



**PUTRA INTERNATIONAL CENTRE  
UNIVERSITI PUTRA MALAYSIA**  
43400 UPM Serdang, Selangor, Malaysia  
Tel: 603-9769 6048 / 7972 Email: visapass@upm.edu.my

**CHECKLIST FOR PROFESSIONAL VISIT PASS (IKHTISAS)/  
RESEARCH ATTACHMENT APPLICATION**


**PLEASE USE CAPITAL LETTERS**

Full Name	
Passport No	

No.	Required Documents * To be submitted during application submission * Please arrange the document according to the sequence given	No. of Copy	Please Tick (If Complete)	
			Applicant	Staff
1	Checklist for Professional Visit Pass (IKHTISAS)/ Research Attachment Application	1		
2	Form Visa & Pass Application (OPR/INTL/BR03/SVP) <b>(Dependent are not allowed to be brought under PVP application)</b>	1		
3	COPY of <b>Proof employment from Home Institution</b>	2		
4	COPY of <b>Request Letter from Home Institution for Training/Visit to Universiti Putra Malaysia (UPM)</b> This letter should mention the duration and the location of the programme	2		
5	COPY of <b>Invitation Letter from Universiti Putra Malaysia</b>	2		
6	COPY of <b>Acceptance Letter</b>	1		
7	Form <b>IMM.12</b>	2		
8	Form <b>IMM.38</b>	2		
9	A4 sized <b>COPY of PASSPORT (Full Copy)</b> *Please <b>write number</b> on each of the pages	3		
10	Photo ( <b>Standard Passport and White Background</b> ) - <b>Size 3.5cm x 5.0 cm</b>	2		
11	COPY of <b>Curriculum Vitae/Resume</b>	2		
12	COPY <b>Job schedule while in University Putra Malaysia</b> <b>(Schedule must be in Faculty Letterhead)</b>	2		
13	COPY <b>Job description while in University Putra Malaysia (in English)</b> <b>(Schedule must be in Faculty Letterhead)</b>	2		
14	COPY <b>Job description while in University Putra Malaysia (in Bahasa Malaysia)</b> <b>(Schedule must be in Faculty Letterhead)</b>	2		
15	COPY of <b>Academic Certificate and Transcript</b>	1		
16	<b>Bank Guarantee</b> - Application for China/Bangladesh only	1		
17	<b>Research Proposal</b> (for Research Attachment only) - Only applicable for student	1		

No.	Required Documents * To be submitted during passport submission	No. of Copy	Please Tick (If Complete)	
			Applicant	Staff
1	ORIGINAL Passport	-		
2	Processing fees for Professional Visit Pass (PVP) - <b>RM270.00</b> <b>Account: CIMB – 8002155042 – UPM Collection</b>	-		
3	Payment for PVP (Professional Visit Pass) – Amount subjected to immigration approval * <b>payment at Immigration Department at Putrajaya</b>	-		

<b>Staff</b>	
<b>Date</b>	

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>  <b>PUSAT ANTARABANGSA PUTRA</b>  <b>Kod Dokumen: OPR/INTL/BR03/SVP</b>
	<b>VISA AND PASS APPLICATION FORM</b>

**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:**

<b>Full Name</b>	<b>Passport No.</b>	<b>Passport Expiry Date</b>	<b>Social Pass Expiry Date</b>	<b>Relationship</b>

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*



**JABATAN IMIGRESEN MALAYSIA**  
**BORANG PERMOHONAN PAS LAWATAN**  
**VISIT PASS APPLICATION FORM**  
 PERATURAN-PERATURAN IMIGRESEN, 1963 [Peraturan 11(12) dan 11(15)]

IM. 12 – Pin. 1/97

\*Jenis Pas  Iktisas  Sosial  Berniaga  Kerja Sementara  
*Type of Pass Professional Social Business Temporary Employment*

\*Jenis Permohonan  Baru  Lanjutan   
*Type of Application New Extension*

Gambar Pemohon  
*Photograph Of Applicant*  
 (3.5 cm × 5.0 cm)

**A. MAKLUMAT PEMOHON**  
**PARTICULARS OF APPLICANT**

1. Nama Penuh (Huruf Besar)  
*Full Name (Capital Letter)*

2. \*Jantina  Lelaki  Perempuan  
*Gender Male Female*

3. Tempat/Negara Lahir   
*Place/Country of Birth*

4. \*\*Tarikh Lahir   
*Date of Birth*  
 hari bulan tahun  
 day month year

5. Warganegara   
*Nationality*

**B. MAKLUMAT PASPORT PERJALANAN / DOKUMEN PERJALANAN**  
**PARTICULARS OF PASSPORT / TRAVEL DOCUMENT**

6. Jenis Dokumen Perjalanan   
*Type of Travel Document*

7. Nombor   
*Number*

8. Tempat / Negara Dikeluarkan   
*Place / Country of Issue*

9. \*\*Sah Sehingga   
*Valid Until*  
 hari bulan tahun  
 day month year

**C. MAKLUMAT PENGANJUR DI MALAYSIA**  
**PARTICULARS OF SPONSOR IN MALAYSIA**

10. Nama Penuh (Huruf Besar)  
*Full Name (Capital Letter)*

11. No. Kad Pengenalan   
*NRIC*

12. No. Telefon   
*Telephone No.*

13. Alamat   
*Address*

Negeri   
*State*

**D. KEPERLUAN VISA**  
**VISA REQUIREMENT**

14. \*Adakah Visa Diperlukan  Ya  Tidak   
*Visa Requirement Yes No*

15. \*Jenis Visa  Sekali Perjalanan  Berulangkali Perjalanan   
*Type of Visa Single Entry Multiple Entry*

Tarikh   
*Date*

Tandatangan Pemohon / Penganjur  
*Signature of Applicant / Sponsor*

• Borang ini hendaklah ditaip. Tandakan (x) dalam petak yang berkenaan.  
*This form should be typed. Mark (x) in the appropriate box.*

\*\* Format Tarikh 99/99/9999  
*Date Format DD/MM/YYYY*

