



## SENARAI SEMAK / CHECKLIST

### PERMOHONAN PEMBATALAN PAS TANGGUNGAN APPLICATION FOR DEPENDENT PASS CANCELLATION

No	TYPE OF DOCUMENT	No of Copy
1	Borang Permohonan Pass (UKM-SPKP-PHA-PK03-B003) <b>(Sila Muat Turun borang di laman sesawang - <a href="http://www.ukm.my/akademik/international-student-visa/">http://www.ukm.my/akademik/international-student-visa/</a> Application Form ( UKM-SPKP-PHA-PK03-B003)</b> <b>(Please Download this form at website - <a href="http://www.ukm.my/akademik/international-student-visa/">http://www.ukm.my/akademik/international-student-visa/</a></b>	1
2	UKM-SPKP-PHA-PK03-L01 Surat Pengesahan Pelajar <b>(Sila Muat Turun di laman sesawang <a href="http://www.ukm.my/akademik/international-student-visa/">http://www.ukm.my/akademik/international-student-visa/</a> UKM-SPKP-PHA-PK03-L01 Student Acknowledgement Letter</b> <b>(Please Download this form at website - <a href="http://www.ukm.my/akademik/international-student-visa/">http://www.ukm.my/akademik/international-student-visa/</a></b>	1
3	Surat Tawaran UKM <i>Student Offer Letter</i>	3
4	Surat Keluarga daripada Kedutaan <b>(pengesahan asal daripada Kedutaan mengikut tahun terkini)</b> <i>Family Letter from the Embassy</i> <b>(Original Certified from Embassy current year)</b>	3
5	Sijil Kelahiran Anak (disahkan oleh Jabatan Pendaftaran Negara (JPN), jika lahir di luar Malaysia, sila dapatkan salinan sijil yang asal DAN yang telah diterjemahkan dengan cop pengesahan asal dari Kedutaan beserta tarikh dan tahun terkini) <i>Birth Certificate for CHILDREN ( certified by National Registration Department), if born out from Malaysia, please get the original copy AND translated birth certificate with the original stamp from Embassy for the current year)</i>	3
6	Sijili Perkahwinan <b>(Sijil dari negara asal dan pengesahan daripada Kedutaan beserta tahun terkini)</b> <i>Marriage Certificate</i> <b>(Original and Translated Certified from Embassy for the Current year )</b>	3
7	Salinan pasport keluarga (setiap muka surat) <b>(jika cop masuk ke Malaysia tiada di dalam pasport baru, sila buat salinan pasport lama)</b> <i>Copy of Dependent Passport (Whole pages)</i> <b>(if the latest exit stamp to Malaysia is not in the new passport, please make copy of your old passport)</b>	3
8	Salinan pasport pelajar (setiap muka surat) <i>Copy of Student Passport (Whole pages)</i>	3
9	Surat SENAT (jika tamat pengajian) atau Surat Tangguh Pengajian (jika tangguh pengajian) atau Surat Menarik diri daripada Pengajian (jika menarik diri) <i>SENATE Letter ( if finished study) or Deferment Letter (if defer semester) or Withdraw Letter (if withdraw from study)</i>	3
10	Surat Tawaran daripada Universiti Lain (jika keluarga ditawarkan belajar) <i>Offer Letter from other University (if dependent get offer to study)</i>	3
11	Surat Tawaran kerja (untuk tawaran kerja sahaja) <i>Offer Letter of Employment ( for Employment only)</i>	3
12	Tiket penerbangan (tarikh tiket 3minggu dari tarikh serah dokumen) <b>Flight Ticket ( date of flight ticket 3 weeks from the date of submission documents)</b>	3

Please submit all the documents to:

International Student Service Division, Centre of Academic Management (UKM)  
Universiti Kebangsaan Malaysia Level 7 Pusanika Building  
Tel. No. : +603-8921 4927 | Email : [isc@ukm.edu.my](mailto:isc@ukm.edu.my)