

## CANCELLATION & SHORTEN OF PASS

Whoever wants to change the pass from expatriate to another company or institution or to another type of passes, applicant needs to apply for cancelation of the valid pass. Applicant then can get a release letter from Visa Unit.

### DOCUMENTS NEEDED FOR SUBMMISION

- ❖ Applicant Original Passport (To be submitted to Visa Unit, ISC)
- ❖ Two (2) copies of passport of the front page and current visa page to be copied in one sided of A4 paper.
- ❖ Letter of Resignation / Offer of Appointment & Acceptance letter from other company or institutions / Completion of Contract from respective department (*etc:HRD/HIR/IPPP/PPGP*)
- ❖ Itinerary ticket no lesser than 14 days from the expiry date of current visa.
- ❖ For dependents application:  
Please attach a copy of the principal passport pages. (Front page and current visa page to be copied in one sided of A4 paper)
- ❖ Reason for the Cancellation
  - Employment Pass holder who has completed their contract in UM. Please attach the statement from the ESD for applicant who wish to continue their Employment Pass from other institution/company
  - Student Application. Please attach a copy of Offer Letter from the institution and a copy of Confirmation Letter from the institution.

### NOT TO DO

- Wait until the visa expiry is about to expires or has expired
- Passport validity is less than 12 months.
- Departure from Malaysia without cancel or shorten the visa

### DOCUMENTS TO BE SUBMITTED

- **Passport** (To be submitted to Visa Unit, ISC)
- Two (2) copies of passport of the **front page** and **current visa page** to be copied in one sided of A4 paper.
- **Letter of Resignation / Offer of Appointment & Acceptance letter** from other company or institutions / **Completion of Contract** from respective department (*etc:HRD/HIR/IPPP/PPGP*)
- **Itinerary ticket** no lesser than 14 days from the expiry date of current visa.
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Please attach a copy of the **principal passport pages**. (Front page and current visa page to be copied in one sided of A4 paper)

