



**UTM INTERNATIONAL**  
**CHECK OUT MEMO (COM) CHECKLIST**

## CHECK-OUT MEMO (COM) APPLICATION

Pass Holder Name : \_\_\_\_\_

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 / Entry	Flight Ticket
Copy of matric card / VAL copy	Withdrawal / termination letter copy (Other related document)
Single entry visa (SEV) copy	Color copy of Parents Details Page & Latest Parents Pass (for Dependent)
Color copy of Family Letter with latest date and current years issued by student Embassy in Malaysia (for Dependent)	Prove of Payment to UTM Financial office

### TERMS & CONDITION

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

I understand and agreed :

\_\_\_\_\_  
Student Signature

Date :