



**APPLICATION FOR DEFERMENT OF STUDY
(INTERNATIONAL STUDENT)**

Form No. : UTM/AMD/02
Edition : 4
Effective Date : 1/6/2025
Page (s) : 2

Terms and Conditions:

- 1) Fill and COMPLETE the form.
- 2) Read and sign the Student Declaration at **Section II**.
- 3) Obtain approval from Supervisor (for Full Research Student) **OR** Academic advisor (for Undergraduate Student)
- 4) Obtain approval from UTM International and your Faculty.
- 5) Submit the COMPLETE form and documents related to Faculty Academic Office.
- 6) Please note that completion of this form does not guarantee that you will be granted for deferment.
- 7) Tuition fee is chargeable if registered course/s. Refer to UTM Rules (Student Financial) Part V - Sub-rules 9 (3) for more information. It is accessible at Finance menu in My UTM portal.

SECTION I : STUDENT DETAILS (TO BE COMPLETED BY STUDENT)

Full Name	:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
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Faculty	:	<hr/>																																								
Programme Name	:	<hr/>																																								
		e.g : Master of Engineering (Geotechnics)/Bachelor of Electrical Engineering with Honours																																								
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SECTION II : DETAILS OF DEFERMENT (TO BE COMPLETED BY STUDENT)

{Please tick (✓) in the appropriate box}

1. Have you had deferred your study before ?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, I deferred during Session/ Semester : _____ - _____ / _____ (e.g: in II – 2023/2024)

2. I wish to defer my study during Session/ Semester : _____ - _____ / _____ (e.g: in I – 2024/2025)

3. I will return to continue my study in Session / Semester : _____ - _____ / _____ (e.g: in II – 2024/2025)

4. Reason for deferment:

<input type="checkbox"/> 1. Financial Difficulties	<input type="checkbox"/> 3. Job Commitment * Please attach an official letter from organization	<input type="checkbox"/> 5. University/ Nation Interests * Please attach an official letter
<input type="checkbox"/> 2. Personal Matters	<input type="checkbox"/> 4. Health Problem * Please attach the medical report from the Doctor or University Medical Centre	<input type="checkbox"/> 6. Others (Please Specify) _____ _____


Student Declaration:

I understand that; if the deferment is not approved and I do not register any courses, I will be terminated from my study which may affect my Student Pass. If the deferment is approved, the Department of Immigration of Malaysia will be notified by UTM International Office that I am defer my study and that may result in cancellation of my Student Pass. I am obliged to pay any outstanding fees to UTM.

Student's Signature : _____

Date : _____

Reminder: Please submit the completed form along with all relevant documents to the Faculty Academic Office.

 <b style="font-size: 24pt; margin: 0;">UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	APPLICATION FOR DEFERMENT OF STUDY (INTERNATIONAL STUDENT)	Form No. : UTM/AMD/02 Edition : 4 Effective Date : 1/6/2025 Page (s) : 2
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SECTION III : TO BE COMPLETED BY SUPERVISOR RECOMMENDATION (FOR POSTGRADUATE STUDENT - RESEARCH & MIXED MODE) OR ACADEMIC ADVISOR (FOR UNDERGRADUATE STUDENT)
{Please tick (✓) in the appropriate box}

<input type="checkbox"/>	Recommended	Comments: _____	Signature & Stamp : _____
<input type="checkbox"/>	Not Recommended	_____	Date : _____

SECTION IV : TO BE COMPLETED BY UTM INTERNATIONAL OFFICE
{Please tick (✓) in the appropriate box}

<input type="checkbox"/>	Approved	The student has been advised on the student pass cancellation process	Signature & Stamp : _____
<input type="checkbox"/>	Not Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date : _____

**Please surrender your passport for student pass cancellation process*

FOR FACULTY ACADEMIC OFFICE USE ONLY <i>{Please tick (✓) in the appropriate box}</i>	
<p><u>Deputy Registrar/ Assistant Registrar Verification</u></p> <p>Deferred Semester : _____ <small style="margin-left: 150px;"><i>e.g Sem I-2024/2025</i></small></p> <p>Defer Code : <input type="checkbox"/> 4 – Deferment of Study (Semester Counted)</p> <p style="margin-left: 150px;"><input type="checkbox"/> 7 – Medical Leave (Semester Not Counted)</p> <p style="margin-left: 150px;"><input type="checkbox"/> 0 – Special Case (Semester Not Counted)</p> <p>Semester Balance : _____ semesters</p> <p>Last Semester : _____ <small style="margin-left: 150px;"><i>e.g Sem II-2028/2029</i></small></p> <p>Signature : _____</p> <p>Date : _____</p>	<p><u>Deputy Dean (Academic & Student Affairs) Approval</u></p> <p> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved </p> <p>Comments : _____</p> <p>_____</p> <p>Signature & Stamp : _____</p> <p>Date : _____</p> <div style="background-color: #cccccc; text-align: center; padding: 2px; margin-top: 10px;"> MyAIMS Record Update Status </div> <p>Updated by : _____</p> <p>Date : _____</p> <p><i>Note to Faculty:</i> <i>Please ensure that the records in MyAIMS are updated as follows:</i></p> <ol style="list-style-type: none"> 1. Under Individual Semester, kindly update the following fields Active Code, Reason, Application Date and Approval Date. 2. Upload the Approval Letter under the Digital File section.