



Checklist for Professional Visit Pass

Name: _____ Passport No: _____

School Person incharge Contact No: _____ Candidate Email: _____

* Need to send in **SOFT COPY AND HARD COPY** email to Mr. Afif Aizat (aizatafif@usm.my) Person incharge **Professional Visit Pass (PVP)** IMCC, USM. The application will submit through **ESD IMMIGRATION MALAYSIA**.

No.	Items	Copies	Tick (if complete)
1	Soft Copy And Hardcopy Offer Letter PDF Format (Certified true copy by USM Officer)	1	
2	Soft Copy And Hardcopy Acceptance Letter from home university candidate (Certified true copy by USM Officer) PDF Format	1	
3	PTJ / HR Need to send Stamp LHDN RM10 for Personal Bond / Security Bond*	Stamp 10	
4	Soft Copy And Hardcopy Passport-sized picture (5.0cm x 3.5cm) with a blue background JPEG Image	2	
5	Hard copy and Soft copy PDF all page with minimum 6 empty pages of passport with color & clear version. **Candidates in Home Country (Certified True Copy by Malaysia Embassy / Public Notary Court) PLUS (Certified true copy by USM Officer) ** Make sure the passport is still valid for 18 months for application.	1 (on A4 size paper)	
6	Hardcopy and Soft Copy Format PDF Supporting letter from USM supervisor attached to USM	1	
7	Hardcopy and Soft Copy PDF Format Applicant's Resume (Certified true copy by USM Officer)	1	
8	Hardcopy and Soft Copy PDF Format Certificate of Highest Qualification (Certified True Copy by Malaysia Embassy / Public Notary Court) PLUS (Certified true copy by USM Officer)	1	
9	Hardcopy and Soft Copy PDF Format Job Description in USM (Certified true copy by USM Officer)	1	
10	Hardcopy and Soft Copy PDF Format Working Schedule in USM (Certified true copy by USM Officer)	1	
11	Service Fee For Professional Visit Pass Effective 15 November 2021 RM 848.00 funded by PVP candidates receipt of payment will be handed to the candidate or School USM	1	
12	Full address In Home Country ,email of the candidate , marital status and total working experience.	1	
13	Location of the nearest Malaysian Embassy to obtain single entry visa	Malaysian Embassy/Malaysian High Commission/Malaysian Consulate General at	

Note : Professional Visit Pass Holder Are Not Eligible To Apply a Dependant Pass For Family Members.

***Security Bond & Bank Guarantee for the Nationality of Chinese (RM 1500.00) & Bangladesh (RM 750.00).**

EXAMPLE OF RELATED DOCUMENT

No.1



EXAMPLE OF RELATED DOCUMENT

No.2

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

EXAMPLE OF RELATED DOCUMENT

No.2



KALASALINGAM
Academy of Research and Education
(DEEMED TO BE UNIVERSITY)
Estd.U/S 3 of UGC Act 1956. Accredited by NAAC with "A" Grade
www.kalasalingam.ac.in | 1800 425 7884

Anand Nagar, Krishnankoil - 626 12
Srivilliputtur (via), Virudhunagar (Dt.
Tamil Nadu, INDIA
Ph : 04563 289012 / 42 / 5
e-mail : info@kalasalingam.ac.i
web : www.kalasalingam.ac.i

"Kalyavellal"
Thiru. T. Kalasalingam
Founder Chairman

"Itayavellal"
Dr. K. Sridharan
Chancellor

Dr. S. Saravanasankar
Vice-Chancellor

Date: 04.04.2018

Professor Dr. Zainal Abidin Zainal Abidin
Dean
School of Mechanical Engineering
Engineering Campus
Universiti Sains Malaysia
14300 Nibong Tebal
Pulau Pinang

Dear Sir/Madam,

Acceptance Letter: Visiting Researcher School of Mechanical Engineering

Name: Dr. S. Muthuvel Passport No: R9027526 Nationality: India Duration: 3 Months

We hereby accept the invitation issued in February 2018 for Dr. S. Muthuvel (Passport No. R9027526) to participate as Visiting Researcher at the School of Mechanical Engineering under issuance of Professional Visit Pass. I understand that the position with School of Mechanical Engineering at USM will be for three months only.

At all times Dr. S. Muthuvel will remain an employee of the Department of Mechanical Engineering, Kalasalingam Academy of Research and Education, Anand Nagar.

Salary incurred and expenses towards accommodation and travel during this period will be borne by Kalasalingam Academy of Research and Education, Anand Nagar.

With thanks,
Yours sincerely,



Dr. S. SARAVANASANKAR
Vice-Chancellor
Kalasalingam Academy of Research and Education
(Deemed to be University)
Anand Nagar, Krishnankoil - 626 126



Trust Office : No. 52 (Old NO. 14), Sriman Srinivasan Road, Alwarpet, Chennai - 600 018, India
Phone : 044-24353370, Fax : 044-24331153

IMCC VISA, June 2022

EXAMPLE OF RELATED DOCUMENT

No.9

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.

Example



Pusat Pengajian Kejuruteraan Mekanik
School of Mechanical Engineering

Kampus Kejuruteraan
(Engineering Campus)
Universiti Sains Malaysia
Seri Ampangan
14300 Nibong Tebal
Seberang Perai Selatan,
Pulau Pinang, Malaysia
Telefon : 604 599 6301/6304/6306/6320
Faks : 604 599 6912
<http://mechanical.eng.usm.my>

JOB DESCRIPTION

Name: DR. S. MUTHUVEL
Passport Number: R 8927526
Position: VISITING RESEARCHER
Duration: 01/04/2018 – 30/06/2018 (3 MONTHS)
Department: SCHOOL OF MECHANICAL ENGINEERING
Location: ENGINEERING CAMPUS, USM, 14300 NIBONG TEBAL, PENANG
Reporting to: DEAN, SCHOOL OF MECHANICAL ENGINEERING, ENGINEERING CAMPUS, USM

Job description

1. Involve in research field 'Development of passive cooling on electronic equipments using Nano-enhanced phase change material (PMS), referred to as NEPCM'.
2. To attach with Nanofabrication and Functional materials Research group.
3. To conduct research on passive cooling on electronic equipments using Nano-enhanced phase change materials (PCM), referred to as NEPCM.

Salinan ini Disahkan Benar Daripada Yang Asal
Certified True Copy of the Original

6/8/18
Tarikh/Date

MD. KAMAL B. SARI PINANSA
Pensyarah Pendaftar Kanan
Pusat Pengajian Kejuruteraan Mekanik
Kampus Kejuruteraan
Universiti Sains Malaysia, Seri Ampangan,
14300 Nibong Tebal, Pulau Pinang.



EXAMPLE OF RELATED DOCUMENT

No.10

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

Example

WORK / TRAINING SCHEDULE FOR DR. S. MUTHUVEL

No.	Project Description / Task Description	Duration
1.	To analyse of thermal behaviour of Composite PCM sheets	1 month
2.	To study about Passive cooling capacity of composite NEPCM	1 month
3.	To work on passive cooling on electronic equipment's using Nano enhanced phase change materials (PCM), referred to as NEPCM	1 month



(DR. RAMDZIAH MD NASIR)
Supervisor
School of Mechanical Engineering

Salinan ini Disahkan Benar Daripada Yang Asal
Certified True Copy of The Original

6/3/18
Tarikh/Date

MD. KAMAL B. SHARIFFINANSIA
Penolong Pengerusi Kanan
Pusat Pengajian Kejuruteraan Mekanik
Kampus Kejuruteraan
Universiti Sains Malaysia, Seri Ampangan,
14300 Nibong Tebal, Pulau Pinang.



EXAMPLE OF RELATED DOCUMENT

No.7

Sample of Resume – must be in color

Example

<<Applicant's Name>>
<<Applicant's detail>>



Applicant's Photo
(optional)

Objective Administrative support position with project management responsibilities

Experience
Office Manager
Sigma Architects, California, USA
06/2016 – Current

Employment history
Position, company, location &
year – year (up-to-date)
*Compulsory Information

*Brief Job
Description
*Compulsory Information

- Supervise large administrative staff focused on design and construction support.
- Ensure architects and designers have all materials at all times.
- Verify and track all project deadlines to facilitate smooth workflow and satisfied clients.

Previous Working
Experience
*Compulsory Information

Administrative Assistant
Max Growth co. , Woodlands, Singapore
02/2000 – 05/2016

- Prepared responses to business letters and submitted for approval
- Sorted and routed incoming call
- Set up meeting rooms and prepared presentation materials.
- Greeted all visitors and directed to appropriate locations.

Education
BSc (Hons) Management
Metropolitan University,UK
1995-1999

Education
Background
*Compulsory Information

Personal Skills Passionate, Forward Thinking, Focused, Hard Working

Skills (Optional)

References
Kate Marry
Sigma Architectst, Avenue street 12, B16 03461 London

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

EXAMPLE OF RELATED DOCUMENT

No.11



TalentCorp



Malaysia Expatriate Services Centre Sdn Bhd (1024173-P)
 Level 4, Surian Tower, No. 1, Jalan PUI 7/3,
 Mutiara Damansara, 47810 Petaling Jaya,
 Tel: +603 8882 3939
 Email: myxpsb@talentcorp.com.my

INVOICE

Service Tax No: W10-1909-32001474

INVOICE NO : MG50227409

DATE : 27/04/2022

Received From:

UNIVERSITI SAINS MALAYSIA (USM-KK)
 JAGATAN PENDAFTAR
 KAMPUS KECURUTERAAN
 NEGONG TEGAL
 14300
 PULAU PINANG
 TEL: 04509214

APPLICATION DETAIL

NO	APPL NO	NAME	PASSPORT NO	FEE DESCRIPTION	AMOUNT (RM)
1.	220009-721879-062732	SAHREEN SUMAIRA	CL5122193	PWP APPLICATION	800.00
SUBTOTAL					800.00
SST (8%)					64.00
TOTAL AMOUNT					864.00

PAYMENT DETAILS:

MODE OF PAYMENT	REFERENCE#	ORDER ID	DATE	AMOUNT (RM)
Pay99	T11936626002	2204272737 (2)	27/04/2022	864.00
TOTAL PAYMENT				864.00

Meleyian Ringgit: EIGHT HUNDRED FORTY EIGHT ONLY

Please Note:

This receipt is computer generated and no signature is required.

This receipt is only valid subject to bank clearance of the payment made.