



## Professional Pass Approval Letter Application Procedure

You are required to apply for Professional Pass Approval Letter (PPAL) from the Immigration Department in Malaysia before coming to Malaysia through International Division, UPM. After receiving the Professional Pass Approval Letter, you are required to apply for a Single Entry Visa/Pass from the Malaysian Embassy/High Commission in your country before coming to Malaysia. Kindly present the approval letter to support your visa application to the Malaysian Embassy/High Commission in your country. The required documents for PPAL are as below:

1. Copy of Offer Letter from UPM
2. Copy of Offer Letter from Home University. The following information should be mentioned on the Offer Letter:
  - Date of Exchange Programme (start & end)
  - Place of Exchange Programme at Universiti Putra Malaysia
3. Curriculum Vitae (CV) / Resume
4. Copy of Passport (all pages including empty page)
5. 2 recent photographs (standard passport size and blue background only)
6. Proof of Professional Pass Approval Letter application fee payment (USD65)

Upon arrival, please submit your passport and make payment to International Division, UPM in order to get your Professional Pass from Immigration Department. Professional Pass fee range are different for each country.

***Note: If you fail to apply for a Single Entry Visa/Pass from the Malaysian Embassy/High Commission at home country after receiving the PPAL, you will be charged a Journey Perform fee of MYR520 upon getting your Professional Pass in Malaysia.***

Head of Mobility Section, International Division  
Universiti Putra Malaysia, 43400 UPM Serdang, Selangor Darul Ehsan, Malaysia  
Tel: +603-8946 7466/7972  
Email: [nurmaisarah@upm.edu.my](mailto:nurmaisarah@upm.edu.my) / [intl@upm.edu.my](mailto:intl@upm.edu.my)  
Website: [www.intl.upm.edu.my](http://www.intl.upm.edu.my)