

## Postgraduate Student Travel Declaration Form

- International postgraduate student with student pass who wish to travel abroad Malaysia for academic and/or non-study purposes (including back to home country) must complete this form.
- This form is to serve as a notification on the intention to travel abroad and to obtain approval of travelling and absence from the respective faculty.
- The original completed form shall be kept by faculty and students are to keep a copy.
- Students must also submit a copy of the completed form to the University's Visa Processing Unit (VPU) for their record of your departure. Upon return to Malaysia, you are required to notify the VPU of your arrival.

### Section A: STUDENT INFORMATION

Full Name:

Student ID Number:  Faculty:

Programme:  Intake (Year/Sem):

Malaysia Contact Number:  E-mail:

### Section B: TRAVEL DETAILS

Date of Departure:  Country of Destination:

Reason of Travel:

Expected Date of Return:

Destination Country Contact Number (with country code):

### Section C: EMERGENCY CONTACT DETAILS

Name of Emergency Contact 1:

Relationship with Emergency Contact 1:

Contact Number of Emergency Contact 1 (with country code):

Name of Emergency Contact 2:

Relationship with Emergency Contact 2:

Contact Number of Emergency Contact 2 (with country code):

### Section D: DECLARATION AND APPROVAL OF TRAVEL

#### 1. Student Declaration

I hereby declare that the information is true at the point of submission. I have assessed the risks associated with this travel and will take all reasonable precaution and responsibility. I understand that UCSI University will not be responsible or liable for issues, losses or damages of any form relating to or arising from this private travel.

Student Name:  
Student Signature:

Date:

#### 2. Principal Supervisor

Supported  
 Not Supported

Signature:

Name:  
Date:

#### 3. Head of Postgraduate Studies

Supported  
 Not Supported

Signature:

Name:  
Date:

#### 4. Dean/ Deputy Dean

Approved  
 Not Approved

Signature:

Name:  
Date: