



Support Letter Application

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hewson

Position: Senior Executive, Human Capital and Administration Department



Position: Manager, Human Capital and
Administration Department

No.	Date	Remarks	Revision No.	Approved by
1	11/04/18	Establishment	00	Senior Manager, HCAD
2	10/07/24	Review the whole content	01	Manager, HCAD

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1.0 OBJECTIVE

The objective of this SOP is to describe and accelerate the process of Support Letter Application so that it could approve within the time frame.

2.0 SCOPE

This scope of this SOP applies to HCAD in the Support Letter application process for all lecturers (Full time and Part Time) offered to work by the company.

3.0 REFERENCES

Sarawak Immigration Application for Expatriates

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
HCAD	:	Human Capital and Administration Department
MEITD	:	Ministry of Education, Innovation and Talent Development

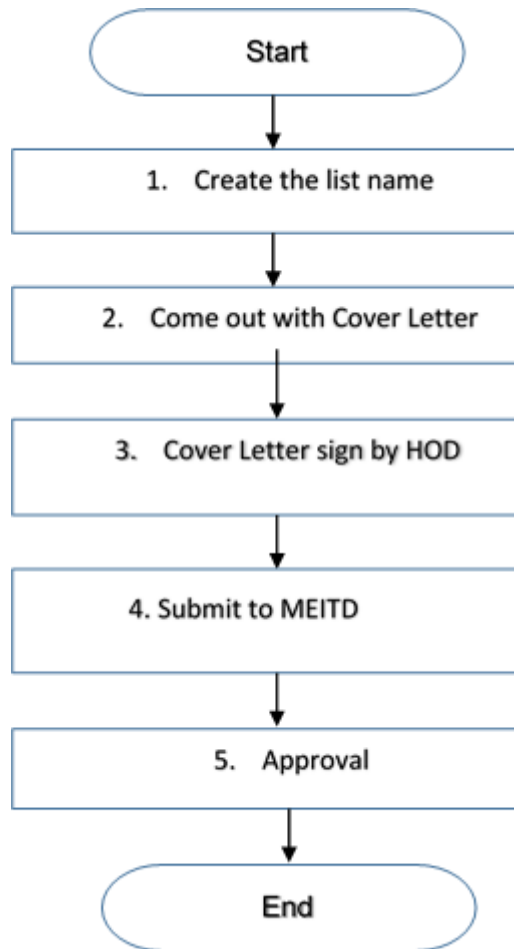
5.0 RESPONSIBILITY

- 5.1 The Manager of HCAD is responsible to ensure that this SOP is adhered to the steps required by the MEITD.
- 5.2 The staff of HCAD is responsible to ensure that this SOP is adhered to the steps required by the MEITD.

6.0 PROCEDURE

- 6.1 Refer to the process flow chart.

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7.0 DESCRIPTION

NO	Description	Person in Charge	Document
1	HCAD Staff gather the Staff information in one list to be attach to the cover letter as an application	HCAD Staff	List name
2	The cover letter must be printed and hand in to the Manager	HCAD Staff	
3	The Manager sign the cover letter to be submitted to the MEITD	HCAD Staff	Cover letter
4	Once the cover letter and the list name is done, it ready to be submitted to MEITD for approval	HCAD Staff	
5	The approval is release by MEITD and the letter can keep in a soft copy form	MEITD, HCAD Staff	Support Letter

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Copy of the cover letter	Human Capital Department	3 years