

# 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
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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

Category of Event

\*Venue:

eg. Conference, Seminar,  
Training, Short/Long Term  
Exchange, Clinical Attachment,  
Internship, etc

\*Country

\*Reason for Travel

Estimated Participation  
Cost (All-in)

RM

\*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):

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Signature

Signature

Name

Name

Official Stamp

Official Stamp

Date

Date

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

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Signature

Name

Official Stamp

Date

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

Approval by:

Approved

Not approved

Reason:

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Associate Vice-Chancellor (International)

Name

Official stamp

Date

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**Letter of Undertaking and Indemnity due to uncertainties of the Covid-19 Pandemic**

I, \_\_\_\_\_ **(Name of the Applicant)**  
\_\_\_\_\_ **(Matric No.)** hereby agree that I will take full responsibilities to comply with directives issued by the National Security Council (NSC) and Ministry of Health (MOH) Malaysia from time to time, as well as the related travel guidelines to affected countries before travelling. I will strictly follow the Standard Operating Procedure (SOP) set by the Malaysian Government upon returning to Malaysia I will be FULLY RESPONSIBLE to take any risk and to cover any expenses that may arise at my own cost, where applicable at both the host and home country. I release Universiti Malaya and its employee from any and all claims or liability arising out of this participation.

**Signature**

**Date**

### CONSENT FROM PARENTS/GUARDIAN [for Undergraduate students only]

I, \_\_\_\_\_ **(Parents/Guardian)**  
**(NRIC. No/Passport No.)** parents/guardian of \_\_\_\_\_  
**(Name of the Applicant)** agree on her/his participation in the program.

I understand that participation by \_\_\_\_\_ **(Name of the Applicant)** involves a certain degree of risk. I have carefully considered the risk involved and give consent for him/her to participate in the program. I understand that participation in the program is entirely voluntary and requires participants to abide by applicable directives, rules and standards of conduct set by the Malaysian Government. I release Universiti Malaya and its employee from any and all claims or liability arising out of this participation.

**Signature**

**Date**