

	<p align="center">PUTRA INTERNATIONAL CENTRE UNIVERSITI PUTRA MALAYSIA 43400 UPM Serdang, Selangor, Malaysia Tel: 603-9769 6048 / 6198 Email: visapass@upm.edu.my</p>
	<p>CHECKLIST FOR SHORTEN / CANCELLATION OF PASS APPLICATION *This checklist is strictly for one (1) applicant only</p>

APPLICANT'S DETAILS (in capital letter)


Full Name	
Passport No	

No.	Required documents <small>*Please arrange the document according to the sequence given</small>	No of Copy	Please tick	
			Applicant	Staff
1.	Checklist for Shorten / Cancellation Application	1		
2.	Visa & pass Application Form (OPR/INTL/BR03/SVP)	1		
3.	Applicant's typed letter address to Immigration Director Malaysia, Kuala Lumpur (The letter must explain the reason for applying the shorten / cancellation of visa)	2		
4.	Supporting documents for student: a) If the student transfer to other study institution / workplace – Study status letter from UPM, offer letter from newly joined institution, new VAL from new institution b) If the student has completed the study – Completion letter, award of degree, flight ticket c) If the student withdraw / defer the study – Withdrawal letter, termination letter or deferment letter	2		
5.	Supporting document for dependent applicant For Principal's Spouse: i. Copy of family letter ii. Copy of translated and untranslated marriage certificate iii. Student study status confirmation letter from SGS / Academic Division For Principal's Children: i. Copy of family letter ii. Copy of translated and untranslated marriage certificate iii. Copy of translated and untranslated birth certificate (born in or outside Malaysia) iv. Student study status confirmation letter from SGS / Academic Division For Principal's Parents: i. Copy of family letter ii. Copy of translated and untranslated principal's parents' marriage certificate iii. Copy of translated and untranslated principal's birth certificate iv. Student study status confirmation letter from SGS / Academic Division *or any related documents that requires the cancellation of current dependent pass	2 copies for every document for each dependent		
6.	If the applicant plans to leave the country (return to home country only): Flight ticket – minimum 21 days starting from the date of application submission	2		
7.	Copy of passport (all pages)	1		
8.	Copy of passport pages (applicant's details page and current pass page only)	1		
9.	For dependent – additional of principal's details and student pass page	1		
10.	Original passport	-		
11.	Receipt of payment to EMGS (refer Page 4 for fee information)	2		
12.	Receipt of payment to UPM (refer Page 4 for fee information)	2		

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. **DO NOT** make any travel plans until all application process have been completed. (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		Student Renewal		Special Pass		Invitation/ Release/ Claim Letter / Refund	
New Dependent		Dependent Renewal		Transfer Sticker		Cancellation/ Shortening	
Ikhtisas/Research Attachment		Staff		Staff Dependent		Student I-KAD Renewal/ Replacement	

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 : dd mm yyyy

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

PAYMENT TO EMGS

Country	Charge fee
ALL	RM54

NAME OF BANK : MAYBANK
ACCOUNT NO : 514057662341
ACCOUNT NAME : EDUCATION MALAYSIA GLOBAL SERVICES

PAYMENT TO UPM

Country	Charge fee
ALL	RM50

NAME OF BANK : CIMB
ACCOUNT NO : 8002155042
ACCOUNT NAME : UPM COLLECTION