



Applicant Name : _____

Passport No: _____

Staff in School Contact no & Applicant Contact : _____

Applicant email : _____

| No. | Perkara | Salinan | Tanda (v) (Jika lengkap) |
|-----|--|---|-----------------------------|
| 1 | Offer Letter (certified true copy) by School Officer | 1 | |
| 2 | Acceptance Letter/Reply Slip (certified true copy) by School Officer | 1 | |
| 3 | B Attachment (certified true copy) by School Officer | 1 Original | |
| 4 | Original Agreement | 1 Original | |
| 5 | Passport-sized photo (5.0cm x 3.5cm) with blue background | 3 | |
| 6 | <p>*make sure the passport is still valid 18 Month</p> <p>Copy of passport (including empty pages)</p> <p>*Applicant in Home Country (Certified true copy by Embassy/Public Notary Court)</p> <p>*Applicant in Malaysia (Certified true copy by Officer in School)</p> | 1 (on A4 size paper) | |
| 7 | Resume of Applicant (Certified true copy by Embassy/Public Notary Court /Officer in School) | 1 | |
| 8 | Copy of highest qualification academic (Certified true copy by Embassy/Public Notary Court /Officer in School) | 1 | |
| 9 | <p>SOP NEW APPLICATION EMPLOYMENT PASS BY THE MALAYSIA IMIGRATION</p> <p>If Applicant under Second Category Minimum Salary below then RM10K Below with a minimum contract less than 1 year the Malaysia immigration will be issued Visa with reference (VDR) for the applicant and the applicant need to show this letter visa with reference to the Malaysia Embassy at their country to obtain Single Entry Visa (SEV) and the applicant can entry to the Malaysia submit the passport to the Visa Office USM to process get the employment pass sticker at immigration Penang. The payment for Employment pass and Employment Pass Sticker will be process to be paid to Penang Immigration Department through Visa Office, USM.</p> <p>If Applicant under 3rd Category Minimum Salary must be RM3K with a minimum contract less than 1 year the Malaysia immigration will issued Visa with reference (VDR) for the applicant and the applicant need to show this letter visa with reference to the Malaysia Embassy at their country to obtain Single Entry Visa (SEV) and the applicant can entry to the Malaysia submit the passport to the Visa Office USM to process get the employment pass sticker at immigration Penang.</p> | <p>Malaysia Embassy in Home Country to Obtain SEV (Single Entry Visa)</p> <hr/> <p>For the Country without Malaysia Embassy IRAQ / PALESTINE / SYRIA / YEMEN / SOMALIA / AFGHANISTAN, Applicant can entry Malaysia and obtain VOA (VOA- VISA ON ARRIVAL) at KLIA Airport.</p> <p>3RD Category Applicant are not allowed to apply for a dependent pass.</p> | |



Checklist for New Employment Pass Dependents

Name: _____
 Contact No: _____

Passport No.: _____
 Email: _____

| No. | Items | Copies | Tick (if complete) |
|-----|--|-------------------------|-----------------------|
| 1 | Offer Letter (certified true copy) | 1 | |
| 2 | Acceptance Letter (certified true copy) | 1 | |
| 3 | B Attachment (certified true copy) | 1 | |
| 4 | Passport-sized photo (5.0cm x 3.5cm) with blue background | 3 | |
| 5 | Copy of passport (including empty pages) every family passport (Certified true copy) | 1 (on A4 size paper) | |
| 6 | Copy Of Marriage Certificate , Birth Certificate (Certified true copy) | 1 | |
| 7 | Copy of Agreement | 1 | |

Note: Employment Pass Under 1 and Second Category can apply for a Dependents Pass .



Checklist for Employment Pass Extension

Name: _____

Passport No.: _____

Contact No: _____

Email: _____

| No. | Items | Copies | Tick (if complete) |
|-----|--|-------------------------|-----------------------|
| 1 | Offer Letter (certified true copy) | 1 | |
| 2 | Acceptance Letter (certified true copy) | 1 | |
| 3 | Original Agreement (Renewal Contract) | 1 | |
| 4 | Passport-sized photo (5.0cm x 3.5cm) with blue background | 3 | |
| 5 | Copy of passport (including empty pages) (Certified true copy by Public Notary) | 1 (on A4 size paper) | |

Note: Employment Pass can apply for a Defendant Pass for family members.

:Employment Pass under 3rd Category are not allowed to apply for a Defendant Pass



Checklist for Extension Employment Pass Dependent

Name: _____

Passport No.: _____

Contact No: _____

Email: _____

| No. | Items | Copies | Tick (if complete) |
|-----|---|-------------------------|-----------------------|
| 1 | Offer Letter (certified true copy) | 1 | |
| 2 | Acceptance Letter (certified true copy) | 1 | |
| 3 | B Attachment (certified true copy) | | |
| 4 | Passport-sized photo (5.0cm x 3.5cm) with blue background | 3 | |
| 5 | Copy of passport (including empty pages) every family passport (Certified true copy) | 1 (on A4 size paper) | |
| 6 | Copy Of Marriage Certificate , Birth Certificate (Certified true copy) | 1 | |
| 7 | Copy of Agreement | 1 | |

Note: Employment Pass can apply for a Dependent Pass for family members.

Checklist for Shorten Employment Pass

Name: _____

Passport No.: _____

Contact No: _____

Email: _____

| No. | Items | Copies | Tick (if complete) |
|-----|---|-------------------------|-----------------------|
| 1 | Applicant Original Passport (To be submitted to Visa Office , IMCC) | 1 | |
| 2 | Passport front page and current visa page in one side of A4 paper with Certified True Copy by Public Notary | 1 | |
| 3 | Letter of Resignation / Offer of Appointment & Acceptance letter from other company or institutions / Completion of Contract from respective department . | 1 | |
| 4 | Itinerary ticket no later than 14 days from the expiry date of current visa | 3 | |
| 5 | For dependents application : Front page & current visa page of the passport in one side of A4 paper | 1 (on A4 size paper) | |
| 6 | Passport-sized photo (5.0cm x 3.5cm) with blue background | 1 | |



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

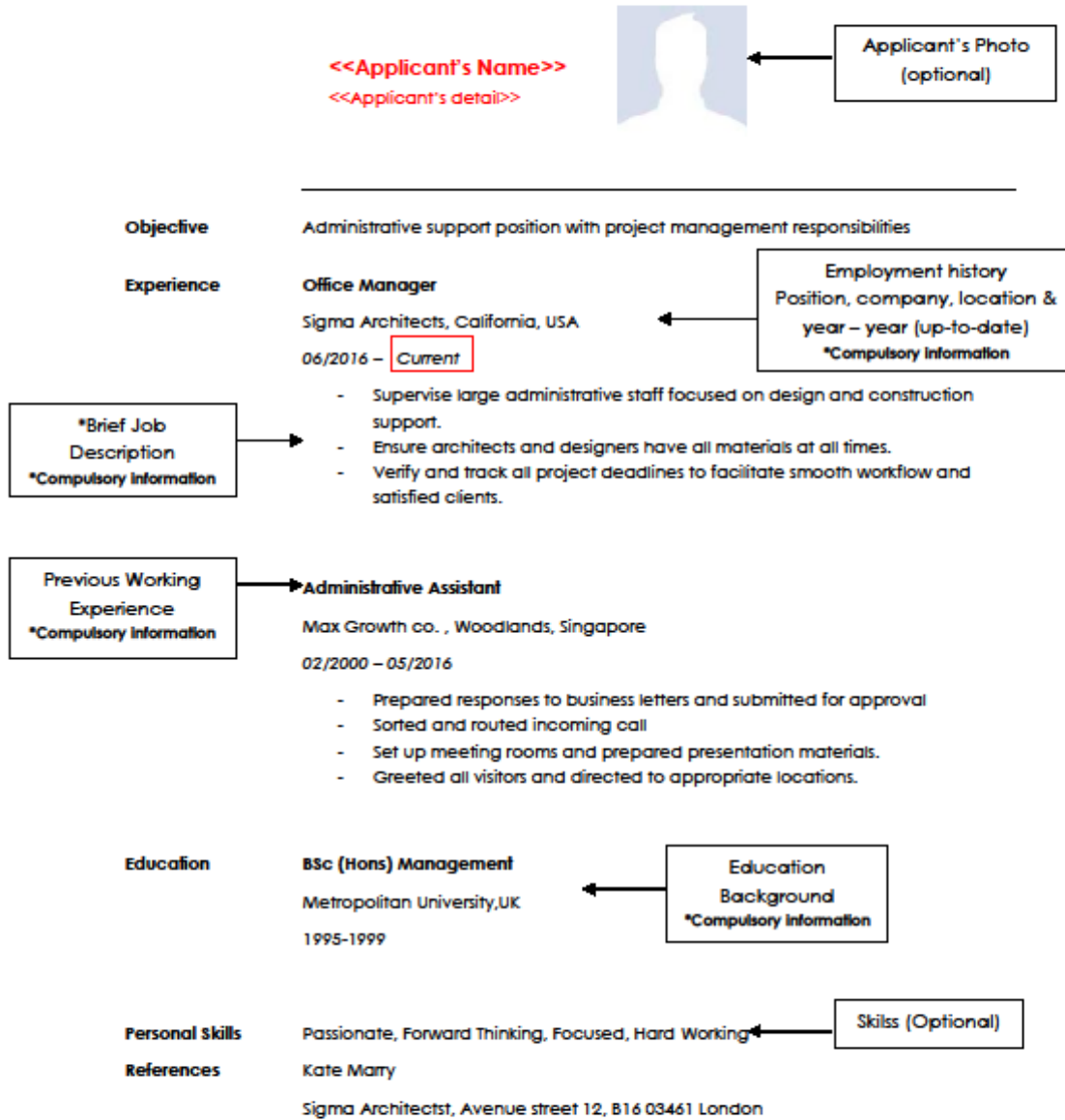
Company Letterhead
<Malaysian Company>

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 : _____
