



**PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA**
43400 UPM Serdang, Selangor, Malaysia
Tel: 603-9769 6048 / 3588 E-mail: visapass@upm.edu.my

CHECKLIST FOR NEW EMPLOYMENT PASS / (COME WITH VAL) APPLICATION

PLEASE USE CAPITAL LETTERS


Full Name	
Passport No	

No.	Required Documents (Please arrange the document according to the sequence given)	No of Copy	Please Tick (If Complete)	
			Applicant	Staff
1	Checklist for New Employment Pass / Come with VAL	1		
2	Visa & Pass Application Form (OPR/INTL/BR03/SVP)	1		
4	ORIGINAL/COPY of Offer Letter (stamped by the Inland Revenue Board of Malaysia / LHDNM)	2		
5	Acceptance of Appointment Form (SOK/BUM/BR03/PENERIMAAN LANTIKAN)	2		
6	Photo (White background) – size 3.5 cm x 4.5 cm	2		
7	A4 sized COPY passport (Detail, Pass Page)	1		
8	A4 sized COPY of passport (All pages of the passport)	1		

REMINDER:

1. Applicants are required to submit all the document once registration complete.
2. Documents which **DO NOT** follow the specifications are deemed incomplete and will be rejected.
3. Pease **DO NOT** staple your documents and photo, use paper clip instead.
4. **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



SOKONGAN SUPPORT
PENGURUSAN SUMBER MANUSIA HUMAN RESOURCE MANAGEMENT

PEJABAT PENDAFTAR REGISTRAR OFFICE
Kod Dokumen Document Code : SOK/BUM/BR03/PENERIMAAN
LANTIKAN

BORANG PENERIMAAN LANTIKAN
ACCEPTANCE OF APPOINTMENT FORM

Tarikh Date:.....

Pendaftar/Registrar
Universiti Putra Malaysia
43400 UPM Serdang
SELANGOR

Tuan/Sir :

PENERIMAAN LANTIKAN ACCEPTANCE OF APPOINTMENT

Saya terima/tidak terima *lantikan ke jawatan *I hereby accept / decline* for the post*

_____ di atas syarat-syarat yang terkandung di dalam surat tuan Bilangan *according to the terms/conditions stipulated in your letter with Reference No.* _____ yang bertarikh *dated* _____.

2. Saya akan melaporkan diri mula bertugas bagi jawatan yang ditawarkan itu mulai
I will report for duty for the designated post commencing _____.

Tandatangan *Signature* : _____ No. K/P/No. Pasport *I/C / Passport No.* : _____

Nama *Name* : _____

Alamat *Address* : _____

** Potong mana yang tidak berkenaan Cross whichever not applicable*