



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

CHECKLIST FOR INVITATION / RELEASE LETTER

APPLICANT DETAILS (in capital letter)


Full Name	
Passport No	

No.	Required Documents *Please arrange the document according to the sequence given	No. of Copy	Please tick	
			Applicant	Staff
1	Checklist For Invitation/ Release Letter	1		
2	Visa & Pass Application Form (OPR/INTL/BR03/SVP)	1		
3	Copy of study status letter : Completion Letter/ Award of degree/ deferment letter/ termination letter/ withdrawal letter	1		
4	New offer letter from other institution (if applicable)			
5	Copy student passport (details & student pass page)	1		
6	Copy dependent passport (details page)	1		
7	Original receipt of payment to UPM (RM100.00) – Payment for release letter only (Refer to page 4 for fee information)	1		

REMINDER:

1. Documents which **DO NOT** follow the specifications are deemed incomplete and will be rejected.
2. Please **DO NOT** staple your documents and use a paper clip instead.
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).

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

PAYMENT TO UPM FOR RELEASE LETTER

NAME OF BANK : CIMB
ACCOUNT NO : 8002155042
ACCOUNT NAME : UPM COLLECTION
CHARGE FEE : RM100