



# UTM INTERNATIONAL

## VARIATION CHECKLIST

### 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

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 Explanation letter /Withdrawal Letter/Termination Letter 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 Diploma/High School Certificate	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 :