



UTM INTERNATIONAL

STUDENT PASS CHECKLIST

PROGRESSION

Student register for upgraded program after completed the previous program
Example : Master to PhD or Degree to Master

Full Name : _____

Passport No : _____

Phone No : _____

Email : _____

Visa Expiry Date : _____

Checklist :

2 Copies of Passport all pages (including empty pages, details page & visa page in color copies)	Copy of Registration slip current semester
2 passport size pictures 45mm x 35mm (white background)	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

I understand and agreed :

Student Signature
Date :

UTMI Staff Signature
Date :