



Checklist for Professional Visit Pass

Name: _____

Passport No.: _____

School Person incharge Contact No : _____

Candidate Email : _____

* Need to send in soft copy and email to Mr Sani Person incharge Officer Visa PVP IMCC sany@usm.my to submit application through ESD WEB SITE IMIGRATION .

No.	Items	Copies	Tick (if complete)
1	Soft copy Offer Letter PDF Format (certified true copy by USM Officer)	1	
2	Soft copy Acceptance Letter (certified true copy by USM Officer)	1	
3	PTJ / HR Need to send RM10 Revenue Stamp to Personal Bond to be completed and sent to Visa IMCC for stamping	1 Revenue Stamp	
4	SoftCopy Passport-sized picture (5.0cm x 3.5cm) with a blue background	3	
5	Soft copy PDF Copy of passport (including blank page) COLOR (Certified True Copy by Embassy / Public Notary Court) Candidates in Malaysia (Certified True Copy by USM officer) * Make sure the passport is still valid for 18 months for application.	2 (on A4 size paper)	
6	Soft Copy Format PDF Supporting letter from USM supervisor and Letter of authentication from Home University attached to USM Or Release Letter from current employer If from foreign company	1	
7	Soft Copy PDF Format Applicant's Resume	1	
8	Soft Copy PDF Format Certificate of Highest Qualification (Certified true copy by Embassy/Public NotaryCourt) Candidate in Malaysia (Certified true copy by Officer USM)	1	
9	Location of the nearest Malaysian Embassy to obtain single entry visa	Malaysian Embassy/Malaysian High Commission/Malaysian Consulate General at _____	

10	Soft Copy PDF Format Job Description in USM	1
11	Soft Copy PDF Format Working Schedule in USM	1
12	Full address ,email of the candidate and marital status	1

Note:

Professional Visit Pass holder are not eligible to apply a Dependant Pass for family members.

EXAMPLE OF RELATED DOCUMENT

Sample of Acceptance Letter

Company Letterhead
<Foreign Company>

<dd/mm/yy> (issuance date)

Company's Name & Address
<Malaysian Company>

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

Sample of Job Descriptions

<Company Letterhead>

JOB DESCRIPTION

Position: Manager

Location: Kuala Lumpur

Reporting to: Director

Job description

1. Develop and execute the company's business strategies in order to attain the goals of the board and shareholders
2. Provide strategic advice to the board and Chairperson so that they will have accurate view of the market and the company's future
3. Prepare and implement comprehensive business plans to facilitate achievement by planning cost-effective operations and market development activities
4. Ensure company policies and legal guidelines are communicated all the way from the top down in the company and that they are followed at all times
5. Communicate and maintain trust relationships with shareholders, business partners and authorities
6. Oversee the company's financial performance, investments and other business ventures
7. Delegate responsibilities and supervise the work of executives providing guidance and motivation to drive maximum performance
8. Read all submitted reports by lower rank managers to reward performance, prevent issues and resolve problems

Note: Job description in different format is acceptable but must include all the required information as per sample.

Sample of Work / Training Schedule

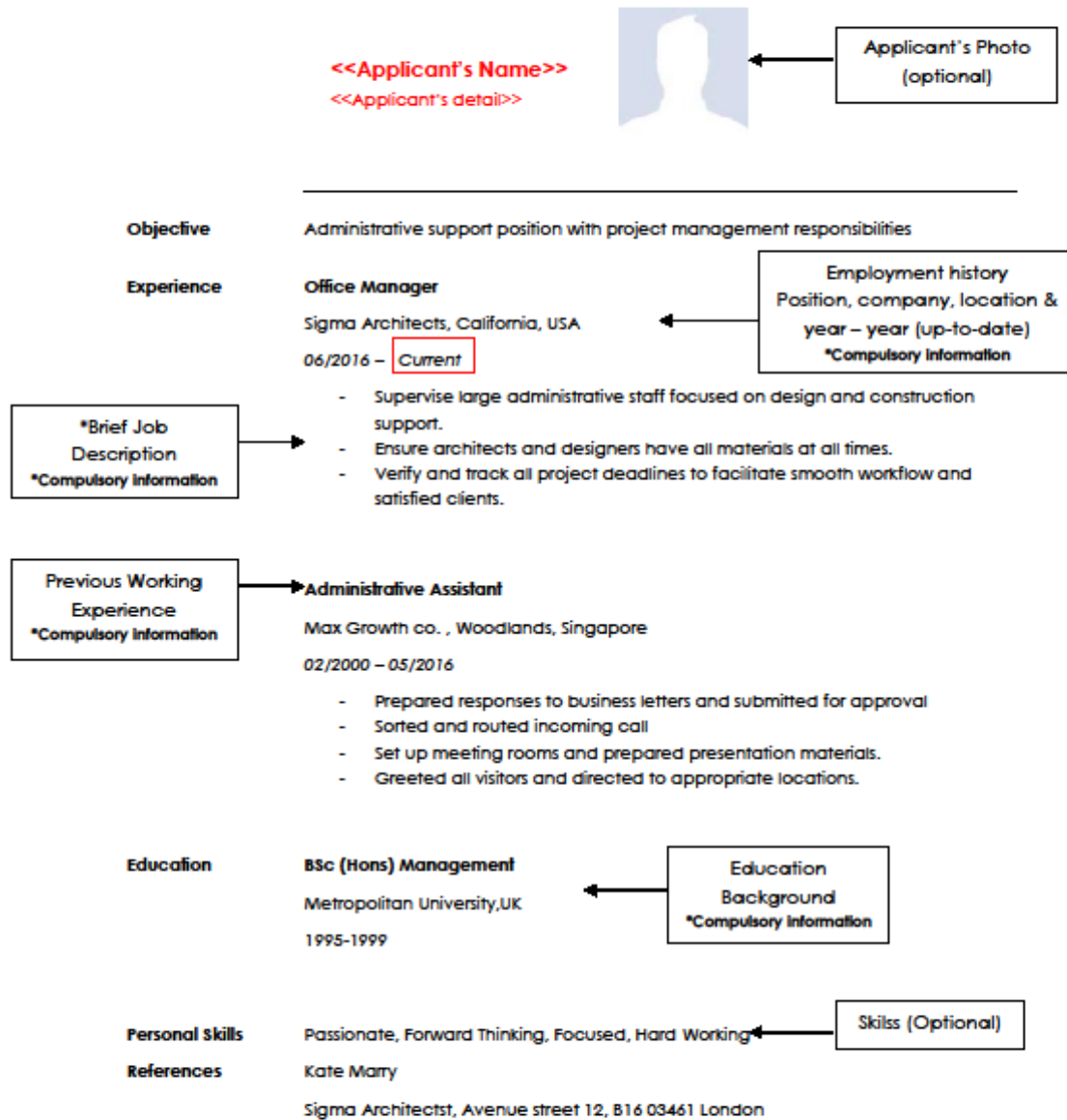
Company Letterhead
<Malaysian Company>

SAMPLE

WORK/TRAINING SCHEDULE FOR (APPLICANT'S NAME)

No.	Project Description /Task Description	Duration
1	xxx	3 months
2	xxx	2 month
3	xxx	½ month
4	xxx	½ month

Sample of Resume – must be in color



Note: Resume in different format is acceptable but must include all the required information as per sample.

GOVERNMENT OF MALAYSIA
Immigration Ordinance 1959
(F.M. 12 of 1969)
Immigration Regulation, 1963
(P.L.N. 228/63)
PERSONAL BOND
(Regulation 18)

Stamp
RM10.00
*By the stamping
office in Inland
Revenue Board
of Malaysia*

WHEREAS it is a condition of the issue of a Professional Visit Pass to me /

_____ of _____ that there be
(Applicant's name) (Applicant's overseas address)

furnished by me / on behalf of said _____ security in the sum of
(Applicant's name)

RM _____ as a guarantee that I / the said _____
(Please refer to personal bond amount rate) (Applicant's name)

will comply with the provisions of the Ordinance and of any Regulations made thereunder and
with any conditions imposed in respect of or instructions endorsed on such pass.

Now I _____ NRIC _____ of
(Employer's name - Malaysian only) (Employer's MYKAD No.)

_____ do
(Malaysia Company name & address)

hereby bind myself that I / the said _____
(Applicant's name)

will comply with the provisions imposed in respect of or instructions endorsed on such
Professional Visit Pass and in case of my / the said _____
(Applicant's name)

making default therein, I hereby bind myself to forfeit to the Government of Malaysia the sum
of RM _____ Dated this _____ day of _____ 20_____ at
_____ in the state of _____

Signature of the above named

(Employer's sign - Malaysian only)

Signed and executed by the above named _____ in my presence
(Employer's name - Malaysian only)

Signed of witness : _____

Full name of witness : _____
(Witness's name - Malaysian only)

Address of witness : _____
