

## VDR APPLICATION

Expatriate from their home country is required to apply for Visa with Reference (VDR) before entering to this country. Visa with Reference (VDR) will be issued by the Representative Office in the Malaysia Embassy abroad to enable expatriate to enter Malaysia after the visa is approved by the Immigration Department Headquarters in Malaysia. The VDR process will normally take 1 to 2 months on getting the approval from the Malaysian Immigration.

## HOW TO APPLY THE VDR

### BEFORE SUBMISSION

STEP 1 Fill in the required document needed

STEP 2 Make sure all documents are ready before sending via post or email

### DURING SUBMISSION

STEP 3 Upload all documents as required and sent the document by post

### AFTER SUBMISSION

STEP 4 Approval status notification via email will be sent by Visa Unit

### RECEIVING THE VDR

STEP 5 VDR letter will arrived to the home address given by the Expatriate

STEP 6 Expatriate has to go to the nearest Malaysia Embassy/Consulate to get the stamp of Single Entry Visa with VDR reference onto passport by producing the VDR approval letter

## ARRANGEMENT TO ENTER MALAYSIA

STEP 7 Contacted and notify the officer in Human Resource Division, UM for the date of arrival and ticket (applicable for expatriate under Human Resource Division, UM)

### ARRIVAL IN MALAYSIA

STEP 8 The Immigration official at Kuala Lumpur International Airport KLIA will stamp Social Visit Pass of 30/60/90 days onto applicant passport.

STEP 9 Submit your passport to Visa Unit, International Student Center (1-7 days after arrival)

### COLLECTING THE PASSPORT

STEP 10 Notification via email will be sent to collect the passport ready with the Employment Pass

STEP 11 Report Duty at the specified unit or department in UM

## DOCUMENTS TO COMPLETE

- ❖ **DP11 form** (Completed in printed matter)
- ❖ Provide the original **Offer of Appointment** letter
- ❖ Provide the original **Acceptance form** which has been signed by the applicant
- ❖ Two (2) copies of **passport. Validity passport must be more than 12 months.** All pages including blank pages must be copied in one sided of A4 paper.
- ❖ Four (4) pieces of recent **passport photo** (3.5cm X 5.0cm size) with light blue colour background.
- ❖ Latest **Curriculum Vitae**
- ❖ **Release letter or confirmation letter (Original)**  
Applicant who are currently working/studying outside from their origin country must provide the letter from their Company or Institution. The letter must stated for their approval to release or confirmed that the applicant has been studying or working at their perspective company / institutions
- ❖ A complete **address**/email/phone number of the applicant have to be provided to visa unit. Visa Unit will send the VDR Letter to the perspective address given
- ❖ Provide us to which Malaysian Embassy/High Commissions or Consulates address that is near to your convenience in your home country.

## IMPORTANT NOTES

- Only a few countries do not need to obtain the VDR approval. Countries like United Kingdom, Australia by having the said country passport can come directly to Malaysia using Social Visit Pass with Single Entry Visa. Citizen with using other passport
- The VDR approval letter does not come with an Employment Pass or Professional Visit Pass. Expatriate must obtain a '**Single Entry Visa with reference**' from the nearest Malaysian Embassy/Consulate by producing the VDR approval letter and passport.
- Any expatriate who arrive in Malaysia without getting the 'Single Entry Visa with reference' will have to pay for the Journey Performed fee of RM500.00. An additional payment to the Employment Pass fee.
- Applicants who have previously applied in any institution in Malaysia are required to cancel their application from the said institution. The University of Malaya is unable to apply the Employment Pass unless that institution has made the cancellation with the ESD. Expatriate are required to get a release letter from the said institution.

## VDR APPLICATION: PROFESSIONAL VISIT PASS (PVP)

- Applicable only for