



UTM INTERNATIONAL
STUDENT PASS CHECKLIST

NEW APPLICATION (PROGRESSION)

Student register for upgraded program after completed the previous program

Example : Master to PhD or Degree to Master

	2 Copies of Passport all pages (details page & visa page in color copies & black and white all empty pages)		Copy of Registration slip current semester
	2 passport size pictures 45mm x 35mm (white background, dark color shirt)		Copy of matric card
	Copy of UTM Offer Letter		2 Copies Letter of Eligibility (LOE) for Iranian
	Copy of Release Letter from Previous University		No Objection Certificates (NOC) for Sudanese (Cost RM100)
	Copy of Academic Transcript from Previous University		Prove of Payment to UTM Financial office includes Stamp Duty
	Copies of Attendance Letter from Previous University		Copy of Payment SLIP for EMGS
	Copy of Bachelor / Master Certificates (If not available, please provide Senate Letter)		Copy of UTM Medical Check-up slip

TERMS & CONDITION

- ✓ If student from local institution MUST cancel & shorten current pass at the Previous Institution
- ✓ Passport validity MORE than 1.5 years & older passport with latest entry stamp
- ✓ Complete Payment within 3 days
- ✓ All costs must be bears by student
- ✓ DO NOT bring any dependent before pass issuance
- ✓ DO NOT buy flight ticket BEFORE complete process
- ✓ The process will takes 2 months minimum to complete

NEW APPLICATION (VARIATION)

Student register same level of program without completing the previous program
 Example : Master to Master or PhD to PhD / From current passes to new student pass

2 Copies of Passport all pages (details page & visa page in color copies & black and white all empty pages)		Copy of matric card
2 passport size pictures 45mm x 35mm (white background, dark color shirt)		2 Copies Letter of Eligibility (LOE) for Iranian
Copy of UTM Offer Letter		No Objection Certificates (NOC) for Sudanese (Cost RM100)
Copy of Release Letter from Previous University		Proof of Payment to UTM Financial office including Stamp Duty
Copy of Change Course Letter from AMD/SPS		Copy of Payment SLIP for EMGS
Copy of Diploma/High School Certificate		Copy of UTM Medical Check-up slip
Copy of Course Registration slip current semester		Others :

TERMS & CONDITION

- ✓ If student from local institution MUST cancel & shorten current pass at the Previous Institution
- ✓ Passport validity MORE than 1.5 years & older passport with latest entry stamp
- ✓ Complete Payment within 3 days
- ✓ All costs must be bears by student
- ✓ DO NOT bring any dependent before pass issuance
- ✓ DO NOT buy flight ticket BEFORE complete process
- ✓ The process will takes 2 months minimum to complete



UTM INTERNATIONAL
STUDENT PASS CHECKLIST

RENEWAL APPLICATION

2 Copies of Passport all pages (details page & visa page in color copies & black and white all empty pages)		2 status verification letter from faculty
2 passport size pictures 45mm x 35mm (white background, dark color shirt)		2 attendance report for the previous semester (Undergraduate & English preparation programme)
2 copy of UTM Offer Letter		Copy of Payment SLIP from UTM ecommerce
2 copy of Previous Examination Result slip		Copy of Payment SLIP for EMGS from UTM-i
2 copy of Course Registration slip for current semester		Others:
2 copy of matric card		

TERMS & CONDITION

- ✓ DO NOT buy flight ticket BEFORE complete renewal
- ✓ MUST be submitted 2 months BEFORE visa expiry date
- ✓ MUST be submitted 3 months BEFORE visa expiry date (student have dependent)
- ✓ Passport validity MORE than 1.5 years
- ✓ Complete Payment within 3 days
- ✓ All costs must be bears by the student
- ✓ The process will takes 2 months minimum to complete



UTM INTERNATIONAL

DEPENDENT PASS CHECKLIST

NEW APPLICATION

1 Set of Dependent Passport all pages copy (including empty pages)	Color copy of Family Letter with latest date and current years issued by student Embassy in Malaysia
2 passport size photo 45mmx35mm (blue background)	Color Copy of Children and Spouse Birth Certificates in English & Native language endorsed by student embassy in Malaysia
Color copy of passport Parents Details Page & Latest Parent Pass	Color Copy of Marriage Certificates in English & Native language endorsed by student Embassy in Malaysia
Student verification letter from faculty	Copy of Medical insurance policy
Copy of student matric card	Declaration of Oath (Children Age 7 - 17 years old who are not attending school)
Copy of UTM Offer Letter	Latest 3 Month Local Bank Account Statement (minimum balance of RM1500)
Copy of Previous Examination Result slip	Colour copy of Marriage & Birth Certificate in English & Native language endorsed by student embassy in Malaysia (<i>if bring mother/father</i>)
Copy of Registration slip current semester	Copy of UTM official receipt for UTM ecommerce payment
Others:	

TERMS & CONDITION

- ✓ **DO NOT** buy flight ticket **BEFORE** complete process
- ✓ If dependent hold any passes **MUST** shorten current pass at the Previous Institution / Organization.
- ✓ Passport validity **MORE** than 1.5 years
- ✓ Complete Payment within 3 days
- ✓ All cost must be bears by student
- ✓ The process will takes 2 months minimum to complete



UTM INTERNATIONAL
DEPENDENT PASS CHECKLIST

RENEWAL APPLICATION

Copies of passport details page (1 st page) and current pass/visa	Copy of Registration slip current semester
Color copy of Parents Passport Details Page & Latest Parents Pass	Color copy of Family Letter with latest date and current years issued by student Embassy in Malaysia
Student verification letter from faculty	Color Copy of Children and Spouse Birth Certificates in English and Native language endorsed by student Embassy in Malaysia
Copy of student matric card	Color Copy of Marriage Certificates in English & Native language endorsed by student Embassy in Malaysia
Copy of UTM Offer Letter	Declaration of Oath (Children Age 7 - 17 years old who are not attending school)
Copy of Previous Examination Result slip	Colour Copy of Marriage & Birth Certificates in English & Native language endorsed by student embassy in Malaysia (<i>if bring mother/father</i>)
Copy of Medical insurance policy	Latest 3 Month Local Bank Account Statement (minimum balance of RM1500)
Others:	UTM official receipt for UTM ecommerce payment

TERMS & CONDITION

- ✓ **DO NOT** buy flight ticket **BEFORE** complete process
- ✓ If dependent hold any passes **MUST** shorten current pass at the Previous Institution / Organization.
- ✓ Passport validity **MORE** than 1.5 years
- ✓ Complete Payment within 3 days
- ✓ All cost must be bears by student
- ✓ The process will takes 2 months minimum to complete



UTM INTERNATIONAL
SPECIAL PASS CHECKLIST

SPECIAL PASS APPLICATION

Pass Holder Name : _____

Student

Dependent

Passport No : _____

Phone No : _____

Email : _____

Visa Expiry Date : _____

Checklist :

Original Passport	Color copy of Children Birth Certificates (translation) endorsed by student Embassy in Malaysia (for Dependent) / Malaysian Birth Certificate
A Copy of Passport Details Page	Color Copy of Marriage Certificates (translation) endorsed by student Embassy in Malaysia (for Dependent)
A Copy of Latest Passes	Flight Ticket
Copy of matric card	Other Required Document
Color copy of Parents Details Page & Latest Parents Pass (for Dependent)	UTM official receipt for UTM ecommerce payment
Color copy of Family Letter with latest date and current years issued by student Embassy in Malaysia (for Dependent)	Other:

TERMS & CONDITION

- ✓ Issuance of Special Pass straightly discretion under Immigration approval
- ✓ All cost must be bears by student



SHORTEN PASS / CANCELLATION OF PASS APPLICATION

Pass Holder Name : _____

Student

Dependent

Passport No : _____

Phone No : _____

Email : _____

Visa Expiry Date : _____

Checklist : _____

	Original Passport
	A Copy of Passport detail pages
	Student Details Page & Latest Student Pass (for Dependent)
	Employment Offer Letter/ Flight Ticket/ Senate Letter
	A copy of Matric Card
	UTM official receipt for UTM ecommerce payment
	Other related document

TERMS & CONDITION

- ✓ IF Overstay, MUST apply Special Pass
- ✓ All costs must be bears by the student
- ✓ The flight ticket MUST be within 21 days upon submit the documents in the counter
- ✓ The application will takes minimum 14 working days complete not including Public Holidays



UTM INTERNATIONAL
TRANSFER PASS CHECKLIST

TRANSFER PASS APPLICATION

Pass Holder Name : _____

Student

Dependent

Passport No : _____

Phone No : _____

Email : _____

Visa Expiry Date : _____

Checklist : _____

	Original Passport (old & new)
	A Copy of Old Passport details pages
	A Copy of New Passport details pages
	A copy of passes
	A copy of police report (lost passport)
	Embassy Letter in notifying the issuance of new passport
	A copy of Matric card
	UTM official receipt for UTM ecommerce payment

TERMS & CONDITION

- ✓ DO NOT buy flight ticket BEFORE complete process
- ✓ The application will takes **minimum 14 working days** to complete not including weekends.



UTM INTERNATIONAL

CHECKLIST NEW STUDENT (VAL)

POST ARRIVAL DOCUMENTATION

Student Name : _____

Passport No : _____

Phone No : _____

Email : _____

Special Pass Expiry Date: _____

Checklist :

	A Copy of Passport Details Page
	A Copy of Entry Stamp
	A Copy of Single Entry Visa (SEV)
	A copy of Offer Letter
	A copy of eVAL
	A Copy of Medical Report Slip from UTM Clinic
	A Copy of Matric Card
	Proof of Payment to UTM Financial office

TERMS & CONDITION

- ✓ DO NOT buy flight ticket BEFORE complete process
- ✓ The student have to obtain the new student pass & visa sticker before submitted the new dependent pass application
- ✓ IF Overstay, MUST apply Special Pass
- ✓ All costs must be bears by the student
- ✓ Minimum processing of sticker endorsement is four weeks.

I understand and agreed :

Student Signature

Date :