



Application for Professional Visit Pass

A. DOCUMENTS PROVIDED BY HOST SCHOOL/UNIT (All documents in softcopy and in COLOR)	
<input type="checkbox"/>	1 COLOR scan of Offer/Invitation Letter (on MUM letterhead) – addressed to the applicant’s supervisor, with the institution’s full address.
<input type="checkbox"/>	1 COLOR scan of visitor work schedule page for the duration in Malaysia (on MUM letterhead).
<input type="checkbox"/>	1 COLOR scan of summarized job description page for the visitor for the duration in Malaysia (on MUM letterhead).
<input type="checkbox"/>	<p>For Student Under Practical Training (doing Undergrad), please provide the latest signed Memorandum of Understanding (MoU), in English, between Monash University Malaysia and the applicant’s education institution, providing terms & conditions for his/her internship placement. The MoU acknowledgement must show the following information from both institutions:</p> <ul style="list-style-type: none"> Signature Name of signatory Designation of signatory Official institution stamp
B. DOCUMENTS PROVIDED BY VISITOR (All documents in softcopy and in COLOR) (Dependants are not applicable for PVPs)	
<input type="checkbox"/>	1 COLOR scan of Acceptance Letter signed by the applicant’s supervisor , addressed to the signatory of the host School / Unit (with full Monash Malaysia address), confirming acceptance to Monash Malaysia’s invitation by an organization/university, on official letterhead.
<input type="checkbox"/>	<p>1 COLOR scan of current International Passport.</p> <ul style="list-style-type: none"> BOTH covers and ALL pages in sequence – saved as one PDF file Valid for at least 18 months. Has at least 3 pairs of blank side-by-side pages. No cut off/cropped sides.
<input type="checkbox"/>	<p>1 COLOR scan of a passport size photograph with BLUE background.</p> <ul style="list-style-type: none"> The person in the photo should be facing the camera straight on.
<input type="checkbox"/>	<p>1 COLOR scan of the highest academic certificate (in English).</p> <p>For certificate that is NOT in English, the following is required:</p> <ul style="list-style-type: none"> The academic certificate MUST be translated to English and Certified-True-Copy by the Malaysian Embassy / High Commission / Consulate in their respective country. A COLOR scan of the original certificate(s) must be submitted together with the translated copy.
<input type="checkbox"/>	<p>For Student Under Practical Training (doing Undergraduate program), please include:</p> <ul style="list-style-type: none"> Applicant’s current official academic transcript (in English).
<input type="checkbox"/>	<p>1 set of updated resume (pdf file) to include the following personal details:</p> <ul style="list-style-type: none"> Full name Current residential address Email address and mobile number Education history Work experience Marital status

	<p>Information on working experience to include:</p> <ul style="list-style-type: none"> • Period worked (e.g. July 2008 – November 2010) • Company name • Job Title • Brief Job Description
<input type="checkbox"/>	<p>Emergency Contact Details:</p> <ul style="list-style-type: none"> • Name: • Relationship: • Mobile number: • Email address: • Correspondence address:
<input type="checkbox"/>	<p>** Insurance: Travel, Personal Accident, Health and/or any other appropriate insurance to cover all periods of travel and stay associated with the visit.</p> <p>Associated costs are the visitor's responsibility unless stated otherwise in the Invitation Letter and/or Acceptance Letter for the visit.</p>
<input type="checkbox"/>	<p>1 COLOR scan of Student Card ID (for students only, if applicable).</p>
<input type="checkbox"/>	<p>Address of nearest Consulate General of Malaysia at home country where Calling Visa (VDR) Letter issued by the Immigration Dept of Malaysia is required for certain countries.</p> <p>If visitors are not in their home country, to provide the nearest Consulate General of Malaysia to submit the Calling Visa Letter for Professional Visit Pass purpose.</p>
Conditions:	<ul style="list-style-type: none"> • The maximum duration for an expatriate to hold a PVP is 12 months. No extensions are allowed. • All PVP applications must obtain an Approval Letter, a VDR letter and a Single Entry Visa (where applicable) before entering Malaysia for the purpose of PVP. • Visitors are advised to hand-carry the Approval Letter, VDR Letter, Invitation Letter and Acceptance Letter should it be requested by the Immigration Officer at the entry point to Malaysia.

Budget Code:			
Authorization	Name	Signature	Date
Staff (Requestor)			
School Manager			
Head of School/Unit			

Important Note:

- 1) All visitors must ensure that they exit Malaysia on or before the PVP visa expiry. Overstaying in the country is not allowed.
- 2) PVP holders who wish to extend their stay in Malaysia for personal reasons after the expiry of the PVP visa, must exit the country first and obtain the necessary travel permits before re-entering Malaysia.
- 3) All PVP holders **MUST** have their passports endorsed by the Immigration Department of Malaysia immediately upon arrival, before exiting Malaysia. The endorsement process will take approximately **five (5)** working days.

Complete softcopy documents in one folder must be submitted to Human Resources at least 3 months prior to arrival date. Applicants from **China** and **Bangladesh** need to add one (1) more month to the processing timeline, as Immigration requires a bank guarantee for PVP applicants from these countries.

Approval is subject to the discretion of the Immigration Department of Malaysia, Putrajaya, Malaysia.

To make an appointment, kindly contact the Employee Relations unit at mum-hr.employee.relations@monash.edu