

UM.TNC1/606
15 January 2020

Dear UM Staff and Students,

PERMISSION TO TRAVEL FOR UM STUDENTS AND PURCHASE OF TRAVEL INSURANCE FOR DOMESTIC AND OVERSEAS TRAVEL

With reference to our earlier email dated 16 March 2018, we would like to remind you that since 1 January 2017, the Office of the Deputy Vice-Chancellor (Academic & International) only handled Permission to Travel for UM students (Undergraduate/ Postgraduate) who participated in any studies, attachment or official activities **ABROAD**.

Please ensure that students submit the completed application form to our office **NOT LESS THAN 21 DAYS (3 WEEKS) BEFORE** the date of travel and **NOT AFTER THE TRAVEL HAS TAKEN PLACE**. Failing which, students may not be granted permission to travel and the university will **NOT** be legally liable for such travel. In addition, students will have problems getting reimbursed, if applicable, when they do not have the official permission to travel.

For all **LOCAL** activities (in Malaysia which includes Kuala Lumpur), it is sufficient for the Head of the Academic PTjs (Dean/Director of Faculties/Academies, Institutes/Centres) to grant permission to the students under their respective PTjs.

Research Assistants (RA) who are not registered as UM students, must obtain approval from the Deputy Vice-Chancellor (Research & Innovation).

In line with the above, students are required to purchase their own travel insurance (either for domestic or overseas travel) prior to leaving the university/country to safeguard themselves and to entitle them to comprehensive coverage such as repatriation benefits, hospitalization, overseas medical care as a result of an accident or illness if ever an unforeseen circumstance presents itself. This new requirement will be enforced with effect from **1 February 2020**.

Please download the latest application form - [Permission to Travel \(Overseas\) for UM Students \(Rev. 3/2020\)](#). This form has also been uploaded in the [Student Portal](#) and made available on the [UM Academic & International Website](#).

IMPORTANT TO NOTE:

- Heads of PTjs are requested to notify students on this new requirement.
- Personal details as provided in the Permission to Travel (Overseas) Form:
 - will be retained by the Office of the Deputy Vice-Chancellor (Academic & International) for the purpose of contacting the student with information relevant to their placement
 - may be used for data analysis and process improvement.

Your attention and cooperation in this matter is appreciated.

Yours sincerely,



PROFESSOR DR. KAMILA GHAZALI
Deputy Vice-Chancellor (Academic & International)

cc. Deputy Vice-Chancellor (Research & Innovation)
Deputy Vice-Chancellor (Student Affairs Division)
Associate Vice-Chancellor (International)
Director, International Student Centre (ISC)