



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, EMGS Kuala Lumpur (The letter must state and explain the reason for applying special pass)	2		
5.	The proof of the overstay – i.e. Medical leave, attendance report, faculty supporting letter	2		
6.	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 – Study status letter from UPM, offer letter from new study institution, new VAL from new study institution d) If the student withdraw / terminate / defer the study – Withdrawal letter, termination letter or deferment letter	2		
7.	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		
8.	If the applicant plans to leave the country : Flight ticket date must valid 30 days starting from the date of application submission	2		
9.	Copy of passport pages : (applicant's details page, current pass page and latest date of entry)	2		
10.	For dependent – additional of principal's details and student pass page	2		
11.	Original passport	-		
12.	Receipt of payment to EMGS (refer page 5 for fee information)	2		
13.	Receipt of payment to UPM (refer page 5 for fee information)	2		

REMINDER:

- i. Application must be submitted **within 5 days** before the expiry date of current pass.
- ii. This checklist is for **ONE** application. Additional of other dependent application will require the same number of copies.
- iii. Documents which **DO NOT** follows the specifications are considered incomplete and shall be rejected.

Staff	
Date	

	OPERASI PERKHIDMATAN SOKONGAN PUSAT ANTARABANGSA PUTRA 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

**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(Kembarkan dokumen sebagai bukti):

(Reason for overstaying,please enclose proof):

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Tandatangan (Signature)

Tarikh(Date):.....

UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)

PERAKUAN PEGAWAI:

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.....

.....

Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh:

KEPUTUSAN

Ada sebab munasabah telah tinggal lebih masa

Keluarkan Pas Khas dan Lanjutan Pas

Keluarkan Memo Periksa Keluar

Tidak Ada Sebab Munasabah Telah Tinggal Lebih Masa Rujuk Bahagian Penguatkuasa

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Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh :

PAYMENT TO EMGS

Country	Charge fee
ALL	RM153 (1st Special Pass)
ALL	RM206 (2nd Special Pass)

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

PAYMENT TO UPM

Country	Charge fee
ALL	RM100 (1st Special Pass ONLY)

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