

 UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH	VISA UNIT UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH Email: visa@umpsa.edu.my
	CHECKLIST FOR SPECIAL PASS APPLICATION *This checklist is strictly for one (1) applicant only

APPLICANT DETAILS (in capital letter)

Full Name	
Passport No	

No.	Required documents *Please arrange the document according to the sequence given	No of Copy	Please tick	
			Applicant	Staff
1	Checklist for Special Pass Application	1		
2	Visa & Pass Application Form	1		
3	Format A Form (Type) Student pass has < 5 days of validity remaining	1		
4	Format TLM (PTSK) (Type) Student pass is expired	1		
5	The proof of the overstay – i.e. Medical leave, attendance report, faculty supporting letter	1		
6	If the applicant plans to leave the country: 1. Student pass has < 5 days of validity remaining: The flight date must be within 20 to 25 days from the date of application submission. 2. Student pass is expired: The flight date must be within 15 to 20 days from the date of application submission.	1		
7	Copy of passport pages: 1. Applicant's details page, current pass page and latest date of entry 2. Copy of eVISA (New student)	1		
8	For dependent – additional of principal's details and student pass page	1		
9	IM55 Form	1		
10	Receipt of payment to UMPSA	1		

REMINDER:

- Application must be submitted **within 5 days** before the expiry date of current pass.
- This checklist is for **ONE** application. Additional of other dependent application will require the same number of copies.
- Documents which **DO NOT** follow the specifications are considered incomplete and shall be rejected.

Staff	
Date	



UNIVERSITI MALAYSIA PAHANG
AL-SULTAN ABDULLAH

VISA UNIT
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Email: visa@umpsa.edu.my

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							

Student's Particulars:

Full Name : _____

Matric 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:

Full Name	Passport No.	Passport Expiry Date	Current 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

**FORMAT TINGGAL LEBIH MASA
HADIR DI PEJABAT**

Nama (Name) :

Jantina (Gender) :Warganegara (Nationality):.....

No.Pasport(Passport No.):.....Pekerjaan(Profession):.....

Majikan (Employer) :Jenis Pas (Type of passes):.....

Tempoh Tamat Pas(Expiry date of pass):.....

Sebab-sebab Tinggal Lebih Masa(Kembarkan dokumen sebagai bukti):

(Reason for overstaying, please enclose proof):

.....
.....
.....

.....
Tandatangan (Signature)

Tarikh(Date):.....

UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)

PERAKUAN PEGAWAI:

.....
.....
.....

.....

Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh:

KEPUTUSAN

☐

Ada sebab munasabah telah tinggal lebih masa

☐

Keluarkan Pas Khas dan Lanjutan Pas

☐

Keluarkan Memo Periksa Keluar

☐

Tidak Ada Sebab Munasabah Telah Tinggal Lebih Masa Rujuk Bahagian Penguatkuasa

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Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh :

FORMAT PENGURUSAN TINGGAL LEBIH MASA
SEKTOR KAWALAN (PTSK) BIL.1 TAHUN 2025

Nama

(Name):

Jantina (Sex): Warganegara (Citizenship)

No.Pasport (Passport No.):.....Pekerjaan (Profession):

Majikan (Employer):..... Jenis Pas (Type of pass):

Tarikh Tamat Pas (Expiry date of pass):

Sebab-sebab Tinggal Lebih Masa: (Kemukakan dokumen sokongan
sebagai bukti / Please enclosed supporting documents)

.....
.....

.....
Tandatangan (Signature)

Tarikh (Date):

PERAKUAN PEGAWAI IMIGRESEN

.....
.....

.....
Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh:

.....
.....

KEPUTUSAN

☐

Ada Sebab Munasabah Telah Tinggal Lebih Masa ≤ 90 hari

☐

Keluarkan Tawaran Kompaun (IM.286) dan Pas Khas

☐

Keluarkan Tawaran Kompaun (IM.286) dan Lanjutan Pas

☐

Keluarkan Tawaran Kompaun (IM.286) dan Memo Periksa Keluar

☐

Keluarkan Pas Khas dan Lanjutan Pas (berumur di bawah lapan belas (18) tahun)

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Tidak Ada Sebab Munasabah Telah Tinggal Lebih Masa Rujuk Bahagian Penguatkuasaan

.....
(Tandatangan Pegawai)

Cop Nama & Jawatan Pegawai

Tarikh:

