Prepared by:	Approved by:
Name: Fadhilah Binti Ideris Position: Senior Executive, Student Development & Services Centre (SDSC)	Name: Mr. Lu Yew King Position: Director, Student Development & Services Centre (SDSC)

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/10/14	Establishment	00	HoD, SDSD
2	06/01/22	Revision from University College of Technology Sarawak to University of Technology Sarawak Amendment on description and records	01	HoD, SDSD
3	19/07/24	Amendment on definitions, responsibility, procedure and description	02	Director, SDSC

1.0 OBJECTIVE

The objective of this SOP is to ensure process of applying is facilitated smoothly and in a systematic manner.

2.0 SCOPE

This scope of this SOP applies student pass for outstation student especially Sabah and West Malaysia.

3.0 REFERENCES
Nil

4.0 DEFINITIONS / ABBREVIATIONS

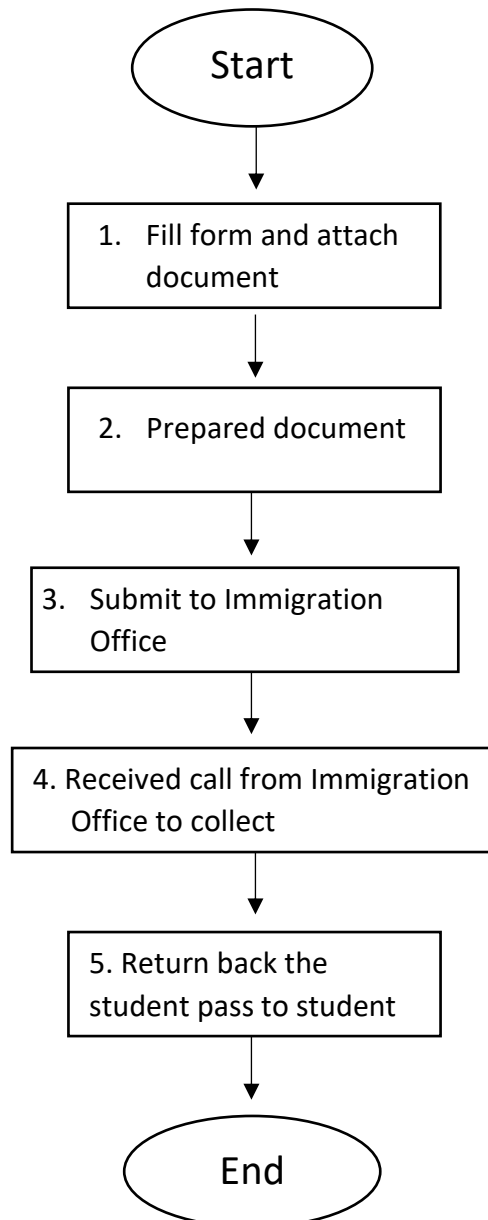|		
UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre
SOP	:	Standard Operating Procedure
IC	:	Identification Card
AARD	:	Academic Affairs and Registry Department
HOP	:	Head of Programme

5.0 RESPONSIBILITY

5.1   The Director is responsible to ensure that this SOP is adhered to.
5.2   Staff is responsible to follow and adhere to this SOP.
5.3   The process owner is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

6.1 Refer to the process flow chart.

```
                    ( Start )
                       |
                       v
         +-------------------------------+
         | 1.  Fill form and attach      |
         |     document                  |
         +-------------------------------+
                       |
                       v
         +-------------------------------+
         | 2.  Prepared document         |
         +-------------------------------+
                       |
                       v
         +-------------------------------+
         | 3.  Submit to Immigration     |
         |     Office                    |
         +-------------------------------+
                       |
                       v
         +-------------------------------+
         | 4. Received call from         |
         |    Immigration Office to      |
         |    collect                    |
         +-------------------------------+
                       |
                       v
         +-------------------------------+
         | 5. Return back the            |
         |    student pass to student    |
         +-------------------------------+
                       |
                       v
                    ( End )
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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1.	Students to fill and complete the student pass application form. The form can be obtain at Financial Aids office.	• Student	• Student Pass application form (IM.14-Pin 1/97)
2.	Prepared documentation. 2.1 Students complete the application form and submit to SDSC to process. 2.2 SDSC officer will request the student verification letter from AARD and student class attendance from HOP (both document request via email) 2.3 SDSC compile all the document with the official letter to be submitted to Immigration Office.	• Student • SDSC officer • AARD • HOP	• Student Pass application form (IM. 14-Pin 1/97) • Official letter • BK Form (Immigration) • Local Sponsor Identification Card • Student verification letter (Request from AARD) • Academic Calendar • Student class attendance (Request from HOP)
3.	Submission to nearest Immigration Office. Approval within 3 week from Immigration Office	• SDSC officer • Immigration officer	• Student Pass application form (IM. 14-Pin 1/97) • Official letter • Local Sponsor form (BK Form) • Local Sponsor Identification Card • Student verification letter (Request from AARD) • Academic Calendar • Student class attendance (Request from HOP)

4	Received a call from Immigration Officer to collect student passport. 4.1 SDSC officer will go to the Immigration office to collect the complete student pass (passport)	• SDSC officer • Immigration officer	
5	SDSC Officer need to email student to collect her/his student pass	• Student • SDSC officer	

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Official Letter	Department	3 years
2	Student pass application form (IM.14 – Pin. 1/97)	Department	3 years