INTERNATIONAL OFFICE

UTHM اوتيۏرسيتي تون حسين عون مليسيا Universiti Tun Hussein Onn Malaysia	VISA AND PASS APPLICATION	Type of application: VISA CANCELLATION (CHECK OUT MEMO - COM)

APPLICANT NAME:	
NO PASSPORT:	
COUNTRY:	
MOBILE NO.:	

REQUIRED DOCUMENTS

No	Required Document	No. of copy	Tick (/)
1	Flight ticket to origin country / Employment letter / Offer letter from other university	1	
2	Passport (Original & copy of details and current Visa pages only)	2	
3	Statement from University's Bursary	1	
4	Completion letter / Release letter / Termination letter / Withdrawal letter	1	

IMPORTANT NOTES

1. All documents shall be submitted to the IO within 3 (THREE) WEEKS prior to flight departure.
2. Overstaying is an OFFENCE as in the Malaysian Immigration Act and will be subjected to Immigration compound.

APPLICANT'S DECLARATION

1. I hereby confirm that the INFORMATION provided herein is CORRECT, ACCURATE and GENUINE.
2. I have read, UNDERSTOOD and AGREE to the term and conditions, and also the working procedure and processing timeline as imposed by the MALAYSIAN IMMIGRATION, EMGS AND UTHM.
3. I have_____(state number) **DEPENDENT PASS** linked to my current Student Pass.

Applicant Signature:_____ Date: _____

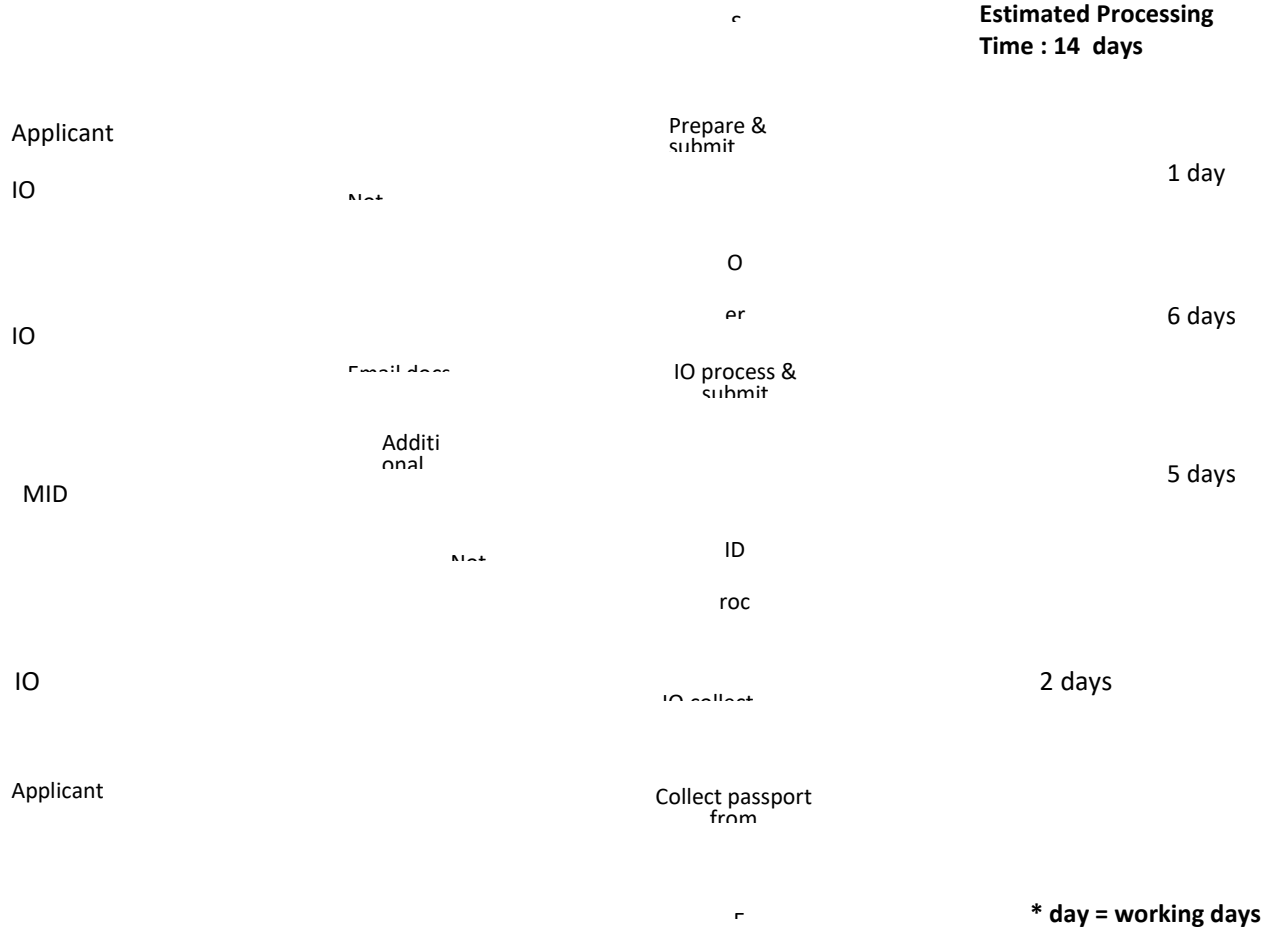
Track your passport processing & collection status at:
https://io.uthm.edu.my/v3/index.php/visa/passport-i-card-collection

For any enquiry, please email to visa@uthm.edu.my

_____FOR INTERNATIONAL OFFICE USE ONLY _____

This is to certify that International Office has received the required document from the applicant. DATE: _____	_____ *(Official stamp)*

PIC	STUDENT PASS APPLICATION (CANCELLATION)	DURATION (Working Day)



*** day = working days**

IO : International Office UTHM
MID : Malaysian Immigration Department

PLEDGE TO THE FULFILLMENT
OF VISA CANCELLATION & CHECK OUT MEMO PROCEDURE

I,_____(**FULL NAME IN BLOCK LETTERS**),

_____(**PASSPORT NO**) with **STUDENT PASS expiry date:**_____

hereby AGREE to abide by reference to the rules stipulated by Malaysian Immigration Department, EMGS and UTHM International Office.

I shall come to the International Office UTHM with the required flight ticket for the Visa Cancellation Procedure / Check Out Memo (COM) procedures at latest;

i) **30 DAYS** prior to the Visa / Student Pass expiry date, **OR**
ii) **20 DAYS** prior to the flight departure (with student pass still not expired)

I understand that failure to adhere to these rules will result to the following;

i) visa cancelation /COM may not be processed by UTHM/ Immigration
ii) legal prosecution and will be addressed to the respective Embassy
iii) risk of future travel bans into Malaysia

I acknowledge that UTHM in any circumstances, has no further responsibility on any issue related to the welfare and social affairs after the expiry of my current Student Pass/ Visa, which shall be directed to my Embassy in Kuala Lumpur.

Signature of Student

Date:

Endorsement by Faculty (Academic Advisor/Supervisor/Deputy Dean/ Dean)

Signature **Official Stamp**

Date: