



GUIDELINES ON STUDENT / DEPENDENT PASS CANCELLATION (CHECK OUT MEMO)

1. Malaysian Immigration Department & Ministry of Higher Education (MoHE) require all international students to cancel the student pass and return to home country for the following category:
 - a. Graduated/Completion of Study (Name is approved for completion in Senate Meeting)
 - b. Deferment – UG students defer for 3 semester and PG students defer for 2 semester
 - c. Withdrawal
 - d. Termination of studies/Dismissal
 - e. PG students who want to change mode from full time to part time student
2. Cancellation of your student pass means clearing your name and data in the Malaysian Immigration system. A Check Out Memo (COM) will be issued by the Kelantan State Immigration Department upon cancellation.
3. Leaving Malaysia without a proper cancellation of student pass/visa can results your name blacklisted to enter Malaysia in the future by the Malaysian Immigration Department. If the student intends to apply for another institution or secure a job in Malaysia, you will be at disadvantaged.
4. Cancellation of student / dependent pass need to be done at the State Immigration Department who issuing the student pass for student's data clearance by submitting the original passport and others required documents. Student need to be physically present in Malaysia.
5. The application for student / dependent pass cancellation need to be done **THREE WEEKS** prior to flight departure by submitting the required documents as follows to UMK International:
 - a. Visa Cancellation Form;
 - b. Original passport with a minimum of 5 blank Visa pages, a copy of data page & student pass page;
 - c. Flight ticket to your home country / Employment letter / Offer Letter from other university;
 - d. Clearance Letter from UMK;
 - e. Completion letter / Release letter / Termination letter / Withdrawal letter.
6. Student's with a job offer need to cancel the student pass, return back and wait the employment process at their home country. If no cancellation is done for the student pass, your future employer cannot proceed and the employment pass application process will be put on hold as your student pass data is still active in the Immigration system. In Malaysia, foreigners are only eligible to have one type of pass at a time. You may email us for further information and clarification.
7. Student's dependent also need to be cancel their dependent pass.



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**VISA CANCELLATION FORM
(CHECK OUT MEMO) (COM)**

STUDENT'S NAME:			
PASSPORT NO.:		HANDPHONE NO.:	
COUNTRY:		VISA EXPIRY DATE:	

DEPENDENT(S) INFORMATION (FOR COM)			
1.	NAME:		
	PASSPORT NO.:		NATIONALITY:
	RELATIONSHIP:		VISA EXPIRY DATE:
2.	NAME:		
	PASSPORT NO.:		NATIONALITY:
	RELATIONSHIP:		VISA EXPIRY DATE:

NO.	REQUIRED DOCUMENTS	CHECKLIST	
		STUDENT	DEPENDENT
1.	Original passport	Required	Required
2.	Flight ticket to home country / Employment letter / Offer Letter from other university;	Required	Required
3.	Clearance Letter from UMK;	Required	Not Required
4.	Completion letter / Release letter / Termination letter / Withdrawal letter	Required	Not Required

I hereby declare that:

- I am applying for visa cancellation for:
 Myself Dependent as mentioned above
- the INFORMATION provided herewith is CORRECT, ACCURATE and GENUINE;
- the approval for COM is at the discretion of Malaysia Immigration Department

Signature: _____ Date: _____

IMPORTANT NOTES:

- The applications must be submitted to UMK International by hand within 3 (THREE) weeks prior to flight departure;
- Overstaying is a violation of section 15 (1)(c) of the Immigration Act 1959/63, an offence under section 15(4) of the Act. The offender can be fined not less than RM10,000.00 or face imprisonment not exceeding 5 years or both.

FOR UMK INTERNATIONAL USE ONLY	
This is to certify that UMK International has received the completed application from the student.	
Date: _____	_____ (Official Stamp)