


# CANCELLATION OF PASS APPLICATION FORM (STUDENT & DEPENDENT)

 UPDATED: DECEMBER 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 ( ) Completed/ Withdrawn/ Terminated from the study programme or change to the new study programme.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:</b> RM50.00 for Visa Processing Fee. ( <b>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) – BY JOM PAY ONLY</b>  <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 10px;">                         Biller Code: 231183                          Ref-1: 20332                          Ref-2: 471979                     </div>  JomPAY online at Internet and Mobile Banking with your Current or Savings account	<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**, an approval letter from the Immigration is required. Without the approval, you must Exit the Country and provide the Flight ticket.