

**SHORTEN / ENDORSEMENT TRANSFER OF STUDENT / DEPENDENT PASS APPLICATION**

1. To shorten your student pass duration or to transfer the student pass from one passport to another, please fill in the checklist below, and return it to us along with the following documents to HESA PKP Counter Level 1, Bangunan Wawasan PKP (hard copy) :

<b>Name (student) :</b>			
<b>Name (dependent - if applicable) :</b>			
<b>Passport No. (for submission) :</b>			
<b>Matric No. :</b>		<b>Phone No. :</b>	
<b>Nationality :</b>		<b>Email :</b>	
<b>Application type :</b>	<input type="checkbox"/> Shorten visa (variation/ progression/ pass conversion) <input type="checkbox"/> Check out Memo <input type="checkbox"/> Endorsement transfer		
Process		Remarks	
<b>TO SHORTEN / CANCEL YOUR STUDENT PASS :</b>			
1.	<b>Original passport</b> with minimum 5 blank pages	<input type="checkbox"/>	
2.	Scanned student's <b>passport copy (in colour)</b> : a. Front page of passport & current valid pass	<input type="checkbox"/>	Student pass expiry date: DD / MM / YYYY
3.	<b>Offer letter</b> (transfer to different university / course / convert from dependent pass to student pass)	<input type="checkbox"/>	Variation / progression / pass conversion
4.	<b>eVAL</b> from new institution (transfer to different university / course / convert from dependent pass to student pass)	<input type="checkbox"/>	
5.	<b>Approval Letter from the relevant approving Agency/ regulatory body</b> Depending on applicant's profession, the employer has to obtain letter from one of the following government- approved agencies: <b>MIDA, MDEC, BNM, Bioeconomy Corporation, Security Commission (SC) &amp; Expatriate Committee (EC)</b> <i>**Please note that Immigration Department will not process shortening of student pass if the letter did not indicate that the application has been approved.</i>	<input type="checkbox"/>	Pass Conversion
6.	<b>Official Letter from Embassy</b> <i>Applicable for Yemen Nationality, only if purpose of shortening in order to apply Social Long Term Pass</i>	<input type="checkbox"/>	Pass Conversion
7.	<b>Completion letter / release letter / termination letter / confirmation letter on fulfilling graduation requirements / other supporting documents</b>	<input type="checkbox"/>	Shorten - Check out Memo (COM)
8.	<b>Flight Ticket</b> Showing Student's Intended Date of Exit (must show airline company details) Recommended flight ticket date is 14 working days after submission, but must be less than 4 weeks from submission date to EMGS, and within student pass duration. If destination is not home country, student must provide additional documents to justify (e.g. parents' employment pass or residence permit from the destination country)	<input type="checkbox"/>	Shorten - Check out Memo (COM)
<b>TO TRANSFER YOUR STUDENT PASS TO A NEW PASSPORT (ENDORSEMENT TRANSFER)</b>			
1.	<b>Original passport</b> – old and new	<input type="checkbox"/>	
2.	Scanned student's <b>passport copy (in colour)</b> : a. Old passport - front page and valid pass b. All pages of new passport	<input type="checkbox"/> <input type="checkbox"/>	Student pass expiry date: DD / MM / YYYY
3.	<b>Police report</b> from The Royal Malaysia of Police Department is required if the old passport is lost in Malaysia. If the applicant's passport is lost at a foreign country, a copy of <b>Embassy Letter</b> stating the old and new passport number is required.	<input type="checkbox"/>	

PAYMENT TO SHORTEN AND TRANSFER :			
1.	<b>Proof of payment to Education Malaysia Global Services</b> A proforma invoice from EMGS will be sent to students once complete details are provided. Student shall <u>pay to EMGS</u> and provide the proof of transaction to <a href="mailto:hesapkp@ukm.edu.my">hesapkp@ukm.edu.my</a> .	<input type="checkbox"/>	RM53 – shorten Transfer – based on EMGS invoice
2.	<b>Proof of payment to Pusat Kembangan Pendidikan</b>	<input type="checkbox"/>	RM80
<b>For office use only :</b>			
	a. Student pass application form (from STARS)	<input type="checkbox"/>	
	b. Explanation letter	<input type="checkbox"/>	

2. Payments regarding shortening / transferring your student pass can be paid to the accounts below:

**1 : Payment to EMGS via bank transfer / CDM**

Amount : Shorten - RM53  
Transfer - please refer to amount based on proforma invoice  
Payable to : **EMGS Escrow Account 1**  
Account Number : 514057662341  
Bank : MALAYAN BANKING BERHAD (MAYBANK)

**2 : Payment to PKP - PKP Finance Counter or bank transfer (Administrative fee)**

Amount : RM80  
Payable to : **Pusat Kembangan Pendidikan**  
Account Number : 8002233829  
Bank : CIMB Bank Berhad

\*\*If making bank transfer, please state your full name on reference details

3. If you send us a document that is not in English or Bahasa Malaysia in support of your application, this document must be accompanied by a full translation into English that can be independently verified by EMGS. The original translation must contain:
- Confirmation from the translator or translation company that it is an accurate translation of the original document;
  - The date of the translation;
  - The full name and signature of the translator or of an authorised official of the translation company; and the translator or translation company's contact details.
4. The application process will take about 1 – 4 weeks upon receipt of complete application and payment. Please be reminded that the timeline is at the discretion of the Immigration Department, and PKP has no authority or influence over this process. Should you need further information, please refer to <http://www.ukm.my/pkp/visa-and-student-pass/> or email [hesapkp@ukm.edu.my](mailto:hesapkp@ukm.edu.my) .