PASS AND VISA: MISTAKES TO AVOID

1. **Overstay**
   Overstay 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 or face imprisonment not exceeding 5 years or both. UPM will not be responsible for any offence committed by its student. Those who have overstayed will be advised to approach the Malaysian Immigration Department to settle the overstay issue themselves.

2. **Submitting Incomplete Documents**
   Incomplete documents will delay the process of pass and visa application. Please refer to the Immigration Information or contact the Visa and Pass Unit, International Division of UPM, to get the list of documents required to apply for pass and visa before submitting your application.

3. **Failure to Cancel the Student Pass with Previous Institutions**
   Students who have previously obtained a student pass through another institution in Malaysia must ensure that it has been cancelled before they register with UPM. Otherwise their new student pass application will be rejected by the Immigration Department.

4. **Failure to Cancel the Student Pass from a Previous Programme at UPM**
   Students who enroll into a new programme (e.g. from a Bachelor’s degree to a Master’s degree, or from a Master’s Degree to a PhD) must cancel their student pass from the previous programme. Otherwise, their new student pass application for the new programme will not be processed by the Immigration Department.

5. **Failure to Cancel the Student Pass When Deferring Study**
   Students who defer their study must cancel their student pass. Otherwise, their names will be blacklisted by the Immigration Department.

6. **Working without Prior Approval**
   The Immigration Department of Malaysia has set very strict rules for student pass holders who wish to undertake paid employment in Malaysia. The rules are as follows:
   - A student is only permitted to do part-time work for 20 hours per week during semester breaks or any holiday exceeding 7 days;
   - A student is permitted to work part-time in Restaurants, Petrol Kiosks, Mini Markets and Hotels only (excluding occupations such as singer, masseur, musician, GRO and other activities deemed immoral) as long as the student pass remains valid.
   - Students are not permitted to work as cashiers.
   - Permission to work part-time is extendable by the Immigration Department depending on the student’s attendance and academic reports.

   Offenders could face their student pass revoked by the Immigration Department and forfeiting their personal bond.

7. **Passport Expiry Date Less Than 1 Year**
   Applications with passports that will expire in less than 1 year will not be processed.