Instruction:

Please number the document according to the checklist given and separate the two documents according to their parts using **ONLY paper clips**. The numbers need to be written on the top left of each documents.

| **Part A : Documents for Application** |
| --- |
| **NO.** | **REQUIRED DOCUMENTS****(Please number and arrange the document according to the sequence given)** | **No. of Copy** | **Tick****(/)** |
| **1** | Cover Letter/Supporting Letter from Faculty/Institute/College | **1** |  |
| **2** | Original copy of fully endorsed proposal (**compulsory for group application)** | **1** |  |
| **3** | Application for study abroad outbound **[SOK/INT/BR01/OUTBOUND]** that was fully endorsed by faculty/college/institute. | **1** |  |
| **4** | Passport Picture **(Please attach the picture to the Application Form)** | **1** |  |
| **5** | Copy of IC **(For Local student)** / Passport **(For International Student)** | **1** |  |
| **6** | Copy of Your Academic Transcript **(Latest Transcript)** | **1** |  |
| **7** | Copy of Offer Letter / Letter of Approval from Host University | **1** |  |

| **Part B : Documents for Payment (If applicable)** |
| --- |
|  **NO.**  | **REQUIRED DOCUMENTS****(Please number and arrange the document according to the sequence given)** | **No. of Copy** | **Tick** **(/)** |
|  **1** | Form of undertaking for advance payment | **1** |  |
|  **2** | Copy of IC | **1** |  |
|  **3** | Copy of bank account statement **(from bank or online banking, A4 size)** | **1** |  |
|  **4** | Copy of flight ticket / Boarding Pass | **1** |  |

All enquiries regarding mobility and related forms please refer to: [**www.intl.upm.edu.my**](http://www.intl.upm.edu.my)

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| **COMPLETED BY APPLICANT****Signature****Name :****Date :** | **RECEIVED BY** **PUTRA INTERNATIONAL CENTRE****Signature****Name :****Date :** |