



**PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA**
43400 UPM Serdang, Selangor, Malaysia
Tel: 603-9769 6048 / 6198 Email: visapass@upm.edu.my

CHECKLIST FOR SPECIAL PASS APPLICATION

*This checklist is strictly for one (1) applicant only

APPLICANT DETAILS (in capital letter)


Full Name	
Passport No	

No.	Required documents <small>*Please arrange the document according to the sequence given</small>	No of Copy	Please tick	
			Applicant	Staff
1.	Checklist for Special Pass Application	1		
2.	Visa & Pass Application Form (OPR/INTL/BR03/SVP)	1		
3.	Format A Form	2		
4.	Applicant's typed letter address to Immigration Director Malaysia, Kuala Lumpur (The letter must explain the reason for applying special pass)	2		
5.	Supporting documents for student applicant a) For new student pass application – VAL and offer letter from UPM b) For renewal student pass application – Latest registration slip / confirmation letter c) If the student transfer to other study institution – Withdrawal letter from UPM, offer letter from new study institution d) If the student withdraw / defer the study – Withdrawal letter, termination letter or deferment letter	2		
6.	Supporting document for renewal dependent applicant <u>For Principal's Spouse:</u> i. Copy of family letter ii. Copy of translated and untranslated marriage certificate iii. Student study status confirmation letter from SGS / Academic Division <u>For Principal's Children:</u> i. Copy of family letter ii. Copy of translated and untranslated marriage certificate iii. Copy of translated and untranslated birth certificate (born in or outside Malaysia) iv. Student study status confirmation letter from SGS / Academic Division <u>For Principal's Parents:</u> i. Copy of family letter ii. Copy of translated and untranslated principal's parents' marriage certificate iii. Copy of translated and untranslated principal's birth certificate iv. Student study status confirmation letter from SGS / Academic Division *or any related documents that requires the cancellation of current dependent pass	2 copies for every document for each dependent		
7.	If the applicant plans to leave the country: Flight ticket – minimum 14 days starting from the date of application submission	2		
8.	Copy of passport (all pages)	1		
9.	Copy of passport pages (applicant's details page and current pass page only)	1		
10.	For dependent – additional of principal's details and student pass page	1		
11.	Original passport	-		
12.	Receipt of payment to EMGS (refer page 4 for fee information)	2		
13.	Receipt of payment to UPM (refer page 4 for fee information)	2		

REMINDER:

- i. This checklist is for **ONE** application. Additional of other dependent application will require the same number of copies.
- ii. Documents which **DO NOT** follows the specifications are considered incomplete and shall be rejected.
- iii. **DO NOT** make any travel plans until all application process have been completed. (Any request to expedite application processing will not be entertained by PIC).

Date	
Staff	

	OPERASI PERKHIDMATAN SOKONGAN PUSAT ANTARABANGSA Kod Dokumen: OPR/INTL/BR03/SVP
	VISA AND PASS APPLICATION FORM

Please Tick (/)

New Student / VAL	<input type="checkbox"/>	Student Renewal	<input type="checkbox"/>	Special Pass	<input type="checkbox"/>	Invitation/ Release/ Claim Letter / Refund	<input type="checkbox"/>
New Dependent	<input type="checkbox"/>	Dependent Renewal	<input type="checkbox"/>	Transfer Sticker	<input type="checkbox"/>	Cancellation/ Shortening	<input type="checkbox"/>
Ikhtisas/Research Attachment	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Staff Dependent	<input type="checkbox"/>	Student I-KAD Renewal/ Replacement	<input type="checkbox"/>

Student's / Staff's Particulars:

Full Name : _____

Matric/Staff No. : _____

Gender : **Male** **Female**

Nationality : _____

Programme : **Bachelor** **Master** **PhD**

Programme Name : _____

Passport No. : _____

Passport Expiry Date :

Mobile No. : _____

E-Mail
(In capital letter) : _____

Nearest Malaysia Embassy : _____

DEPENDENT'S PARTICULARS:

Full Name	Passport No.	Passport Expiry Date	Social Pass Expiry Date	Relationship

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

NO. SEMAKAN : 02
NO. ISU : 01
TARIKH KUATKUASA : 14/08/2020

**FORMAT TINGGAL LEBIH MASA
HADIR DI PEJABAT**

Nama (Name).....
Jantina (Gender) Warganegara (Nationality)
No. Pasport (Passport No.) Pekerjaan (Profession)
Majikan (Employer)..... Jenis Pas (Type of passes)
Tempoh Tamat Pas (Expiry date of pass)
Sebab-sebab Tinggal Lebih Masa: (Kemukakan dokumen sebagai bukti):
(Reason for overstaying, please enclose proof)

.....
Tandatangan (Signature)
Tarikh (Date):

UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)

PERAKUAN PEGAWAI:

.....
Tandatangan
Cop Nama & Jawatan Pegawai
Tarikh:

KEPUTUSAN

- Ada sebab munasabah telah tinggal lebih masa:
 Keluarkan Pas Khas dan Lanjutkan Pas
 Keluarkan memo periksa keluar
 Tidak ada sebab munasabah telah tinggal lebih masa rujuk bahagian penguatkuasa

.....
Tandatangan Pegawai
Cop Nama & Jawatan Pegawai
Tarikh:

PAYMENT TO EMGS

Country	Charge fee
ALL	RM153

NAME OF BANK : MAYBANK
ACCOUNT NO : 514057662341
ACCOUNT NAME : EDUCATION MALAYSIA GLOBAL SERVICES

PAYMENT TO UPM

Country	Charge fee
ALL	RM100

NAME OF BANK : CIMB
ACCOUNT NO : 8002155042
ACCOUNT NAME : UPM COLLECTION