



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

CHECKLIST FOR TRANSFER STICKER 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	Please Tick (If Complete)	
			Applicant	Staff
1	Checklist for Transfer Sticker Application	1		
2	Visa & Pass Application (OPR/INTL/BR03/SVP) (If you have more than 1 dependent, this form fill up once only)	1		
3	COPY of Letter from embassy regarding the new passport	2		
4	A4 sized COPY of OLD PASSPORT (All pages of the passport) *Please write number on each of the pages	1		
5	A4 sized COPY of OLD PASSPORT (Details & Pass page)	1		
6	A4 sized COPY of NEW PASSPORT (All pages of the passport) * Please write number on each of the pages	1		
7	A4 sized COPY of NEW PASSPORT (Details & Pass Page) *Please write number on each of the pages	1		
8	Application for dependant please attached (Principal details & Pass page)	1		
9	COPY of police report (If old passport is lost) (Copy must have original Certified True Copy stamp by Chief police officer from police station)	2		
10	ORIGINAL old passport (Must be cancelled by embassy)	-		
11	ORIGINAL new passport	-		

REMINDER:

1. Passport must be valid minimum 18 months from the date of application.
2. Documents which **DO NOT** follows the specifications are deemed incomplete and will be rejected.
3. Please **DO NOT** staple 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