

**SENARAI SEMAK / CHECKLIST****PERMOHONAN PAS LAWATAN IKTISAS (BARU) / VISA DENGAN RUJUKAN  
APPLICATION FOR PROFESSIONAL VISIT PASS (NEW) / CALLING VISA**

NAME OF APPLICANT : .....

FACULTY : .....

TELEPHONE NUMBER : .....

E-MAIL : .....

**Term of Application:**

- Each application is for a maximum period of 12 months only as per contract, restricted to a specific purpose / project stated under the contract;
- Please ensure before submission that the applicant has a passport validity of at least 12 months;
- Application must be submitted to UKM before the applicant entered Malaysia;
- Application is for principal submission only and no dependents are allowed; and
- Process of consideration for an approval by the Malaysian Immigration is within 4 – 5 weeks.

BIL. / NO	DOKUMEN YANG DIPERLUKAN REQUIRED DOCUMENTS	SALINAN NO. OF COPY
1	Borang IM. 12 <i>IM. 12 Form</i>	1
2	Borang IM. 47 <i>IM. 47 Form</i>	1
3	Borang IM. 38 <i>IM. 38 Form</i>	1
4	Gambar ukuran 3.5cm x 5.0.cm (Latarbelakang biru) <i>Photos size 3.5cm x 5.0cm (Blue background)</i>	2
5	Isi Personel Bond dan matikan setem RM10 di Lembaga Hasil Dalam Negeri Malaysia (LHDN) <i>Fill up the Personal Bond and get a stamp of the Inland Revenue Board of Malaysia (Income Tax Office) for a fee RM10</i>	1
6	Salinan Surat Tawaran dari UKM <i>Copy of Appointment Letter from UKM</i>	1
7	Salinan Surat Penerimaan Tawaran <i>Copy of Acceptance Appointment Letter</i>	1
8	Salinan Resume <i>Copy of Curriculum Vitae</i>	1
9	Salinan Sijil Kelayakan Akademik yang berkaitan (Sarjana/PhD) <i>Copy of Academic Certificates (Master/PhD)</i>	1
10	Salinan Pasport salinan A4 (Semua muka surat) <i>A4 size copy of Passport (All pages including the blank pages )</i>	1

**Please submit all the completed documents to:**

MS. AZLEN AB RAHMAN  
International Relations Centre (UKM Global)  
Universiti Kebangsaan Malaysia Level 2 Chancellory Building  
Tel. No. : +603-8921 5057 | Email : len.rahman@ukm.edu.my



**JABATAN IMIGRESEN MALAYSIA**  
**BORANG PERMOHONAN PAS LAWATAN**  
**VISIT PASS APPLICATION FORM**  
PERATURAN-PERATURAN IMIGRESEN, 1963 [Peraturan 11(12) dan 11(15)]

IM. 12 - Pin. 1/97

\*Jenis Pas Iktisas  Sosial  Berniaga  Kerja Sementara   
Type of Pass Professional Social Business Temporary Employment

\*Jenis Permohonan Baru  Lanjutan   
Type of Application New Extension

Gambar Pemohon  
Photograph Of  
Applicant  
(3.5 cm x 5.0 cm)

**A. MAKLUMAT PEMOHON**  
PARTICULARS OF APPLICANT

1. Nama Penuh (Huruf Besar)  
Full Name (Capital Letter)

2. \*Jantina Lelaki  Perempuan   
Gender Male Female

3. Tempat/Negara Lahir   
Place/Country of Birth

4. \*\*Tarikh Lahir   
Date of Birth  
hari bulan tahun  
day month year

5. Warganegara   
Nationality

**B. MAKLUMAT PASPORT PERJALANAN / DOKUMEN PERJALANAN**  
PARTICULARS OF PASSPORT / TRAVEL DOCUMENT

6. Jenis Dokumen Perjalanan   
Type of Travel Document

7. Nombor   
Number

8. Tempat / Negara Dikeluarkan   
Place / Country of Issue

9. \*\*Sah Sehingga   
Valid Until  
hari bulan tahun  
day month year

**C. MAKLUMAT PENGANJUR DI MALAYSIA**  
PARTICULARS OF SPONSOR IN MALAYSIA

10. Nama Penuh (Huruf Besar)   
Full Name (Capital Letter)

11. No. Kad Pengenalan   
NRIC

12. No. Telefon   
Telephone No.

13. Alamat   
Address

Negeri   
State

**D. KEPERLUAN VISA**  
VISA REQUIREMENT

14. \*Adakah Visa Diperlukan Ya  Tidak   
Visa Requirement Yes No

15. \*Jenis Visa Sekali Perjalanan  Berulangkali Perjalanan   
Type of Visa Single Entry Multiple Entry

Tarikh  Tandatangan Pemohon / Penganjur  
Date Signature of Applicant / Sponsor

\* Borang ini hendaklah ditaip. Tandakan (x) dalam petak yang berkenaan.  
This form should be typed. Mark (x) in the appropriate box.

\*\* Format Tarikh 99/99/9999  
Date Format DD/MM/YYYY



**JABATAN IMIGRESEN MALAYSIA**  
**BORANG PERMOHONAN VISA**  
*VISA APPLICATION FORM*

IM. 47– Pin. 1/97

\*Jenis Permohonan  
*Type of Application*

Dalam Malaysia  
*In Malaysia*

Seberang Laut  
*Oversea*

**A. MAKLUMAT PEMOHON**  
*PARTICULARS OF APPLICANT*

1. Nama Penuh (Huruf Besar)  
*Full Name (Capital Letter)*

Gambar  
Pemohon  
*Photograph Of  
Applicant*  
(3.5 cm × 5.0  
cm)

2. \*Jantina  
*Gender*

Lelaki  
*Male*

Perempuan  
*Female*

3. Tempat/Negara Lahir  
*Place/Country of Birth*

4. \*\*Tarikh Lahir  
*Date of Birth*

5. Warganegara  
*Nationality*

hari    bulan    tahun  
*day    month    year*

6. Pekerjaan  
*Occupation*

7. Alamat  
*Address*

8. Taraf Perkahwinan  
*Marital Status*

Belum Berkahwin  
*Single*

Berkahwin  
*Married*

**B. MAKLUMAT PASPORT PERJALANAN / DOKUMEN PERJALANAN**  
*PARTICULARS OF PASSPORT / TRAVEL DOCUMENT*

9. Jenis Dokumen Perjalanan  
*Type Of Travel Document*

10. Nombor  
*Number*

11. Tempat / Negara DiKeluarkan  
*Place/ Country Of Issue*

12. \*\*Sah Sehingga  
*Valid Until*

hari    bulan    tahun  
*day    month    year*

**C. BUTIR-BUTIR PENGANJUR DI MALAYSIA**  
**PARTICULARS OF SPONSOR IN MALAYSIA**

13. Nama Penuh ( Huruf Besar) <i>Full Name(Capital Letter)</i>	<input type="text"/>		
14. No.Kad Pengenalan <i>NRIC</i>	<input type="text"/>	15. No Telefon <i>Telephone No.</i>	<input type="text"/>
16. Alamat <i>Address</i>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Negeri <i>State</i>	<input type="text"/>		

**D. BUTIR-BUTIR PERMOHONAN**  
**DETAIL OF APPLICATION**

17. Tempoh Tinggal Yang Dicadangkan <i>Duration Of Proposed Stay</i>		Bulan <i>Month</i>	<input type="text"/>
18. *Tujuan Perjalanan <i>Purposed Of Journey</i>	Bercuti <i>Holiday</i>	<input type="checkbox"/> Transit <i>Transit</i>	<input type="checkbox"/>
	Urusan Perniagaan <i>Business</i>	<input type="checkbox"/> Urusan Rasmi <i>Official Trip</i>	<input type="checkbox"/>
	Melawat Saudara Mara / Kawan <i>Visiting Friends / Relatives</i>	<input type="checkbox"/> Persidangan <i>Conference</i>	<input type="checkbox"/>
	Bekerja <i>Employment</i>	<input type="checkbox"/> Lain-lain (Nyatakan) <i>Other Specify</i>	<input type="text"/>
	Belajar <i>Study</i>	<input type="checkbox"/>	

Tarikh  
*Date*

Tandatangan Pemohon / Penganjur  
*Signature of Applicant / Sponsor*

- Borang ini hendaklah ditaip. Tandakan (x) dalam petak yang berkenaan.  
*This form should be typed. Mark (x) in the appropriate box.*

\*\* Format Tarikh 99/99/9999  
*Date Format DD/MM/YYYY*

**PERMOHONAN UNTUK VISA  
(APPLICATION FOR VISA)**

Visa No. ....

Nama Penuh (*Full Name*) .....  
(Dengan huruf cerai / *Single character*)

Nama dalam Tulisan Cina (*Name in Chinese Character*)

Jika berkenaan-SILA TULIS DENGAN TERANG (*If applicable- PLEASE WRITE CLEARLY*)

Jantina (*Gender*) .....

Tarikh lahir ..... Negeri lahir .....  
(*Date of Birth*) (*Place of Birth*)

Loghat ..... Kerakyatan .....  
(*Accent*) (*Nationality*)

Pekerjaan (*Occupation*) .....

Alamat di Malaysia .....  
(*Address in Malaysia*)

Alamat di luar Negara .....  
(*Address in oversea*)

No. Pasport ..... Tempat dikeluarkan ..... Tarikh dikeluarkan .....  
(*Passport No.*) (*Place of Issue*) (*Date of Issue*)

No. Kad Pengenalan ..... Tempat dikeluarkan ..... Tarikh dikeluarkan .....  
(*Identity Card No.*) (*Place of Issue*) (*Date of Issue*)

Visa dikehendaki bagi negeri .....  
(*Visa for Country*)

Tarikh .....  
(*Date*)

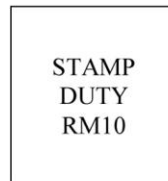
.....  
Tandatangan Pemohon  
(*Applicant Signature*)

**(UNTUK KEGUNAAN PEJABAT)**  
*For Office Use*

(Konsol Visa / .....)

(Tarikh Saringan Akhir .....)

**GOVERNMENT OF MALAYSIA**  
**Immigration Ordinance 1959**  
**(F.M 12 of 1969)**  
**(Immigration of Regulation, 1963)**  
**(P.L.N. 228/83)**



**PERSONAL BOND**  
**Regulation 18**

WHEREAS it a condition of the issue of ..... *(Type of Visa / Pass)* Pass to  
me/the said ..... *(Name of Applicant)* of  
..... *(Country)* that there furnished by  
me/on behalf the said ..... *(Name of Applicant)* security  
in the sum ..... *(Refer Personal Bond Rate)* dollars as a guarantee that I/the said  
..... *(Name of Applicant)* will comply with the provisions  
of the Ordinance and of any Regulations made there under and with any conditions imposed in  
respect of or instructions endorsed on such pass.

Now I ..... *(Name of Employer or UKM Representative)* NRIC No ..... *(MyKad Number)* of  
..... *(UKM Faculty or Institute)* do hereby bind myself that I/said  
..... *(Name of Applicant)* will comply with the provisions  
imposed in respect if instruction endorsed on such ..... *(Type of Visa / Pass)* Pass.  
AND in case of my/the said ..... *(Name of Applicant)*  
making default therein, I hereby bind myself to forfeit to the Government of Malaysia to sum of  
..... *(Refer Personal Bond Rate)* dollars. Date this ..... *(Day)* day of ..... *(DD/MM)* 2016 at  
..... *(Location of LHDN)* in the State of ..... *(City)*

Signature of the above named

.....  
*(Signature of Employer or UKM Representative)*

Signed and executed by the above named ..... *(Name of Employer or UKM Representative)* in my presence

Signature of Witness : .....  
Full name Witness : .....  
Address of Witness : .....  
.....

FILE REF: .....

<b>PERSONAL BOND PAYMENT RATE</b>		
<b>COUNTRY</b>	<b>PERSONAL BOND RATE</b>	<b>CONFISCATION PAYMENT</b>
BANGLADESH	RM 750.00	RM 750.00
CAMBODIA	RM 500.00	RM 500.00
INDIA	RM 750.00	RM 750.00
INDONESIA	RM 500.00	RM 500.00
LAOS	RM 1,500.00	RM 1,500.00
MYANMAR	RM 750.00	RM 750.00
NEPAL	RM 750.00	RM 750.00
PAKISTAN	RM 750.00	RM 750.00
PHILIPPINES	RM 750.00	RM 750.00
SINGAPORE	RM 200.00	RM 200.00
SRI LANKA	RM 750.00	RM 750.00
THAILAND	RM 300.00	RM 300.00
CANADA USA	RM 2,000.00	RM 2,000.00
HONG KONG JAPAN MACAO SOUTH KOREA	RM 1,000.00	RM 1,000.00
AFRICA AUSTRALIA BRITISH C.I BRUNEI CHINA EUROPE IRAN IRAQ PURTUGAL C.I SAUDI ARABIA TAIWAN TUNISIA VIETNAM	RM 1,500.00	RM 1,500.00
OTHER	RM 1,500.00	RM 1,500.00