

PERMISSION TO TRAVEL (OVERSEAS) FORM

To be completed by Student.

Form must be typed and to be submitted to the Office of the Deputy Vice-Chancellor
(Academic & International) NOT LESS THAN 21 DAYS before the travel date.



To:
 Associate Vice-Chancellor (International)
 Office of the Deputy Vice-Chancellor
 (Academic & International)
 Level 9, Chancellery
 University of Malaya 50603 Kuala Lumpur MALAYSIA
 Tel: 03-79677928/7929/7930 Fax: 03-79572314
 Email: pnca@um.edu.my

Name of Applicant _____

Sex	F	M
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Please indicate title (eg. Dr.) _____

Matric No. _____

Undergraduate	Master	PhD
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IC No. (Malaysian) _____

Passport No. (if non-Malaysian)	Citizenship
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Department _____ **Faculty/Academy/
Institute/Centre** _____

Contact Details

Office	HP	Email
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***Title of Activity/
Event** _____

***Venue:** _____ ***Country** _____

***Justification for
attending the visit** _____

*Please attach supporting document (Letter of invitation, etc)

Travelling Period

Start Date	End Date
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**Source of financial
assistance for the
visit**

University	Faculty	Research Grant	Sponsorship	Others
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Please specify	Account No: (if from University/Faculty/Grant)	Name of Sponsor: Others (if any):
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Signature (Applicant)

Name
Date

Remarks by Student's Supervisor:

Remarks by Deputy Dean
(Undergraduate/Post Graduate):

Signature

Signature

Name

Name

Official Stamp

Official Stamp

Date

Date

RECOMMENDATION BY THE DEAN/DIRECTOR (FACULTY/ACADEMY/INSTITUTE/CENTRE)

Signature

Name

Official Stamp

Date

FOR OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)'S USE

Approval by:

Approved

Not approved

Reason:

Associate Vice-Chancellor (International)

Name

Official stamp

Date