INTERNATIONAL OFFICE

CHECKLIST FOR VISA CANCELLATION PROCESS

Purpose (please tick √)

|  |  |
| --- | --- |
|  | **GRADUATED** |
|  | **WITHDRAW FROM UNITEN** |
|  | **DROP** |
|  | **TERMINATED** |
|  | **VARIATION/ PROGRESSION** |

**CHECKLIST:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRADUATED** | **WITHDRAW FROM UNITEN** | **DROP** | **TERMINATED** | **VARIATION/ PROGRESSION** |
| Photocopy all passport all pages. |  | Photocopy all passport all pages. |  | Photocopy all passport all pages. |  | Photocopy all passport all pages. |  | Photocopy all passport all pages. |  |
| Photocopy of withdrawal letter or release letter. |  | Photocopy of withdrawal letter or release letter. |  | Photocopy of withdrawal letter or release letter. |  | Photocopy of withdrawal letter or release letter. |  | Photocopy of completion letter |  |
| 2 copies of photocopy of offer letter from other institution / job offer |  | 2 copies pf photocopy of offer letter from other institution. |  | 2 copies of photocopy of offer letter from other institution. |  | 2 copies of photocopy of offer letter from other institution. |  | 2 copies of photocopy of offer letter from UNITEN  |  |
| 2 copies of flight ticket |  | 2 copies of Flight ticket |  | 2 copies of flight ticket |  | 2 copies of flight ticket |  | 2 copies of photocopy of Academic Transcript |  |
| Graduation letter  |  | Fees : RM 53.00 |  | Fees : RM 53.00 |  | Fees : RM 53.00 |  | Fees : RM 53.00 |  |
| Fees : RM 53.00 |  |

*Note:*

1. *Processing time to obtain release letter will take* ***7 working days****.*
2. *Submit passport after you have obtained your release letter. Cancellation of student visa will take 14 working days.*
3. *International students are required to complete part A only.*
4. *For flight ticket, please book* ***1 month*** *after submission of documents and passport.*

|  |
| --- |
| **PART A) PERSONAL DETAILS** |
| Name :  |
| Student ID: | Nationality : | Passport No:  |
| Submitted Passport On:  | Student Pass Valid Till:  |
| Mobile Number:  | E-mail :  |
|  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |
| **INTERNATIONAL OFFICE COUNTER STAFF USE ONLY**Documents received on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **PART B) Comments From Executive, IO** | **PART C) Decision by Manager, IO** |
| Recommended / Not recommend (State reason if NO)**(Signature & Stamp)**Date :  | **(Signature & Stamp)**Date : |