

# CANCELLATION OF PASS APPLICATION FORM (STUDENT & DEPENDENT)

 UPDATED: APRIL 2024  
 AASC/UPPA/BR009/2021

APPLICANT'S DETAILS (PLEASE WRITE IN CAPITAL LETTER)			
Name of student/Dependent:			
Phone Number:		Siswamail/ Email :	
Country:		Student ID Number :	
Programme:		Level of Study:	
Passport Number:		Faculty:	
Documents Checklist			For office used
1.	<b>ORIGINAL PASSPORT</b>		Passport expiry date: ..... Student pass validity: .....
2.	<b>PASSPORT COPY – 2 COPIES</b> a. Front page b. Current visa/pass page	<input type="checkbox"/>	
3.	<b>REASON FOR CANCELLATION</b>  ( ) Completed/ Withdrawn/ Terminated from the study programme or change to the new study programme. – <i>Must provide a Completion/ Senate Letter for completion studies.</i> ( ) Change from Student Pass to Other Passes ( <i>Must provide approval letter from Immigration</i> ) ( ) Making arrangement to Leave the Country – Check Out Memo (COM)		
4.	<b>**Confirmed Flight ticket to your Home Country only - 2 copies</b>		
5.	<b>Payment Receipt: RM50.00 for Visa Processing Fee. (Not refundable)</b> (payable through UM EPAY at <a href="http://epay.um.edu.my">epay.um.edu.my</a> )	<input type="checkbox"/>	Total amount paid: .....
6.	<b>Proof of payment to EMGS – Application Fee (RM 54.00)</b> Visa fees - Payable to <b>EMGS Escrow Account 1</b> Account Number: <b>514057662341 – MAYBANK</b> <i>Strictly No Foreign transfer, WISE Transfer and Cash Deposit Machine is allowed.</i>	<input type="checkbox"/>	Total amount paid: .....

## IMPORTANT NOTE! (PLEASE READ)

- \*\*2 Copies** of your departing air ticket to your **Home Country** (ensure that departure date is **21 working days** from the date of submission of passport and documents to UM Visa Counter). If you are not returning to your home country, you will need to provide additional documents to justify this (e.g. parents' employment pass or residence permit of the destination country).
- If you are pursuing studies at another institution of higher education in Malaysia, 2 copies of Offer letter from your new institution and the eVAL is required.
- If you are **converting your student pass to Employment Pass or any other passes in Malaysia**, you are **required to exit the country** after canceling your student pass if the approval from the Immigration Department is not granted.
- If your **student pass has expired or is going to expire before your flight departure date**, you will need to apply for a **Special Pass** in addition to cancelling your student pass.