

**CHECKLIST FOR  
STUDENT PASS (MULTIPLE ENTRY VISA) - MOBILITY  
New Application with Visa Approval Letter (VAL)**

**Please sort your documents as in the arrangement below:**

No.	Type of Document	No. of Copy
1.	Student Pass Application Form	1
2.	Student Acknowledgement Letter (Issue by UKM Visa Unit)	1
3.	Admission Fee Receipt of Payment (Issue by UKM Bursary Department)	2
4.	Student Offer Letter from UKM	2
5.	Copy of Passport (All pages)	2
6.	Health Examination (Endorsed by UKM Medical Centre) <i>Medical screening must be made at the UKM Health Centre within 7 days of arrival date.</i>	3
7.	Copy of Visa Approval Letter (e-VAL)	3

Please submit the above documents to:

**Mr. Ong Chang Ee**  
Pass and Visa Unit  
Centre for Academic Management  
Level 7 PUSANIKA Building UKM Bangi  
Tel.: +603-89214079 / +03-89214925  
Email: [change@ukm.edu.my](mailto:change@ukm.edu.my) / [isc@ukm.edu.my](mailto:isc@ukm.edu.my)

Monday – Thursday (2:30 PM – 4:30 PM)

**Important:** *The above documents and original passport must be submitted at least five (5) working days before the expiry day of the Special Pass (date stamped in the passport).*