



**PUTRA INTERNATIONAL CENTRE**  
**UNIVERSITI PUTRA MALAYSIA**  
 43400 UPM Serdang, Selangor, Malaysia  
 Tel: 603-9769 6048 / 6198 Email: [visapas@upm.edu.my](mailto:visapas@upm.edu.my)

**CHECKLIST FOR SHORTEN / CANCELLATION OF PASS APPLICATION**

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

**APPLICANT'S 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 Shorten / Cancellation Application	<b>1</b>		
2.	Visa & pass Application Form (OPR/INTL/BR03/SVP)	<b>1</b>		
3.	<b>Applicant's typed letter</b> address to Immigration Director Malaysia, Kuala Lumpur (The letter must explain the reason for applying the shorten / cancellation of visa)	<b>2</b>		
4.	<b>Supporting documents for student:</b> a) If the student transfer to other study institution / workplace – Study status letter from UPM, offer letter from newly joined institution, new VAL from new institution b) If the student has completed the study – Completion letter, award of degree, flight ticket c) If the student withdraw / defer the study – Withdrawal letter, termination letter or deferment letter	<b>2</b>		
5.	<b>Supporting document for dependent applicant</b> <b>For Principal's Spouse:</b> i. Copy of family letter ii. Copy of translated and untranslated marriage certificate iii. Student study status confirmation letter from SGS / Academic Division <b>For Principal's Children:</b> 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 <b>For Principal's Parents:</b> 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 <b>*or any related documents that requires the cancellation of current dependent pass</b>	<b>2 copies for every document for each dependent</b>		
6.	If the applicant plans to leave the country: Flight ticket – minimum 14 days starting from the date of application submission	<b>2</b>		
7.	Copy of passport (all pages)	<b>1</b>		
8.	Copy of passport pages (applicant's details page and current pass page only)	<b>1</b>		
9.	For dependent – additional of principal's details and student pass page	<b>1</b>		
10.	Original passport	-		
11.	<b>Receipt</b> of payment to <b>EMGS</b> (refer Page 4 for fee information)	<b>2</b>		
12.	<b>Receipt</b> of payment to <b>UPM</b> (refer Page 4 for fee information)	<b>2</b>		

**REMINDER:**

1. This checklist is for **ONE** application. Additional of other dependent application will require the same number of copies.
2. Documents which **DO NOT** follows the specifications are considered incomplete and shall be rejected.
3. **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).

<b>Staff</b>	
<b>Date</b>	

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

**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:**

<b>Full Name</b>	<b>Passport No.</b>	<b>Passport Expiry Date</b>	<b>Social Pass Expiry Date</b>	<b>Relationship</b>

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

**PAYMENT TO EMGS**

<b>Country</b>	<b>Charge fee</b>
<b>ALL</b>	<b>RM53</b>

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

**PAYMENT TO UPM**

<b>Country</b>	<b>Charge fee</b>
<b>ALL</b>	<b>RM50</b>

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