## **HOW TO APPLY VISA FOR STAFF**

1

Applicant will receive the offer letter from UPM

2

Download the application form and checklist through www.intl.upm.edu.m

3

Prepare the required documents and arrange according to the sequence.

4

Post the documents to faculty by courier

8

Faculty will send it to applicant once it receive from PIC.

7

PIC will receive the approval from immigration department in 60 working days.

6

PIC will submit all the complete documents to immigration department, malaysia in 3 working days.

5

Once the documents receive by faculty, faculty will send it to PIC

9

Applicant must bring the VDR to the nearest embassy at his/her country to get single entry visa (SEV).

10

Make arrangement to enter malaysia

11

Upon arrival, IMMEDIATELY submit your ORIGINAL PASSPORT to PIC.

12

PIC will submit the passport to immigration department for sticker in 5-7 working days.

13

PIC will notify you through emails or phone calls to collect the passport with sticker back.