

**INTERNATIONAL STAFF
UNIVERSITI PUTRA MALAYSIA**

**Pre-Departure Preparation
Checklist:**

Task	Tick Box
Obtain any necessary visa/entry clearance to Malaysia	
Passport	
Bring original copies (and certified translation) of relevant certificates	
Travel/Flight tickets	
Malaysian currency/Travelers cheque	
Travel/Personal insurance documents	
Offer letter from Universiti Putra Malaysia (UPM)	
Address and phone number of the person contact in UPM	
Address and phone number the hotel you have booked or the house rental's owner	

IMPORTANT NOTES

1. Make sure that you **MUST** always have an employment pass and a **VALID PASSPORT** when you are in Malaysia.
2. Please **BE WARY** for the safety of your passport / travel document.
3. Report immediately to the nearest police station regarding the loss of your passport/travel document. Apply for the replacement of your passport at your country's embassy/high commission and then immediately apply a new visa and employment pass at Putra International Center (PIC).
4. For renewal purposes, documents **MUST** be submitted to PIC **90 DAYS** before the expiry date.
5. Staffs must ensure that the validity of the passport **MUST** be minimum of 18 months at the time they apply for a new employment pass.

ISSUE MUST BE AVOID

1. Submitting incomplete documents
Incomplete documents will delay the process of pass and visa application. Please refer to www.intl.upm.edu.my to get the list of documents required to apply for staff pass and visa before submitting your application.

DO's AND DON'T's

DO's	DON'T's
Do abide by Malaysian law at all times	Do not engage in criminal activity
Do abide by rules and regulations enforced by institution	Do not get involved in illegal jobs or part-time or full time basis
Do respect culture, norms and beliefs of locals	Do not provide, supple, distribute or prepare any of the drugs or poison to other parties
Do abide by Malaysian road laws, on campus and on public roads	Do not get involved in drug abuse of any kind
Do abide by laws of the institution	Do not be in possession or in supervision of any dangerous weapons or explosive material
Do abide by the rules of accommodation set by the respective host/landlord.	Do not partake in any kind of activities that involve force, extortion, molestation, harassment, or any form of disturbance towards others
Do take on an even greater obligation of respecting neighbourhood standards and watching out for neighbours if staying off-campus.	Do not get involved in any form of ragging, bullying or abuse
Do take extra care of your safety in high risk areas, especially if u need to go out late night.	Do not use force, aggression, or threat to cause hurt to others
Do call the Putra International or your contact (e.g. your supervisor) at your institution if you are encounter with a real emergency.	Do not exhibit verbal and/or physical behaviour of a racist or prejudiced nature towards any other member of the community
Do call emergency 999 (ambulance, police, fire stations, civil defence rescue units) if you are in trouble.	Do not plan, organise, attend or take part in any assembly or meeting at any given place without permission from relevant authorities.
Do be safe conscious, especially on the first week as you get used to your new environment and culture.	Do not falsify or plagiarise during exams, lab assignments, preparation of coursework, or thesis.
	Do not to cause disturbance to others.
	Do not engage in any physical aggression or commit assault

EMPLOYMENT PASS

Offer of employment to international staff by UPM is subject to approval of visa and employment pass by the Malaysian Immigration Department. The University will apply on behalf of the staff these two documents prior to his/her arrival in Malaysia.

1. Who are eligible for the employment pass?

- i. Post-Doctoral
- ii. Fellow Research
- iii. Academic Lecturer

2. How to apply?

Application Conditions

- i. One of the conditions in issuing a visa and an Employment Pass is that staff must be outside Malaysia (in the country where staff's passport is issued) at the time of application. Should the staff fail to comply with the rules; the Immigration authority will impose penalty charges (ie. Journey Performed Fee). Therefore, staff is strongly advised to plan for his/her arrival in Malaysia only after he/she has obtained the approval (After approval of VDR, refer to the Malaysian Embassy/Consulate General/High Commission at their home country or the nearest country to get a single entry visa)
- ii. Citizen from some countries may be granted with Visa upon arrival in Malaysia. However for staff that come from countries listed here (www.imi.gov.my/index.php/en/main-services/visa) , needs to have Visa with Reference (VDR) before he/she travels to this country. The officer in charge will send the approved VDR letter to staff once approval of the Employment Pass is obtained from the Immigration authority. Staff must use the VDR letter to get a single entry visa from the Embassy / High Commission / Consulate General of Malaysia in his/her home country or the nearest country. The location of the office can be browsed at (<http://www.kln.gov.my/web/guest/mission>)
- iii. If staff is not in his/her home country where the passport is issued, staff has to provide the following documents to the officer in charge:
 - a) A staff confirmation letter from his/her current employer
 - b) A copy of current pass possessed of the country (e.g student pass, employment pass etc.)
- iv. There are several types of fees charged by the Immigration authority when they issue the relevant passes. The University Putra Malaysia will only pay the fees in respect of staff Employment Pass. Other fees are to be borne by the staff.

- v. If staff is in Malaysia and is holding another pass such as Employment Pass with other Employer or Dependent Pass:
 - a) The pass has to be cancelled (by the company issued the pass)
 - b) Staff must obtain a Released Letter from current employer saying that the employer has no objection for he/she joining other company in Malaysia.

The letter must be addressed to:

Director General of Immigration Department of Malaysia
 Immigration Department of Malaysia (Ministry of Home Affairs)
 Employment Pass Division
 Level 1-7 (Podium) No 15, Persiaran Perdana, Precint 2,
 62550 Putrajaya

- vi. Fees' charged by the Immigration authority are:

Employment Pass (12 Months)	Dependent Pass (12 Months)
RM325.00*	RM140.00*

* subject to any changes in rules and regulations

- vii. Staff is reminded that UPM will only bear his/her application fee and Employment Pass charges. Staff will be required to pay his/her Multiple Entry Visa (MEV) – Depend on country from RM6 to RM50 charge and any other related fees and all fee and charges of his/her dependent.

IMPORTANT NOTES

1. According to Immigration Department of Malaysia, staffs are only entitled to apply for dependent pass if their basic salary is more than RM5000
2. Applicant can submit their dependent's application together.

4. Checklist:

No.	Required Documents (Please arrange the document according to the sequence given)	No of Copy
1	Checklist for Employment Pass Application (SOK/PIC/SS12)	1
2	Visa & Pass Application Form (UPM/PIC/BR01/APPLICATION FORM) -click here-	1

3	ORIGINAL Offer letter	1
4	Letter of acceptance	2
5	A4 sized copy passport (all pages including the empty pages)	2
6	A4 sized copy passport (Front page and visa page)	2
7	Photo (Blue Background) Size 3.5 cm x 5.0 cm	3
8	ORIGINAL Release letter (previous institution)	2
9	ORIGINAL passport	-

Notes:

1. Documents which DO NOT follow the specifications are deemed incomplete and shall be rejected
2. Please DO NOT staple your documents and photo.
3. Use a paper clip instead.
4. Please number all the copies to avoid missing pages.

Important Reminder:

- i. Applicant will not be allowed to enter Malaysia until the 1st stage application of Employment Pass has been approved.
- ii. To obtain 1st stage approval application, all listed documents stated in the EP application has to be submitted to UPM within 2 weeks after the acceptance of offer.
- iii. Under the Malaysian Immigration Department law, it is illegal to work in Malaysia without an appropriate employment pass.