

Version No : 01
 Revision No : 04
 Date : 09/04/2019



**OFFICE OF INTERNATIONAL AFFAIRS (IO)
 TRANSFER ENDORSEMENT APPLICATION FORM**

STUDENT			√	DEPENDENT			√
1	Detail Page and Visa Page of old passport	1 copy		1	Detail Page and Visa Page of Dependent's old passport	1 copy	
2	Detail Page of new passport	1 copy		2	Detail Page of Dependent's new passport	1 copy	
3	Offer Letter and Certification Letter	1 copy		3	Family Letter or; Married Certificate or; Birth Certificate	1 copy	
4	Copy all New Passport page - for Renewal application	1 copy		4	Details Page and Visa Page of Principle	1 copy	
5	Insurance Cover Notes with new passport number - for Renewal application	1 copy		5	Details Page and Visa Page of spouse if the applicant is a child	1 copy	
6	Police Report is required if the old passport is lost	1 copy		5	Original Embassy Letter	1 copy	
7	Original Embassy Letter	1 copy		6	Offer Letter and Certification Letter of Principle	1 copy	
8	Payment (Finance copy)			7	Police Report is required if the old passport is lost	1 copy	
				8	Payment (Finance copy)		

APPLICANT DETAILS

STUDENT NAME	
NATIONALITY	
MATRIC NO	
HANDPHONE NUMBER	
E-MAIL ADDRESS	
DEPENDENT NAME	
NATIONALITY	

PASSPORT DETAILS

OLD PASSPORT NUMBER	
NEW PASSPORT NUMBER	
NEW PASSPORT VALIDITY	

OFFICE USED

Renewal Application

YES

NO

Date Submit : _____