

**SHORTEN / ENDORSEMENT TRANSFER OF STUDENT / DEPENDENT PASS APPLICATION**

1. To shorten your student pass duration or to transfer the student pass from one passport to another, please complete the form below, and return it to us, along with the following documents (hard copy) to VISA Counter Level 1, Bangunan Wawasan UKMSHAPE.

Name (student) :			
Name (dependent - if applicable) :			
Passport No. (for submission) :			
Matric No. :		Phone No. :	
Nationality :		Email :	
Application type :	<input type="checkbox"/> Shorten visa (variation/ progression/ pass conversion) <input type="checkbox"/> Check out Memo <input type="checkbox"/> Endorsement transfer		

**TO SHORTEN / CANCEL YOUR STUDENT PASS :**

1.	<b>Original passport</b> with a minimum 5 blank pages	<input type="checkbox"/>	
2.	Scanned <b>passport copy (in colour)</b> :	<input type="checkbox"/>	Student pass expiry date: DD / MM / YYYY
	a. Front page of passport & current valid pass		
3.	<b>Offer letter</b> (transfer to different university / course / convert from dependent pass to student pass)	<input type="checkbox"/>	Variation / progression / pass conversion
4.	<b>eVAL</b> from new institution (transfer to different university / course / convert from dependent pass to student pass)	<input type="checkbox"/>	
5.	<b>Approval Letter from the relevant approving Agency/ regulatory body</b> Depending on applicant's profession, the employer has to obtain letter from one of the following government- approved agencies: <b>MIDA, MDEC, BNM, Bioeconomy Corporation, Security Commission (SC) &amp; Expatriate Committee (EC)</b> <i>**Please note that Immigration Department will not process shortening of student passes if the letter did not indicate that the application has been approved.</i>	<input type="checkbox"/>	Pass Conversion
6.	<b>Official Letter from Embassy</b> <i>Applicable for Yemen Nationality, only if purpose of shortening in order to apply Social Long Term Pass</i>	<input type="checkbox"/>	Pass Conversion
7.	<b>Completion letter / release letter / termination letter / confirmation letter on fulfilling graduation requirements / other supporting documents</b>	<input type="checkbox"/>	Shorten - Check out Memo (COM)
8.	<b>Outstanding fees must be paid.</b> Please print your account statement at <a href="https://ekewangan.ukm.my/">https://ekewangan.ukm.my/</a> (refer to INVOICE/ Overdue Invoice).		Shorten - Check out Memo (COM)
9.	<b>Flight Ticket</b> Showing Student's Intended Date of Exit (must show airline company details) Recommended flight ticket date is 14 working days after submission, but must be less than 4 weeks from submission date to EMGS, and within student pass duration. If the destination is not the home country, students must provide additional documents to justify (e.g. parents' employment pass or residence permit from the destination country).	<input type="checkbox"/>	Shorten - Check out Memo (COM)

**TO TRANSFER YOUR STUDENT PASS TO A NEW PASSPORT (ENDORSEMENT TRANSFER)**

1.	<b>Original passport</b> – old and new	<input type="checkbox"/>	
2.	Scanned <b>passport copy (in colour)</b> :	<input type="checkbox"/>	Student pass expiry date:
	a. Old passport - front page and valid pass		
	b. All pages of new passport	<input type="checkbox"/>	DD / MM / YYYY

3. **Police report** from The Royal Malaysia of Police Department is required if the old passport is lost in Malaysia. If the applicant's passport is lost in a foreign country, a copy of the **Embassy Letter** stating the old and new passport number is required.

4. Explanation letter from the embassy is required if the embassy has taken the old passport during the issuance of the new passport.

**PAYMENT FOR SHORTEN AND TRANSFER :**

1. **Proof of payment to Education Malaysia Global Services**  
A proforma invoice from EMGS will be sent to students once complete details are provided. Students shall **pay to EMGS** and provide the proof of transaction via <https://bit.ly/visaSHAPEAddDoc>.  Shorten – RM 54  
Transfer – based on EMGS invoice

2. **Proof of payment to Pusat Kembangan Pendidikan**  RM80

**For office use only :**

- a. Student pass application form (from STARS)
- b. Explanation letter

2. Payments regarding shortening / transferring your student pass can be paid to the accounts below:

**Payment to EMGS via bank transfer / CDM**

Amount : Shorten - RM 54  
Transfer - please refer to amount based on proforma invoice  
Payable to : EMGS Escrow Account 1  
Account Number : 514057662341  
Bank : MALAYAN BANKING BERHAD (MAYBANK)

**Payment to UKMSHAPE - UKMSHAPE Finance Counter or bank transfer**

Amount : RM80  
Payable to : Pusat Pembentukan Pendidikan Lanjutan & Profesional (UKMSHAPE)  
(FKA Pusat Kembangan Pendidikan)  
Account Number : 8002233829  
Bank : CIMB Bank Berhad

*\*Note: Please ensure that your **full name and student number/passport number** are stated as reference when making a bank transfer*

3. If you send us a document that is not in English or Bahasa Malaysia in support of your application, this document must be accompanied by a full translation into English that can be independently verified by EMGS. The original translation must contain:

- a. Confirmation from the translator or translation company that it is an accurate translation of the original document;
- b. The date of the translation;
- c. The full name and signature of the translator or of an authorised official of the translation company; and the translator or translation company's contact details.

4. The application process is expected to take approximately 1 to 4 weeks upon receipt of complete application and payment. Please be reminded that the timeline is at the discretion of the Immigration Department, and UKMSHAPE does not have authority or influence over this process. For further information, please refer to <http://www.ukm.my/ukmshape/visa-and-student-pass/> or email [visashape@ukm.edu.my](mailto:visashape@ukm.edu.my)