

**Checklist for New Employment Pass**

**Expatriate Name:** \_\_\_\_\_ **Passport No:** \_\_\_\_\_  
**Staff in School Contact no & Applicant Contact:** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

No.	Items	Copies	Tick (√) (If Complete)
1	Immigration Forms DP11 <b>(School Will Prepare)*</b>	1 Original	
2	Offer Letter (Certified True Copy By School Officer)	1	
3	Acceptance Letter/Reply Slip (Certified True Copy By School Officer)	1	
4	B Attachment (Certified True Copy By School Officer) <b>(School Will Prepare)*</b>	1	
5	Original Agreement	1 Original	
6	Passport-sized photo (5.0cm x 3.5cm) with blue background	4	
7	<b>*make sure the passport is still valid 18 Month</b> Copy of passport (including empty pages) <b>*Applicant in Home Country (Certified true copy by Embassy/Public Notary /Justice Of Court )</b> <b>*Applicant in Malaysia (Certified True Copy By School Officer)</b>	1 (on A4 size paper)	
8	Resume of Applicant (Certified True Copy By School Officer)	1	
9	Copy of highest qualification academic (Certified true copy by Embassy/Public Notary Court /Officer in School USM )	1	
10	Medical Report (Certified True Copy By School Officer)	1	
11	<b>SOP NEW APPLICATION EMPLOYMENT PASS BY THE MALAYSIA IMIGRATION</b> 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 at Immigration.	Malaysia Embassy in Home Country to Obtain SEV (Single Entry Visa)	<b>3<sup>RD</sup> Category Applicant are not allowed to apply for a dependent pass.</b>



JABATAN IMIGRESEN MALAYSIA  
 IMMIGRATION DEPARTMENT OF MALAYSIA  
 MAKLUMAT EKSPATRIAT / PARTICULARS OF EXPATRIATE

DP11  
 LAMPIRAN 1(i)  
 PK(O) IM .F.03/FQ-01(i)

Tandakan (X) Dalam Petak Berkemungkinan / Mark (X) in Appropriate Box

Untuk Kegunaan Pejabat / For Office Use

A. MAKLUMAT EKSPATRIAT / PARTICULARS OF EXPATRIATE

1. No. Cukai Pendapatan / Income Tax Reference No.

2. Nama (seperti di dalam pasport) / Name (as stated in passport)  
 MIKE ALI

3. Jantina / Gender  
 Lelaki / Male  Perempuan / Female

4. Tarikh Lahir / Date of Birth  
 21 / 08 / 1947  
Hari/Day Bulan/Month Tahun/Year

5. Warganegara / Nationality  
 IRAN

6. No. Pasport / Passport No.  
 Z12345

7. Tarikh Tamat Pasport / Passport Expiry Date  
 27 / 12 / 2030  
Hari/Day Bulan/Month Tahun/Year

8. Tempat Dikeluarkan / Place Of Issue

9. Tarikh Dikeluarkan / Date Of Issue  
 26 / 12 / 2020  
Hari/Day Bulan/Month Tahun/Year

10. Tarikh Masuk Malaysia / Date Of Present Entry  
 /  /   
Hari/Day Bulan/Month Tahun/Year

11. Tarikh Tamat Pas Terkini / Date Of Expiry Current Pass  
 /  /   
(Bagi Permohonan Lanjutan / For Renewal Application) Hari/Day Bulan/Month Tahun/Year

12. No. Pasport Lama / Old Passport No.   
(Bagi Tujuan Pinda Pas atau lain-lain yang berkenaan / For Transfer endorsement of other purposes)

13. Alamat Tempat Bekerja di Malaysia / Working Address in Malaysia  
 SCHOOL OFFERINGS

Poskod/ Postcode  Bandar/ City

Negeri/ State

Agensi Pelulus / Approving Agency

JKPD/JKLPD  KDN  
 MIDA  SC  
 MDEC  BNM  
 JPA / SPA  LABUAN FSA  
 TALENTCORP  ECERDC  
 IRDA  MAGIC  
 Lain-lain (Sila Nyatakan) / Others (Please State)

Lain-lain / Others

Pas Khas / Special Pass  
 Pinda Tempoh Sahlaku Pas / Amendment Validity Of The Pass  
 Pinda Pas / Transfer Endorsment  
 Journey Performed  
 Lain-lain (Sila Nyatakan) / Others (Please State)

Tampal Sekeping Gambar  
 Ekspatriat  
 (Berukuran pasport latarbelakang  
 putih)

Poste A Photo  
 Of Expatriate  
 (Passport size white background)

Permohonan Baru  
 New Application

B. AKUAN OLEH EKSPATRIAT / DECLARATION BY EXPATRIATE (FOR RENEWAL)

Saya ..... (nama pemohon) pemegang Pasport no ..... dengan ini membenarkan Ketua Pengarah Hasil Dalam Negeri memberi apa-apa maklumat cukai saya yang ada dalam simpanan Lembaga Hasil Dalam Negeri Malaysia diberi kepada Ketua Pengarah Imigresen Malaysia bagi maksud permohonan ini.

That I ..... (name of the applicant), holder of Passport No ..... hereby authorize the Director General Of Inland Revenue Board Malaysia to deliver any information relation to my tax kept by the Board to The Director General Of Immigration for the purpose of this application.

Tandatangan Ekspatriat / Signature of Expatriate :

Nama / Name :

No. Pasport / Passport No :

Tarikh / Date :

B. AKUAN OLEH MAJIKAN / DECLARATION BY EMPLOYER

Saya memperakui bahawa maklumat/kenyataan di atas adalah benar ;  
 I hereby declare that the particulars/informations given above are true;

Tandatangan Majikan / Signature Of Employer :

Nama / Name

No. MyKad/No. Pasport/ MyKad No./Passport No. :

Jawatan/ Position

Tarikh / Date

Cop Syarikat  
 Company's Stamp



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Jawatan/ Position

Tarikh / Date :

Cop Syarikat  
Company's Stamp

LAMPIRAN B

PELANTIKAN SECARA KONTRAK UNTUK BERKHIDMAT  
DI UNIVERSITI SAINS MALAYSIA (USM), PULAU PINANG

Bil.	Nama/Tarikh Lahir/Umur	Status Kerakyatan/ Pesara/Bukan Pesara	Jawatan/Gred/Gaji Ditarawakan	Tempoh Kontrak Terdahulu	Tempoh Kontrak Yang Ditarawakan
1	Nama : Mike Ali Pasport : Z12345 Tarikh Lahir : 21/08/1947 Umur : 74 Tahun	Warganegara : Iranian	Jawatan : Felo Post Doctoral  Gaji Ditarawakan : RM5,500.00		Berkuatkuasa dari Tarikh Lapor diri hingga 1 Julai 2021 hingga 31 Jun 2022

**EXAMPLE**