

**SENARAI SEMAK / CHECKLIST**

**PERMOHONAN PEMBATALAN PAS PELAJAR  
APPLICATION FOR STUDENT 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) (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 (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	Resit Pembayaran Pengajian ATAU Penyata Akaun daripada Bendahari UKM <b>(semester terkini atau Surat Jaminan)</b> <i>Tuition Fees Receipt of Payment OR Account Statement from UKM Bursary</i> <b>(Current semester or Guarantee Letter)</b>	3
4	Surat Tawaran UKM <i>UKM Offer Letter</i>	3
5	Surat SENAT <b>(jika tamat pengajian)</b> atau Surat Tangguh Pengajian <b>(jika tangguh pengajian)</b> atau Surat Menarik diri daripada Pengajian <b>(jika menarik diri)</b> <i>SENATE Letter ( if finished study) OR Deferment Letter (if defer semester) OR Withdraw Letter (if withdraw from study)</i>	3
6	Surat Tawaran daripada Universiti/Kolej lain <b>(jika pelajar bertukar tempat pengajian)</b> Surat Tawaran daripada Majikan <b>(untuk tawaran kerja)</b> <i>Offer Letter from other University/College ( if student change the Institution) / Offer Letter of Employment ( for employment only)</i>	3
7	Salinan Pasport Pelajar <b>(Setiap Muka Surat)</b> <i>Copy of Student Passport (Whole Pages)</i>	3
8	Tiket penerbangan jika pulang ke negara <b>(tarikh tiket 3minggu dari tarikh serah dokumen)</b> <i>Flight Ticket if return back to country</i> <b>(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)