

# PERMISSION TO TRAVEL (LOCAL/OVERSEAS) FORM

To be completed by the UM 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:  
Deputy Vice-Chancellor (Academic & International)  
Level 9, Chancellery  
University of Malaya 50603 Kuala Lumpur MALAYSIA  
Tel: 03-79673203, Fax: 03-79572314  
Emel: [tnc\\_aka@um.edu.my](mailto:tnc_aka@um.edu.my)



Name of Applicant Dr/ Mr/ Mrs/ Ms \_\_\_\_\_

Matric No.  Undergraduate  Master  PhD

Department

Contact Details

\*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

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

Please specify: \_\_\_\_\_

Comment by Student's Supervisor:

Comment by Deputy Dean (UG/PG):

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

Official Stamp:

Official Stamp:

Date:

Date:

**RECOMMENDATION BY HEAD OF PTj (FACULTY/ACADEMY/CENTRE)**

**Name :**

**Official Stamp :**

**Date:**

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

**Approval by:**

**Approved**

**Not approved**

**Reason:**

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**Deputy Vice-Chancellor (Academic & International)**

**Official  
Stamp :**

**Date :**