

## CANCELLATION OF PASS APPLICATION FORM (STUDENT & DEPENDENT)

UPDATED: JUNE 2025  
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 (    ) Completed/ Withdrawn/ Terminated from the study programme or change to the new study programme.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 an 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: .....

### 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 or at UM, Two (2) copies of **Offer Letter** from your new institution/UM 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.