



Checklist For New Employment Pass

Applicant Name : _____

Passport No: _____

Staff in School Contact no & Applicant Contact : _____

Applicant email : _____

No.	Items	Copies	Tick (✓) (If Complete)
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	*make sure the passport is still valid 18 Month Copy of passport (including empty pages) *Applicant in Home Country (Certified true copy by Embassy/Public Notary /Justice Of Court) *Applicant in Malaysia (Certified true copy by Officer in School)	1 (on A4 size paper)	
7	Resume of Applicant (Certified true copy by /Public Notary Court /Officer in School USM)	1	
8	Copy of highest qualification academic (Certified true copy by Embassy/Public Notary Court /Officer in School USM)	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 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 at immigration.</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 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 by the USM Officer in School	1	
4	Passport-sized photo (5.0cm x 3.5cm) with blue background	3	
5	Copy of passport (including empty pages) every family passport <i>Candidate in Malaysia (Certified true copy by the USM Officer in School) or</i> <i>Candidate from Home Country (Certified true copy /Attested by the Malaysia Embassy in Home Country /Public Notary /Court of Justice)</i>	1 (on A4 size paper)	
6	Copy Of Marriage Certificate , Birth Certificate <i>Candidate in Malaysia (Attested by the home country embassy in Malaysia)</i> <i>Candidate from Home Country (Attested by the Malaysia Embassy in Home Country)</i>	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) *make sure the passport is still valid 18 Month	1 (on A4 size paper)	
6.	Latest Income Tax Statement	1	
7.	Resume of Applicant (Certified true copy by /Officer in USM School)	1	
8.	Copy of highest qualification academic (Certified true copy by Officer in USM School)	1	



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 (Attested by the home country embassy in Malaysia)	1	
7	Copy of Agreement	1	

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



Checklist for Long Term Social Visit 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	B Attachment (certified true copy)	1	
4	Copy of passport (including empty pages) (Certified true copy by USM Officer) *make sure the passport is still valid 18 Month	1	
5	Principal Passport front page and current visa page in one side of A4 paper with Certified True Copy by USM Officer	1 (on A4 size paper)	
6	Passport-sized photo (5.0cm x 3.5cm) with blue background	1	
7.	Personal Bond	1	
8.	Declaration Letter of Oath (age 18 years above and single status)	1	

***Checklist for Long Term Social Visit Pass –FOR Dependent 18 years old above
-FOR Father & Mother**



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 from home university candidate (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 Candidates in Home Country (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.	1 (on A4 size paper)	
6	Soft Copy Format PDF Supporting letter from USM supervisor 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 In Home Country ,email of the candidate , marital status and total working experience	1

Note:

Professional Visit Pass holder are not eligible to apply a Dependant Pass for family members.

EXAMPLE OF RELATED DOCUMENT



Our Ref. : USM/MEK/100/02h Jld. II

Date : 24 January 2018

Dean
Department of Mechanical Engineering
Kalasalingam University Anand Nagar
Krishnankoil Virudhunagar District
626126 Tamilnadu, INDIA

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>

Dear Sir,

OFFER LETTER FOR A VISITING RESEARCHER

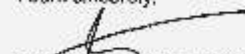
NO.	NAME	PASSPORT NO.	NATIONALITY
1.	DR. S. MUTHUVEL	R8927526	INDIA

Universiti Sains Malaysia would like to offer you the TEMPORARY role of Visiting Researcher on the following terms and conditions:

- Commencement** : The position will commence immediately upon the issuance of **Professional Visit Pass** by the **Immigration Department of Malaysia**.
- Project Details** : i. Involve in research field 'Department of passive cooling on electronic equipments using Nano-enhanced phase change material (PMS), referred to as NEPCM'
ii. To attach with Nanofabrication and Functional materials Research group.
iii. To conduct research on passive cooling on electronic equipments using Nano-enhanced phase change materials (PCM), referred to as NFPCM.
- Contract Duration** : This contract is valid for 3 months **ONLY**.
- Remuneration and Allowances** : All expenses incurred including accommodation and other expenses have to be borne by you.

Thank you.

Yours sincerely,


(**MD KAMAL SHARI PINANSA**)
For Registrar

Tel: 604-599 6306 | e-mail: mdkamal@usm.my | Fax : 604-5996912

c.c. Dean
School of Mechanical Engineering
Campus Engineering, USM

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



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.in
web : www.kalasalingam.ac.in

"Kalyavallai"
Thiru. T. Kalasalingam
Founder Chairman

"Itayavallai"
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: R8927526 Nationality: India Duration: 03 Months


We hereby accept the invitation dated 15 February 2018 for Dr. S. Muthuvel (Passport No. R8927526) 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,


VICE CHANCELLOR
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

EXAMPLE OF RELATED DOCUMENT

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.



Pusat Pengajian Kejuruteraan Mekanik
School of Mechanical Engineering

Kampus Kajuruteraan
(Engineering Campus)
Universiti Sains Malaysia
Seri Ampangan,
14300 Nibong Tebal
Seberang Perai Selatan,
Pulau Pinang, Malaysia
Telefon : 604 599 6301/6304/6406/6320
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

6/18/18
Tarikh/Date

MOI KAMAL B. SARI PINANGSA
Nisbahang, Pundarikar Kanan
Pusat Pengajian Kejuruteraan Mekanik
Kampus Kajuruteraan
Universiti Sains Malaysia, Seri Ampangan,
14300 Nibong Tebal, Pulau Pinang



EXAMPLE OF RELATED DOCUMENT

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



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>

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

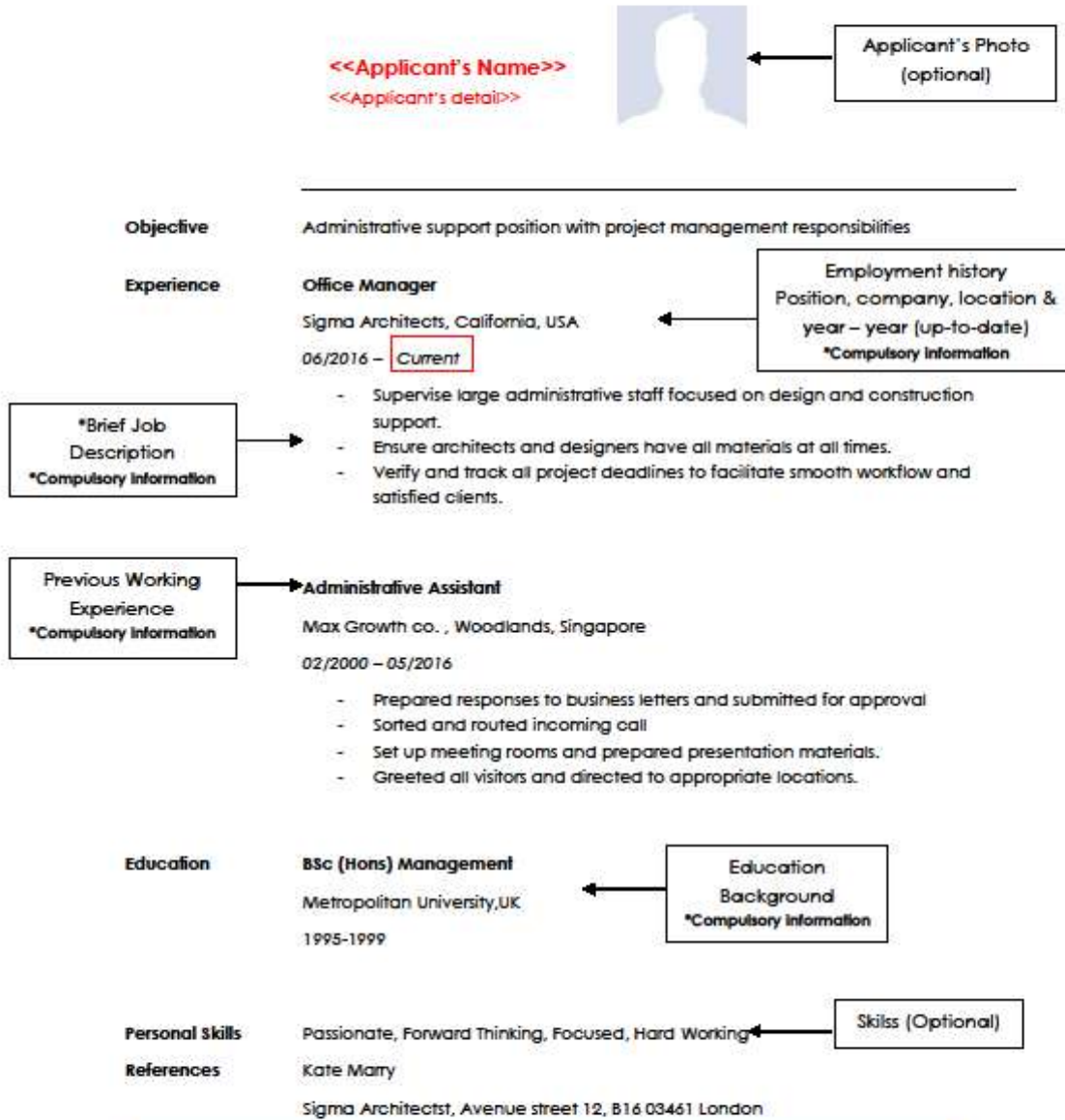
6/3/18
Tarikh/Date

MD. KAMAL B. SHARIFUDIN
Pensyarah Penguat Kuat
Pusat Pengajian Kejuruteraan Mekanik
Kampus Kejuruteraan
Universiti Sains Malaysia, Seri Ampangan,
14300 Nibong Tebal, Pulau Pinang



EXAMPLE OF RELATED DOCUMENT

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 : _____



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 USM Officer	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 letter 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 Special 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 letter than 14 days from the expiry date of current visa	1	
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	