



**UNIVERSITI
GEOMATIKA
MALAYSIA**
DU059(W)

**UGM INTERNATIONAL
STUDENT**

**CANCEL/SHORTEN
PASS CHECKLIST**

SHORTEN/CANCELLATION OF PASS APPLICATION

Pass Holder Name : _____

☐ Student

☐ Dependent

Passport No : _____

Phone No : _____

Email : _____

Visa Expiry Date : _____

CHECKLIST

	Original Passport		Flight Ticket
	A Copy of Passport Details Page		Employment Offer Letter/Flight Ticket/Senate Letter
	A Copy of Latest Passes		UGM official receipt for online payment
	Copy of Matric Card		Other related document
	Student Details Page & Latest Student Pass (for Dependent)		Proof of payment receipt for cancellation

TERMS & CONDITION

- ✓ IF Overstay, MUST apply Special Pass.
- ✓ All costs must be paid by the student.
- ✓ The flight ticket MUST be within 21 days upon submit the documents in the counter.
- ✓ The application will take minimum 7-14 working days complete not including Public Holidays.