



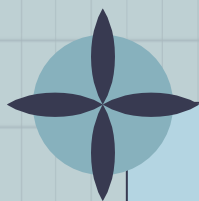
UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

**PUSAT
ANTARABANGSA PUTRA**
PUTRA INTERNATIONAL CENTRE (i-PUTRA)

مركز انتارابangsa فوترا

GUIDELINE FOR PROFESSIONAL VISIT PASS APPLICATION

(STAFF ATTACHMENT TO UPM
FROM 1 MONTH UP TO 1 YEAR)



PUTRA International Centre, UPM

PVP APPLICATION CHECKLIST

The checklist to apply for the Professional Visit Pass (PVP/PLIK), can be downloaded through the i-PUTRA website. The link to the checklist can be found below:

Click here

[Checklist for Professional Visit Pass](#)

PVP APPLICATION GUIDELINE

No	Item	Prepared by	Notes
PART A: Required form			
1.	Visa & Pass Application Form	candidate	Download here
2.	IM.12 form (immigration form)	candidate	Download here
3.	IM.38 form (immigration form)	candidate	View sample here Download here
4.	Copy of Acceptance Letter	candidate	Download here
PART B: Supporting Documents			
1.	Copy of Proof Employment from Home Institution	candidate	View sample here
2.	Copy of request letter from home institution for training/visit	candidate	View sample here
3.	Copy of Invitation letter from UPM	i-PUTRA	View sample here
4.	Copy Job Schedule while in UPM	faculty	View sample here
5.	Copy Job Description while in UPM	faculty	View sample here
6.	Copy Job Description while in UPM (Translated in Bahasa Malaysia)	faculty	View sample here
7.	A4 sized COPY of passport (All pages of the passport)	candidate	View sample here
8.	Photo (BLUE BACKGROUND)	candidate	View sample here
9.	CV & Resident Address	candidate	-
10.	Payment of Bank Guarantee	candidate & faculty	Only applicable for candidate from China and Bangladesh
11.	Proof of PPAL processing payment RM270.00 to CIMB: UPM Collection (SVP incharge)	candidate	Payment has to be made upon arrival to Malaysia.
12.	Copy of Academic Certificate	candidate	-
13.	Research proposal (not applicable for staff)	candidate	For research attachment students only

Disclaimer: Please be reminded that the approval to enter Malaysia is subject to the approval given by the Malaysian Immigration Department.

PRE-ARRIVAL ARRANGEMENT

Once the PVP application submitted has been approved by Immigration Malaysia, the candidate will need to bring a printed copy of the VDR Approval Letter to obtain the Single entry Visa (SEV) from the Malaysian Embassy in their home country. Candidates are also required to consult the Malaysian embassy to get more information regarding any additional documents or applications needed in regard to the entry procedure to Malaysia.

GETTING TO UPM

You may follow the instruction below to make their own transport arrangements to Kuala Lumpur/ UPM Serdang/ your hotel upon your arrival at KLIA/ KLIA2. There are several options available and you are open to choose the most suitable way that fits your journey.

A. Train (KLIA Ekspres)



Fares

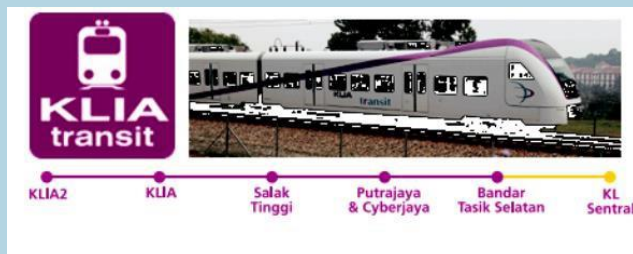
KL Sentral to KLIA/KLIA2	Adult	Child (6-15 YEARS)	Child (BELOW 6 YEARS) MAX 3 CHILD TICKETS PER ADULT
Single	RM55.00	RM25.00	Free*
Return	RM100.00	RM45.00	Free*

Journey Time

	First Train	Last Train
From KL Sentral to KLIA/KLIA2	06:00	22:10
From KLIA2 to KLIA/KL Sentral	06:00	22:10
From KLIA to KL Sentral	06:05	22:15

GETTING TO UPM

B. Train (KLIA Transit)



Fares

Sector	KL Sentral	Bandar Tasik Selatan	Putrajaya & Cyberjaya	Salak Tinggi	KLIA
Bandar Tasik Selatan	RM6.50 RM2.90				
Putrajaya & Cyberjaya	RM14.00 RM6.30	RM8.00 RM3.60			
Salak Tinggi	RM18.30 RM8.20	RM12.40 RM5.60	RM4.70 RM2.10		
KLIA	RM55.00 RM25.00	RM38.40 RM17.30	RM9.40 RM4.20	RM4.90 RM2.20	
KLIA2	RM55.00 RM25.00	RM38.40 RM17.30	RM9.40 RM4.20	RM4.90 RM2.20	RM2.00 RM1.00

Adult Child (6-15 years) | Free* for Child below 6 years

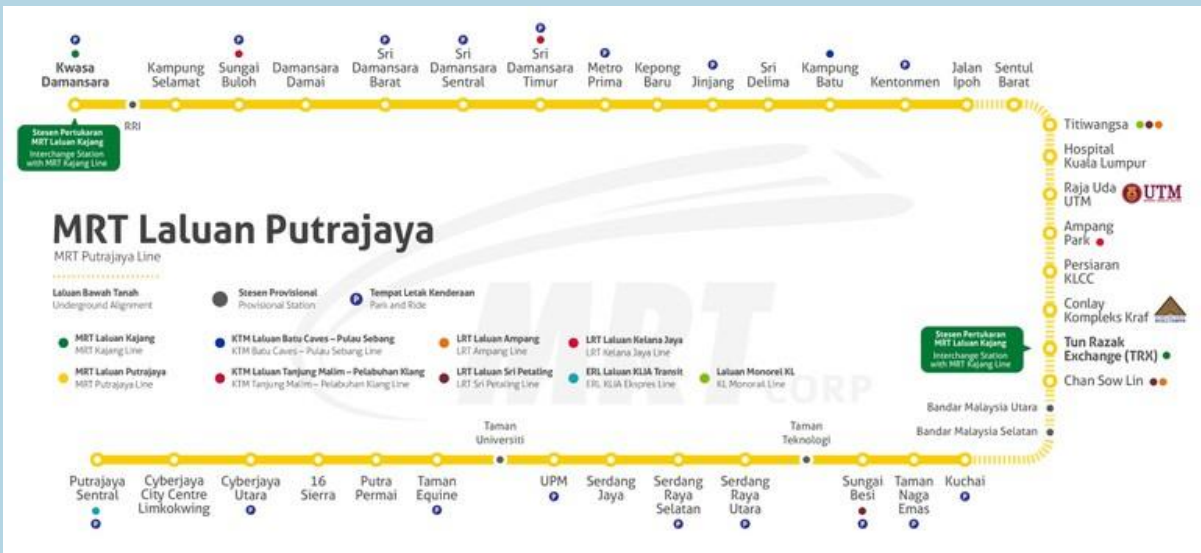
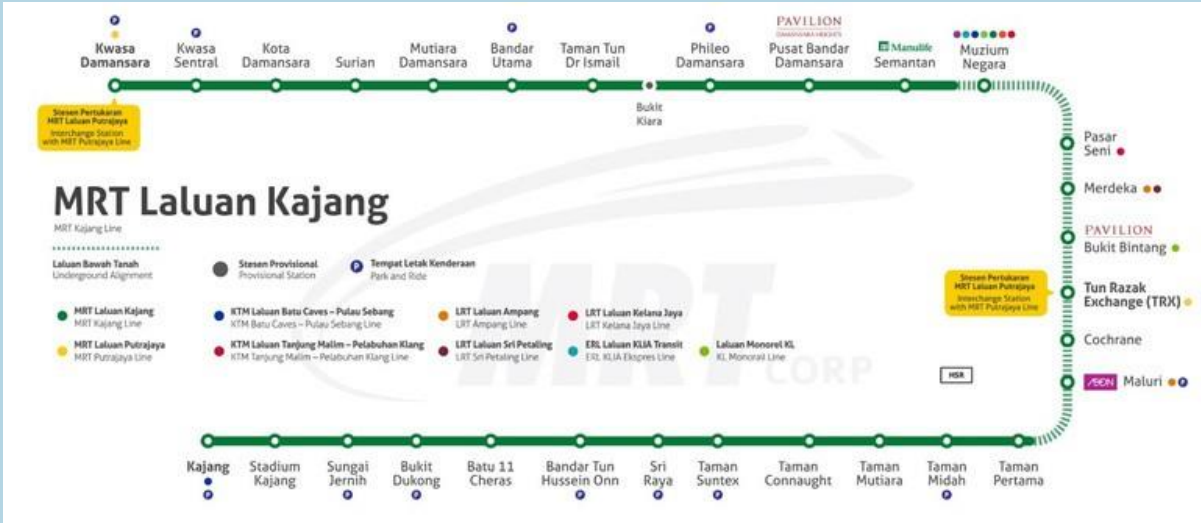
Return Trip fare is available at twice the one-way fare, except for KL Sentral-KLIA/KLIA2 sector at RM100 (Adult)/RM45 (Child).

* Read Terms & Conditions

Journey Time

Departure times	KLIA2	KLIA	Salak Tinggi	Putrajaya & Cyberjaya	Bandar Tasik Selatan	KL Sentral Arrival
	KL Sentral	Bandar Tasik Selatan	Putrajaya & Cyberjaya	Salak Tinggi	KLIA	KLIA2 Arrival
First Train	06:00	06:05	06:11	06:19	06:30	06:40
Last Train	22:10	22:15	22:21	22:29	22:40	22:50

GETTING TO UPM



GETTING TO UPM

C. Bus

i. Starmart Express:

StarMartBus takes pride in offering you departures in Malaysia with many more to come on right here; KLIA to TBS (Terminal Bersepadu Selatan) (Fare: RM12 - one-way)

	First Bus	Last Bus
To KLIA	4:30 am	7.30 pm
To KLIA 2		



ii. JetBus:

The Jetbus provides a point-to-point shuttle service from Terminal Bersepadu Selatan (TBS) at Bandar Tasik Selatan to klia2 airport and vice versa. The travelling time between TBS and klia2 is estimated to be **1 hour 15 minutes** with ticket fare of just **RM11.00 per way**.

	From klia2	To TBS
First Bus	4:30 am	5:45 am
Last Bus	12:30 am	1:45 am



**For the purchase of Jetbus ticket at klia2, you can go to the bus ticket counter at the Transportation Hub, level 1 of the Gateway@klia2 mall.*

GETTING TO UPM

D. Taxi/E-hailing Services

i. KLIA (Taxi Limo)

+6011-10604810 for special request

www.kliataxilimo.com

ii. KLIA2 (Taxi Limo)



Available at Transportation Hub (Level 1 - Gateway@KLIA2 Building)

iii. Three (3) types of taxi services from KLIA2:

- Coupon taxi
- Metered taxi
- Premier taxi

iv. E-Hailing services Providers

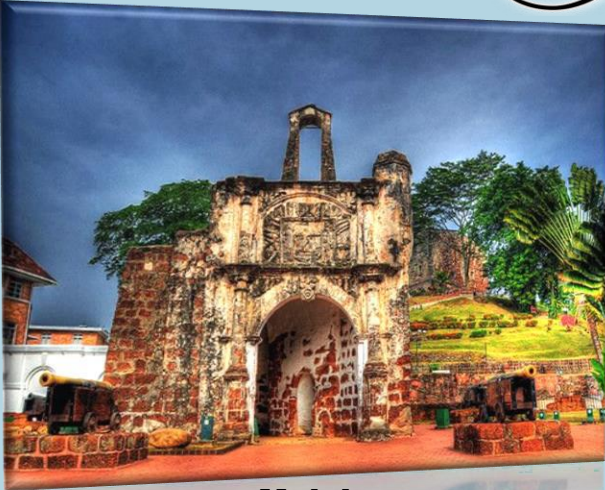
Install the Grab/MyCar/Ezcab Application before your departure to Malaysia. Downloadable through the Google Play Store (Android Phone) or Apple Store (iOS).

	Grab	<u>Android</u>	<u>iOS</u>
	MyCar	<u>Android</u>	<u>iOS</u>
	Easy (EzCab)	<u>Android</u>	<u>iOS</u>

GET TO KNOW

Malaysia

Truly Asia



Melaka



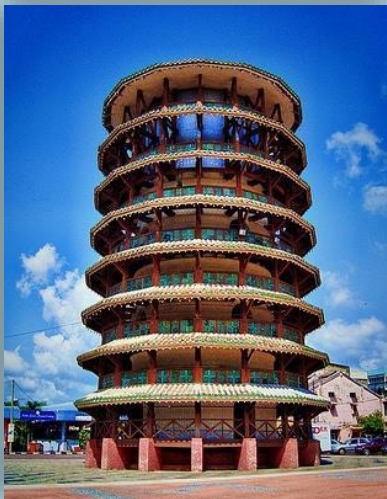
Redang Island



Cameron Highland



Langkawi



Pisa Tower/Condong



**Genting
Highland**

More information about Malaysia can be found below

1. <https://ebrochures.malaysia.travel/>

2. <https://ebrochures.malaysia.travel/kl-dazzling/>

KUALA LUMPUR HOTSPOT



Batu Caves



KL Tower



Petronas Twin Tower KLCC



Central Market



National Palace



Sultan Abdul Samad Building



MS. IDA SUHAILA MD TAHIR
HEAD SECTION/ SENIOR ASSISTANT REGISTRAR

+603 9769 6943
idasu@upm.edu.my

MS. SITI HAJAR NAJIYAHMOHD PAUZI
ADMINISTRATIVE ASSISTANT

+603 9769 3601
sh_najiyah@upm.edu.my



MR. ARIF HADI ABDUL LATIB
EXECUTIVE OFFICER (PE3)

+603 9769 3583
arif.hadi@upm.edu.my





THANK YOU

   **iputraupm | intl.upm.edu.my**

