



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 2 – 3 weeks.

BIL. NO.	DOKUMEN YANG DIPERLUKAN REQUIRED DOCUMENTS	SALINAN NO. OF COPY
1	Isi Borang IM47 (sila pastikan alamat tempat tinggal terkini di luar negara diisi) <i>Fill up IM 47 form (please fill up the current overseas residential address)</i>	1
2	Gambar Ukuran pasport ukuran 3.5cm x 5.0.cm -latar belakang biru cair (sila lihat lampiran di bawah untuk rujukan) <i>Passport photos size 3.5cm x 5.0cm -Light blue background (Please see below attachment for references)</i>	1
3	Isi Personel Bond dan matikan setem RM10 di Lembaga Hasil Dalam Negeri Malaysia (LHDN).- Sila hantar borang yang disetem asal dan lampirkan salinan kad pekerja supervisor atau wakil pegawai yang menandatangani bond tersebut. <i>Fill up the Personal Bond and get a stamp of the Inland Revenue Board of Malaysia (Income Tax Office) for a fee RM10 - Please submit the form with original stamp</i> and submit copy of UKM staff card for supervisor or officer that sign the bond	1
4	Salinan Surat Tawaran dari UKM (menggunakan letterhead berwarna) – rujuk lampiran untuk jawatan yang boleh ditawarkan di dalam surat tawaran <i>Copy of Appointment Letter from UKM (use color letterhead) – Please refer to the attachment for the position in the offer letter</i>	1
5	Salinan Surat Penerimaan Tawaran daripada majikan asal di luar Malaysia (Sila rujuk lampiran di bawah untuk contoh surat) <i>Copy of Acceptance Appointment Letter from foreign company/ institution (Please refer below attachment for the sample)</i>	1
6	Salinan Resume (mengandungi gambar pemohon dan berwarna) Sila rujuk lampiran untuk maklumat yang diperlukan <i>Copy of Curriculum Vitae (must have applicant photo and color) Please refer below attachment for requirement details</i>	1
7	Salinan Sijil Kelayakan Akademik yang berkaitan (Sarjana/PhD)- dalam Bahasa Inggeris atau Melayu, (jika tiada, hantar yang telah diterjemahkan) Salinan berwarna disah benar (ctc) oleh pegawai di fakulti/institut UKM <i>Copy of Academic Certificates (Master/PhD) - in English or Bahasa, (if not please translated) Copy of Certified true color (ctc) by office from UKM faculty /institute</i>	1
8	Diskripsi tugas sepanjang tempoh lantikan - Sila guna kepala surat fakulti/institut berwarna (Sila lihat lampiran untuk contoh surat) <i>Job description during the appointment - Please use institute/ faculty colour Letterhead (Please refer attachment below for sample)</i>	1

9	Salinan Pasport salinan A4 (Semua muka surat berwarna termasuk kulit keras) Sila hantar salinan setiap muka surat pasport secara scan dokumen berwarna dan jelas dalam 1 file pdf. Kami tidak menerima salinan pasport yang diambil menggunakan camera. <i>A4 size copy of Passport (All pages including the booklet cover) Please submit a copy of every single page of passport scanned with color and clear version in a single file pdf. We do not accept passport copies in photographed form.</i>	1
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Date of update : 15/07/2026

Please email all the color softcopy document to :

Email : farah_adibah@ukm.edu.my

MRS. FARAH ADIBAH CHE KAMARUDIN
Pass and Visa Unit, Academic Management Centre
Level 4 Pusanika Building , Universiti Kebangsaan Malaysia
Tel. No. : +603-8927 2137

If the Immigration need the hardcopy documents, we will request later.



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

☐

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
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

• 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

GOVERNMENT OF MALAYSIA
IMMIGRATION ORDINANCE 1959
(F . M 12 OF 1969)
(Immigration of Regulations, 1963)
(P.L.N 228/63)

STAMP
DUTY
RM10

PERSONAL BOND
Regulation 18

WHEREAS it a condition of the issue ofPass to
(Type of Visa / Pass)
me/the saidof
(Name of Applicant)
.....that there furnished by
(Country)
me / on behalf of the said security
(Name of Applicant)
in the sum(Ringgit Malaysia) as a guarantee that I/ the said
(Refer Personal Bond Rate)
.....will comply with the provisions
(Name of Applicant)
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 NRIC Noof
(Name of Employer or UKM Representative) (MyKad Number)
.....do hereby bind myself that I/said
(UKM Faculty or Institute)
.....will comply with me provisions imposed in
(Name of Applicant)
imposed in respect if instructions endorsed on such Pass.
(Type of Visa / Pass)

AND in case of me / the said
(Name of Applicant)
making default therein, I hereby bind myself to forfeit to the Government of Malaysia the sum of
..... Ringgit Malaysia. Date thisday of20.... at
(Refer Personal Bond Rate) (Day) DD/MM
..... in the State of
(Location of LHDN) (City)

Signature of the above named

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

Signed and executed by the above namedin my presence
(Name of Employer or UKM Representative)

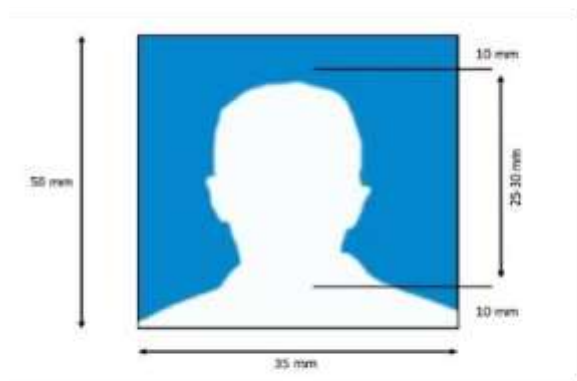
Signature of the witness :
Full name of the witness :
Address of the witness :
.....

FILE REF:

PERSONAL BOND PAYMENT RATE		
COUNTRY	PERSONAL BOND RATE	CONFISCATION PAYMENT
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 COLOMBIA ANGOLA BURKINA FASO BURUNDI CAMEROON CENTRAL AFRICAN REPUBLIC REPUBLIC CONGO REPUBLIC DEMOCRATIC CONGO COTE D'IVOIRE DJIBOUTI EQUATORIAL GUINEA ERITREA ETHIOPIA GUINEA- BISSAU GHANA LIBERIA MALI MOZAMBIQUE NIGER NIGERIA	RM 2,000.00	RM 2,000.00

HONG KONG JAPAN MACAO SOUTH KOREA	RM 1,000.00	RM 1,000.00
AFRICA AUSTRALIA BIRTISH C.I BRUNEI CHINA EUROPE IRAN IRAQ PUTUGAL C.I SAUDI ARABIA TAIWAN TUNISIA VIETNAM	RM 1,500.00	RM 1,500.00
OTHER	RM 1,500.00	RM 1,500.00

1. Sample of Photo



File Upload Requirement:

1. Size of photo must be in 99X142 pixels.
2. File size of photo must be less than 20kb.
3. File format must be in JPG or JPEG only.



Background color must be Light Blue only.

Do not wear a hat or head covering allowed which obscures hair or hairline unless worn for religious purpose.

Taken in full-face view facing straight to the camera with neutral facial expression, both eyes open and mouth closed

Dark coloured clothing covering shoulders and chest.

2. Position available to apply for the Professional Visit Pass (PLIK)

1. TECHNICAL EXPERT
2. INVITED LECTURER
3. TRAINER
4. DOCTORAL FELLOW
5. SPEAKER
6. RESEARCHER
7. ASSISTANT RESEARCHER
8. STUDENT UNDER PRACTICAL TRAINING
9. ATTENDING COURSE
10. ATTENDING TRAINING
11. ATTENDING SEMINAR
12. VOLUNTEER
13. EXHIBITOR

* if choose for attending course, provide the complete course structure indicates the full course duration and structure for the entire program, and that the stated duration corresponds to the 12-month pass being applied for.

* If the course is conducted in different modules or stages, kindly provide the details of all modules/stages covering the full 12-month period.

3. Sample CV

For working experience section, kindly include the following in the resume's working history, year to year duration until present (inside and outside Malaysia) with details of:

- i. Company name : xxx
- ii. Duration : YEAR TO YEAR
- iii. Position held : xxx
- iv. Brief responsibilities: xxx

***Thus, please provide amended resume. If employee was unemployed during any period, please state too in the resume.**

4. Sample of Acceptance Letter

Company Letterhead
<Foreign Company>

<dd/mm/yy> (issuance date)

University Kebangsaan Malaysia
43600, UKM Bangi, Selangor.

Dear Sir/Madam,

ACCEPTANCE LETTER FOR <OVERSEAS SECONDMENT/PLACEMENT/POSITION>

NO	NAME	PASSPORT NO	NATIONALITY	DURATION
1.	XXXX	XXX	XXX	XXX

We hereby **ACCEPT** the invitation your letter dated <dd/mm/yy> for <Applicant (Passport No: XXXX)> to participate in the placement/secondment with <Malaysian Company> as a/an <position> under the **Professional Visit Pass**. We understand the position with <Malaysian Company> will be for the duration of <XX months> **ONLY**.

At all times during the period, he/she will remain an employee of <Foreign Company>.

Salary incurred during this period will be borne by <Foreign Company>. Expenses such as <allowances/travel/accommodation> shall be borne by <Foreign Company/Malaysian Company>. (Delete where not applicable)

Thank you.

Yours sincerely,
<Foreign Company>

.....
(Authorized Signatory)
Designation

5. Sample of Working Schedule

< UKM Institute /faculty letterhead>

THIS FOR SAMPLE ONLY

FULL DETAILS OF WORK/TRAINING JOB DESCRIPTION (minimum 4)

No.	Project Description	Duration
1	Participate in clinical pharmacy and primary healthcare-related activities as part of professional attachment and experiential learning.	1 Jan 2026 – 31 Mac 2026 3 months
2	Engage in academic and professional development activities, including seminars, training programs, and community outreach initiatives. educational, and research initiative.	01 April 2026 – 31 July 2026 4 months
3	xxx	01 August 2026 – 30 Sept 2026 2 months
4	xxx	01 Oct 2026 -31 Dec 2026 3 months

Total duration : equal to duration of program