

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) :

Name (student) :			
Name (dependent - if applicable) :			
Passport No. (for submission) :			
Matric No. :		Phone No. :	
Nationality :		Email :	
Application type :	<input type="checkbox"/> Shorten visa (variation/ progression/ pass conversion) <input type="checkbox"/> Check out Memo <input type="checkbox"/> Endorsement transfer		

Process	Remarks
TO SHORTEN / CANCEL YOUR STUDENT PASS :	

1. Original passport with minimum 5 blank pages	<input type="checkbox"/>	
2. Scanned student's passport copy (in colour) :	<input type="checkbox"/>	Student pass expiry date: DD / MM / YYYY
a. Front page of passport & current valid pass		
3. Offer letter (transfer to different university / course / convert from dependent pass to student pass)	<input type="checkbox"/>	Variation / progression / pass conversion
4. eVAL from new institution (transfer to different university / course / convert from dependent pass to student pass)	<input type="checkbox"/>	
Approval Letter from the relevant approving Agency/ regulatory body		
Depending on applicant's profession, the employer has to obtain letter from one of the following government- approved agencies: MIDA, MDEC, BNM, Bioeconomy Corporation, Security Commission (SC) & Expatriate Committee (EC)		
5.	<input type="checkbox"/>	Pass Conversion
<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>		
Official Letter from Embassy		
6. <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. Completion letter / release letter / termination letter / confirmation letter on fulfilling graduation requirements / other supporting documents	<input type="checkbox"/>	Shorten - Check out Memo (COM)
Flight Ticket Showing Student's Intended Date of Exit (must show airline company details)		
8. 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)

TO TRANSFER YOUR STUDENT PASS TO A NEW PASSPORT (ENDORSEMENT TRANSFER)

1. Original passport – old and new	<input type="checkbox"/>	
Scanned student's passport copy (in colour) :		
2. a. Old passport - front page and valid pass	<input type="checkbox"/>	Student pass expiry date:
b. All pages of new passport	<input type="checkbox"/>	DD / MM / YYYY
3. Police report 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 Embassy Letter stating the old and new passport number is required.	<input type="checkbox"/>	

4. Explanation letter from embassy is required if embassy has taken the old passport during the issuance of new passport

PAYMENT TO SHORTEN AND TRANSFER :

1. **Proof of payment to Education Malaysia Global Services**
A proforma invoice from EMGS will be sent to students once complete details are provided. Student shall pay to EMGS and provide the proof of transaction to hesapkp@ukm.edu.my. RM53 – shorten Transfer – based on EMGS invoice
2. **Proof of payment to Pusat Kembangan Pendidikan** RM80

For office use only :

- a. Student pass application form (from STARS)
- b. Explanation letter

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 .