

FOR INTERNATIONAL STUDENT ONLY:	
REVIEW FROM INTERNATIONAL OFFICE (Kindly tick /) Remarks	
() Student Pass expiry date :	() Currently, IO extending student pass
() Passport validity :	() Student pass can renew 3 months within return of student
() Passport validity less than 1 year :	() Currently, IO doing Special Pass for student
() Student Pass validity less 6 months :	() Currently student renewing / extending validity
() Student Pass has expired	() Currently, student has prepared documents for visa cancellation / Shorten and will submit to IO
() Currently student is overstaying	() Others :

Recommended / Not Recommended

Checked by:

International Office Executive

_____ Date

COGS ADMIN USE					
Effective Date					
Student Status	Date: _____				
Debt	<input type="checkbox"/> Yes : RM _____ <input type="checkbox"/> No				
Refund of Tuition Fee	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Full Refund. RM _____</td> <td style="width: 25%;"><input type="checkbox"/> 2/3 refund</td> <td style="width: 25%;"><input type="checkbox"/> No Refund</td> <td style="width: 25%;"><input type="checkbox"/> Not Applicable</td> </tr> </table>	<input type="checkbox"/> Full Refund. RM _____	<input type="checkbox"/> 2/3 refund	<input type="checkbox"/> No Refund	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Full Refund. RM _____	<input type="checkbox"/> 2/3 refund	<input type="checkbox"/> No Refund	<input type="checkbox"/> Not Applicable		
Checked by :	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> Recommended/ Not Recommended by: _____ Admin Executive COGS Admin Office </td> <td style="width: 50%; text-align: center;"> Approved /Disapproved by: _____ Deputy Dean COGS Admin Office </td> </tr> </table>	Recommended/ Not Recommended by: _____ Admin Executive COGS Admin Office	Approved /Disapproved by: _____ Deputy Dean COGS Admin Office		
Recommended/ Not Recommended by: _____ Admin Executive COGS Admin Office	Approved /Disapproved by: _____ Deputy Dean COGS Admin Office				
Letter of withdrawal issued on					