



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

CHECKLIST FOR SPECIAL PASS 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 Special Pass 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	Format A Form - PK(O)IM.G.04/FQ-01	2		
4	TYPED Letter address to Immigration Director Malaysia, Putrajaya – – explain the reason to apply for special pass.	2		
5	i. Copy of Family Letter (Issued by the Embassy in Malaysia to prove the relationship between the applicant and family member(s). Arrangement of name must follow Machine Readable Zone (MRZ) as passport.) ii. Copy of Marriage Certificate (spouse only) (Translated in English and for each copy of the certificate must be attested by your Embassy in Malaysia with original coloured-ink stamp with current date) iii. Copy of Birth Certificate (student, parent or children if related) (Translated in English and for each copy of the certificate must be attested by your Embassy in Malaysia with original coloured-ink stamp with current date) iv. Copy of Birth Certificate (Born in Malaysia) (must be attested by National Registration Department [JPN] with original coloured-ink stamp with current date)	2		
6	SUPPORTING DOCUMENT i. New offer letter ii. Release letter – if from others institution iii. Flight ticket (making arrangement to leave the country)- date of flight ticket must be valid at least 14 working days /within 30 days from the expiry date of current pass.	2		
7	A4 sized COPY of passport (All pages of the passport) (If latest date entry in old passport, please provide all the pages) *Please write number on each of the pages	1		
8	A4 sized COPY of passport (Details & Pass page) *Application for dependant please attached together principal details & pass page	1		

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.
4. **DO NOT** make any travel plans until all application process have been completed.
5. (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

**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):

.....
.....
.....

.....
Tandatangan (Signature)

Tarikh(Date):.....

UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)

PERAKUAN PEGAWAI:

.....
.....
.....

.....
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

.....

Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh :