



PERKHIDMATAN UTAMA

**PUTRA INTERNATIONAL (PUSAT ANTARABANGSA)
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia
Tel: 603-8946 6048 / 6198 E-mail: intl@upm.edu.my

Kod Dokumen: SOK/PIC/SS12

CHECKLIST FOR STAFF EMPLOYMENT APPLICATION

PLEASE USE CAPITAL LETTERS

Name:																				

Passport No:																				

No.	Required Documents (Please arrange the document according to the sequence given.)	No of Copy	Tick (If Complete)		
			Office Use		
			Applicant	HD	CS
1	Checklist for Employment Pass Application (SOK/PIC/SS12)	1			
2	Visa & Pass Application Form (UPM/PIC/BR01/APPLICATION FORM) - link	1			
3	ORIGINAL Offer letter	1			
4	Letter of acceptance	2			
5	A4 sized copy passport (all pages including the empty pages)	2			
6	A4 sized copy passport (Front page and visa page)	2			
7	Photo (Blue Background) Size 3.5 cm x 5.0 cm - link	3			
8	ORIGINAL Release letter (previous institution)	2			
9	ORIGINAL passport	-			


Note

- Documents which **DO NOT** follow the specifications are deemed incomplete and shall be rejected
- Pease **DO NOT** staple your documents and photo.
- Use a paper clip instead.
- Please number all the copies to avoid missing pages and delay at EMGS.

Checked by

Date

HD	Helpdesk
CS	Counter Staff

	SOKONGAN PENGURUSAN PELAJAR DAN STAF ANTARABANGSA
	PUTRA INTERNATIONAL CENTRE (PUSAT ANTARABANGSA) Kod Dokumen: SOK/INT/BR01/VP

VISA & PASS APPLICATION FORM

TYPE OF APPLICATION

PLEASE TICK (/)

NEW STUDENT	STUDENT RENEWAL	SPECIAL PASS	INVITATION/ RELEASE/ CLAIM LETTER
VAL	DEPENDENT RENEWAL	TRANSFER STICKER	CANCELLATION/ SHORTENING
NEW DEPENDENT	IKHTISAS/RESEARCH ATTACHMENT	STAFF	STAFF DEPENDENT

STUDENT'S/ STAFF'S PARTICULARS:

1. NAME : _____

2. MATRIC/STAFF NO : _____ GENDER : Male Female

3. NATIONALITY : _____

4. PROGRAMME (For Student Only) : Bachelor Master PhD

5. PASSPORT NO. : _____

6. EXPIRY DATE:

(DD/MM/YYYY)

7. PASS EXPIRY DATE :

(DD/MM/YYYY)

8. MOBILE NO. : _____

9. EMAIL : _____

10. NEAREST MALAYSIA EMBASSY : _____

(For VAL application only)

NO. SEMAKAN : 00
 NO. ISU : 01
 TARIKH KUAT KUASA : 24/3/2017

DEPENDENT'S PARTICULARS:

NAME	PASSPORT NO.	PASSPORT EXPIRY DATE	SOCIAL PASS EXPIRY DATE	RELATION

I certify that all information given in this application is true and I have also submitted application for me or my dependents: student/working pass/visit pass (New/ Renewal/ Special Pass/ Shortening/ Endorsement)

.....
Student/ Staff's Signature

.....
Date

FOR OFFICE USE ONLY

PAYMENT CHECKLIST: (Note: Please present the original receipt from the Bursar Counter and the copy of the Receipt upon submission of your application to the Counter of Visa & Pass.)

TYPE OF PAYMENT	Student/ Staff	Dependent 1	Dependent 2	Dependent 3	Dependent 4	Dependent 5	Dependent 6
NEW APPLICATION:							
RENEWAL							
SPECIAL PASS							
TRANSFER STICKER							
SHORTENING / CANCELLATION							
INVITATION LETTER/ RELEASE LETTER/ CLAIM LETTER							
LATE SUBMISSION							
OTHERS:							
TOTAL AMOUNT (RM):							

.....
Officer's Signature and Stamp
PUTRA INTERNATIONAL CENTRE

.....
Date

NO. SEMAKAN : 00
NO. ISU : 01
TARIKH KUAT KUASA : 24/3/2017