

PERMISSION TO TRAVEL (OVERSEAS) FORM

To be completed by student and submitted to the
Office of the Deputy Vice-Chancellor (Academic & International)
NOT LESS THAN 21 DAYS before the travel date.

Note: Details must be keyed in and not handwritten.



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

Name of Applicant Sex F M

Please indicate title (eg. Dr.)

Matric No. Undergraduate Master PhD

IC No. (Malaysian) Passport No. (if non-Malaysian) Citizenship

Department Faculty/Academy/
Institute/Centre

Contact Details Office HP Email

*Title of Activity/
Event

*Venue: *Country

*Reason for Travel

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

Travelling Period Start Date End Date

Source of financial assistance for the visit University Faculty Research Grant Sponsorship Others

Please specify Account No:
(if from University/Faculty/Grant)

Name of Sponsor:
Others (if any):

Declaration:

I hereby declare that all information herein provided is correct and understand that the University reserves the right to decline the application if the information is found to be false. With this approval, I acknowledge that I MUST purchase my own travel insurance (either for domestic or overseas travel) before I travel.

Signature (Applicant)

Name
Date

Remarks by Student's Supervisor:

Remarks by Deputy Dean
(Undergraduate/Postgraduate):

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) USE

Approval by:

Approved

Not approved

Reason:

Associate Vice-Chancellor (International)

Name

Official stamp

Date