

INTERNATIONAL OFFICE

VISA CANCELLATION APPLICATION

Personal Details:

| | | | |
|------------------------------|--|-------------------------|--|
| Name | | Student ID | |
| Passport No. | | Country | |
| E-mail Address | | Contact No. | |
| Submitted Passport On | | Visa Expiry Date | |

All fees are payable to EMGS account (514057662341- Maybank - "EMGS Escrow Account 1").
All types of application fees are RM54.00/application.

| Types of Application | Checklist | Please tick ✓ |
|----------------------|--|---------------|
| GRADUATED | A copy of Passport Information Page & latest Student Pass | |
| | 2 copies of photocopy of offer letter from other institution / job offer/ Embassy Letter | |
| | 2 copies of flight ticket to home country (If traveling to another country, the student must provide a residence pass) | |
| | A copy of graduation letter and transcript | |

| Types of Application | Checklist | Please tick ✓ |
|-----------------------------|--|---------------|
| WITHDRAW FROM UNITEN | A copy of Passport Information Page & latest Student Pass | |
| | Photocopy of withdrawal letter | |
| | 2 copies of photocopy of offer letter from other institution (if any) | |
| | 2 copies of flight ticket to home country (If traveling to another country, the student must provide a residence pass) | |

| Types of Application (Please Circle) | Checklist | Please tick ✓ |
|--------------------------------------|--|---------------|
| VARIATION / PROGRESSION | A copy of Passport Information Page & latest Student Pass. | |
| | A copy of EVAL(New Program) | |
| | 2 copies of photocopy of offer letter from UNITEN | |

| Types of Application (Please Circle) | Checklist | Please tick ✓ |
|--------------------------------------|--|---------------|
| DROPPED / DEFER | A copy of Passport Information Page & latest Student Pass. | |
| | Photocopy of dropped or defer letter | |
| | 2 copies of photocopy of offer letter from other institution | |
| | 2 copies of flight ticket to home country (If traveling to another country, the student must provide a residence pass) | |

| Types of Application | Checklist | Please tick ✓ |
|----------------------|--|---------------|
| DEPENDENT | A copy of latest Student Pass & Passport Information Page (Principal) | |
| | A copy of dependent's Passport Information Page & latest dependent visa | |
| | 2 copies of flight ticket to home country (If traveling to another country, the student must provide a residence pass) | |

| Types of Application | Checklist | Please tick ✓ |
|----------------------|--|---------------|
| TERMINATED | A copy of Passport Information Page & latest Student Pass. | |
| | Photocopy of termination | |
| | 2 copies of photocopy of offer letter from other institution | |
| | 2 copies of flight ticket to home country (If traveling to another country, the student must provide a residence pass) | |

Declaration & Acknowledgement

I acknowledge and confirm that all information and documents provided by me is true and correct. I hereby consent to UNITEN to collect, process, record, store and/or disclose my personal data in accordance to the mentioned above purposes.

Applicant's Signature:**Date:****Important notes:**

1. Visa cancellation form must attach with request for '**Release Letter**'.
 2. Processing time to obtain Release Letter will take 3 working days.
 3. Cancellation of student visa will take 14 working days.
 4. Flight ticket to be purchase 14 working day from submission of document to IO counter with option the "**date can be change**".
 5. Please refer to IO counter for visa cancellation approval.
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