachments. Thank you

Submission Date :

Signature :