

**FOR OFFICE USE ONLY**

REVIEWED BY OFFICER	VERIFIED BY RESIDENCE OFFICER	ACCEPTANCE OF APPLICATION
<input type="checkbox"/> YES <input type="checkbox"/> NO  Comment: ..... ..... ..... .....	Name :  Position:  Date:	



**APPLICATION FORM FOR UNIVERSITY STAFF RESIDENCE  
\*DESA SKUDAI/ DESA BAKTI/CENGAL/PERDANA**

1. Term and condition for University Residence may refer to website: <a href="http://www.assets.utm.my/staff-housing">www.assets.utm.my/staff-housing</a> 2. Application must be made through Office/ Faculty's Human Resource Department with documents as follows: (Verified Stamped by Staff Grade A or Senior Officer) a. A (1) copy of Identification Card/ Passport (Staff/ Spouse/ Children) <input type="checkbox"/> b. A (1) copy of Staff Matric Card <input type="checkbox"/> c. A (1) copy of Marriage/Divorce Certificate <input type="checkbox"/> d. A (1) copy of latest pay slip (Staff and Spouse) <input type="checkbox"/> e. A (1) copy of birth certificate/ identification card/ passport for every child mentioned in the application <input type="checkbox"/> 3. Application with incomplete document attached will not be considered. 4. Application must be made to: Secretary of University Residence Unit, Services Division, Office of Asset and Development, Universiti Teknologi Malaysia, Johor Bahru (Att.: Head of Unit)	Passport Size Photograph
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**(A) APPLICANT INFORMATION**

- (1) Name : .....
- (2) Identification Card No. : ..... (3) Staff No. : .....
- (4) Position : ..... (5) Employment Status : **\*PERMANENT / CONTRACT**
- (6) Contract Based: Contract Start : ..... (7) Contract Expire : .....
- (8) Office No. : ..... (9) Phone No. : .....
- (10) Service start with UTM : ..... (11) Monthly Salary : .....

**(B) SPOUSE INFORMATION (HUSBAND/ WIFE)**

- (1) Name : .....
- (2) Identification Card No : ..... (3) Occupation : .....
- (4) Monthly Salary : ..... (5) Employer : .....
- (6) Phone No. : .....

**(C) CHILD/ CHILDREN INFORMATION**

No	Child Name	Birth Date	School/ Notes

If the space provided is insufficient, please make an extra attachment.

**(D) CURRENT RESIDENCE**

- (1) Address : .....
- (2) Distance from UTM : ..... KM
- (3) Home Ownership : **FULLY OWNED / FAMILY / RENT / EMPLOYER**
- (4) Monthly rental : .....

**(E) OCCUPATION OF UNIVERSITY RESIDENCE**

- (1) Have you **EVER/CURRENTLY** stay in any University Residence? **\* YES / NO**  
If Yes, please complete the following information.
- (2) Address : .....
- (3) Residence Type : **\* R. Sewa Khas/ R. Khas Jabatan / R. Khas Jawatan / R. Tunggu Sedia**
- (4) Entry Date : ..... (5) Exit Date / Expiry Date : .....

**(F) PRIVATE HOME OWNERSHIP (Fill in where applicable)**

- (1) Address : .....
- (2) Distance from UTM : ..... KM (3) House Status : **\* Completed / Under Construction**
- (4) Estimated Completion Date : .....

**(G) APPLICANT ACKNOWLEDGEMENT**

I declare that all information stated above is true up to the date of application is made. If any information is found to be false, my application will be cancelled immediately and action can be taken against me

Date : ..... Signature : .....

Name : .....

**(H) OFFICE ACKNOWLEDGEMENT AND RECOMMENDATION**

*(To be completed by Human Resource Department Office/Faculty or Dean / Head of Unit/ Division)*

I acknowledge that all information given by the applicant is true as per record. I **SUPPORT/ DO NOT SUPPORT** this application. Comments

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Date : ..... Signature : .....

Official Stamp : Name : .....

Position : .....

*\* Delete where not applicable*

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**APPLICATION**

Application is only valid for a (1) year. Application must be renewed if the validity duration is exceeded, and has not been given an offer into the residential university.