

GRADUATE PASS APPLICATION CHECKLIST

✓ Required Document	Note/ Requirement
☐ IM 12 Form	Immigration Form
☐ IM 38 Form	Immigration Form
☐ Copy of Passport Profile Page	PDF
☐ Copy of Valid Student Visa	PDF
☐ Passport- Sized Photo	JPG, White background
☐ Letter of Completion	• Issued by the Graduation Unit • Sent to student email within 6 weeks after results are released. Condition: Please ensure there are <u>no outstanding fees</u>.
☐ Sponsor	• Sponsor must be Sarawakian holding a “K” identification card • Residing in Sarawak • Minimum monthly salary of RM1500
☐ Sponsor Declaration Letter	Obtain signature and official stamp from Sessions Court Judge, Magistrate, Commissioner for Oaths or Notary Public
☐ Sponsor's latest 3 months of pay slip	Employed • Latest 3 months' payslips. • Must include SOSCO, EPF, Income Tax (if applicable) Self- Employed • SSM License • Latest 3 Months Bank Statement • Income Tax (if applicable)
☐ Personal Bond	Refers to Personal Bond Guideline
☐ Stamp Duty	Personal Bond must be duly stamped by the Inland Revenue of Malaysia (IRBM)
☐ Processing Fee	Refers to Page 9
☐ Insurance Coverage Note	Request from Insurance Unit
☐ Letter of Good Conduct*	• Applicable for students from India and China only. • Can be obtained from the Institute or Embassy.