



**PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA**
43400 UPM Serdang, Selangor, Malaysia
Tel: 603-8946 6048 / 3588 E-mail: visapass@upm.edu.my

CHECKLIST FOR SHORTEN/CANCELLATION APPLICATION EXPATRIATE ONLY

PLEASE USE CAPITAL LETTERS


Full Name	
Passport No	

No.	Required Documents (Please arrange the document according to the sequence given)	No of Copy	Tick (If Complete)	
			Applicant	Staff
1	Checklist for Shorten/Cancellation Application	1		
2	Visa & Pass Application Form (OPR/INTL/BR03/SVP) (If you have more than 1 dependent, fill up this form once only)	1		
3	TYPED Letter by EXPATRIATE address to Immigration Director of Putrajaya – explain the reason of visa cancellation	2		
5	Copy of offer/ admission letter from newly Company (if have)	2		
6	Flight ticket (if needed) *Date of flight ticket must be valid within 30 days from the application submission	2		
7	A4 sized COPY (All pages of the passport) *Please write number on each of the pages	1		
8	A4 sized COPY of passport (Details, Pass page & Date of Entry Stamp) *Application for dependant please attached together Principal details & pass page	1		
9	ORIGINAL passport	-		

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. Please **DO NOT** staples your documents and photo, use a paper clip instead.

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