

IRDSS: _____

For Staff: Appointment Date: ____/____/____

☐ On-time submission ☐ Late submissionGender: ☐ Male ☐ Female

Student Code: _____

First Name: _____ Middle Name: _____ Family Name: _____

Nationality: _____ Age: _____ Passport Number: _____

Study Program: ☐ Bachelor's Degree Program ☐ Master's Degree Program ☐ Doctoral Degree ProgramPassport Expiry Date: ____/____/____
(Date /Month/Year)**Visa Expiry Date:** ____/____/____
(Date /Month/Year)*Certified by program coordinator/staff:***For OFFICER ONLY**

Period of study: ____/____/____ to ____/____/____

☐ Course Enrollment☐ University Service Enrollment (0 Credit)☐ Leave of Absence☐ Other reason: _____

Certified by: _____

Date: ____/____/____

Checklist of required supporting documents:

- ☐ 1. TM.7 form + Photo 4 x 6 cm.
- ☐ 2. STM.2 form
- ☐ 3. STM.9 form
- ☐ 4. STM.11 form
- ☐ 5. Copy of passport's identification page + all pages with entry or exit stamps from any country
- ☐ 6. Copy of TM.30
- ☐ 7. Copy of official transcript
- ☐ 8. Copy of 90-day notification receipt (if any)

Important Reminder:

Please ensure that all supporting documents are submitted at least 2 months before your visa expiry date. Late submission may result in being placed on the watchlist for the following year. If late submission occurs again the next year, the faculty reserves the right to **withhold the issuance of visa extension documents**.

X _____

Submission Date: ____/____/____
(Date /Month/Year)**Email:** _____**Mobile:** _____