



Checklist for Professional Visit Pass

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	Personal Bond (stamped with duty stamp) 1 original and 1 copy	1	
4	Passport-sized photo (5.0cm x 3.5cm) with blue background	3	
5	Copy of passport (including empty pages) <i>(Certified true copy by Embassy/Public Notary)</i>	2 (on A4 size paper)	
6	Release letter from current employer <i>Or</i> Supporting letter from USM Supervisor <i>Or</i> Confirmation letter from Home University to attach to USM	1	
7	Applicant's Resume	1	
8	Certificate of Highest Qualification <i>Or</i> Transcript of Academic <i>(Certified true copy by Embassy/Public Notary)</i>	1	
9	Location of the nearest Malaysian Embassy to obtain entry visa	Malaysian Embassy/Malaysian High Commission/Malaysian Consulate General at _____	

Note: Professional Visit Pass holder is not eligible to apply a Dependant Pass for family members.



Checklist for Employment Pass

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	1	
4	Passport-sized photo (5.0cm x 3.5cm) with blue background	3	
5	Copy of passport (including empty pages) <i>(Certified true copy by Embassy/Public Notary)</i>	1 (on A4 size paper)	
6	Release letter from current employer <i>Or</i> Supporting letter from USM Supervisor <i>Or</i> Confirmation letter from Home University to attach to USM	1	
7	Location of the nearest Malaysian Embassy to obtain entry visa	Malaysian Embassy/Malaysian High Commission/Malaysian Consulate General at _____	

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



Checklist for Employment Pass Dependent

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)		
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 Defendant Pass for family members.