



Visa Unit, International Student Centre, University of Malaya, Kuala Lumpur

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## NEW DEPENDENT PASS APPLICATION FORM

### A. APPLICANT'S DETAILS *(Capital Letter)*

1. Full Name : \_\_\_\_\_
2. Matric No : \_\_\_\_\_
3. Passport Number : \_\_\_\_\_
4. Nationality : \_\_\_\_\_
5. Contact Number : \_\_\_\_\_
6. Email : \_\_\_\_\_
7. Level of Study:
  - Master  PhD



### B. DEPENDENT DETAILS *(Capital Letter)*

1. Full Name : \_\_\_\_\_
2. Passport Number : \_\_\_\_\_
3. Nationality : \_\_\_\_\_

C. DOCUMENTS CHECK LIST		PLEASE (√) TO VERIFY	
STUDENT DOCUMENTS		Applicant	ISC staff
1	<p><b>TWO (2) COPIES OF PASSPORT (all pages)</b> including <b>blank pages and a clear copy</b> must be made on <b>one side of A4 size paper</b>.</p> <p>A. <b>Validity of Student Pass</b> must be more than <b>six (6) months</b>. <i>(Please bring the original passport for verification)</i></p>		
DEPENDENT DOCUMENTS		Applicant	ISC staff
1	<p><b>TWO (2) COPIES OF PASSPORT (all pages)</b> including <b>blank pages and a clear copy</b> must be made on <b>one side of A4 size paper</b>. Please make sure all important information in your passport such as stamps and page numbers can clearly be seen while making copies of it (Please bring the original old and new passport for verification) ;</p> <p>A. <b>Passport</b> must be <b>VALID AT LEAST 12 MONTHS</b> from the expected date of approval;</p> <p>B. <b>Passport</b> must contain <b>LATEST DATE OF ENTRY</b> to Malaysia.</p> <p>C. <b>Children aged 17 years old and above</b>, is <b>not eligible</b> for Dependent Pass.</p>		

D. DOCUMENTS CHECK LIST		PLEASE (√) TO VERIFY	
SUPPORTING DOCUMENTS		Applicant	ISC staff
1	<b>ORIGINAL RELATIONSHIP LETTER</b> (Produced by the Embassy in Malaysia to confirm the relationship between the applicant and family member(s))		
2	<b>A COPY OF MARRIAGE CERTIFICATE</b> (translated in English and for each copy of the certificate must be attested by your Embassy in Malaysia with original coloured-ink stamp with current date);		
3	<b>A COPY OF BIRTH CERTIFICATE FOR EACH CHILD</b> (translated in English and for each copy of the certificate must be attested by your Embassy in Malaysia with original coloured-ink stamp with current date);		
4	<b>A COPY OF BIRTH CERTIFICATE FOR EACH CHILD WHO WAS BORN IN MALAYSIA</b> (must be attested by National Registration Department with original coloured-ink stamp with current date);		
5	<b>A COPY OF APPLICANT BIRTH CERTIFICATE FOR PARENTS APPLICATION AS A DEPENDENTS</b> (must be attested by your Embassy in Malaysia with original coloured-ink stamp with current date)		
6	<b>INSURANCE COVERAGE LETTER</b> (Please refer to ETIQA Takaful Office located at Ground Floor, Blok E, Perdanasiswa Complex, University Of Malaya)		
7	<b>SOURCE OF INCOME IN MALAYSIA or THREE (3) MONTHS BANK STATEMENT</b> (Must be verified by local banks in Malaysia with minimum current amount of RM7,000)		
8	<b>MALAYSIAN DUTY STAMP (RM10.00) FOR PERSONAL BOND</b> (Stamp can be purchased from the local Post Offices and one stamp for each applicant/dependent)		
9	<b>A COPY OF STUDENT CONFIRMATION LETTER FROM THE FACULTY</b> (Letter must be signed by the Dean/ Deputy Dean)		
10	<b>PAYMENT RECEIPT 1</b> Administrative charges – RM50.00 ( Payable to <b>UNIVERSITI MALAYA, Acc. No. 98905000001240, CIMB Bank</b> ). Receipt can be obtained from the ISC's General Counter at Level 1.		
11	<b>PAYMENT RECEIPT 2</b> Visa Fees (charges from EMGS/Immigration) - Payable to <b>EMGS Escrow Account 1 (Acc. No. 514057662341, MAYBANK)</b>		
E. REMINDER			
1	Please bring the <b>original certificates</b> for verification purposes when submitting the application.		
2	Children aged of 7 – 16+ years old; please attach the <b>Confirmation School Letter</b> to verify they are studying in the school		
3	If the <b>dependents sharing a passport</b> , a support letter must be obtained from the embassy to explain that individual passport for each dependent is unable to produce (only for infant to 16 years old).		
4	Applicant is strongly advised <b>to submit application for new Dependent Pass</b> after the principal (the applicant) completed with Student Pass sticker into principal passport.		
5	Student will be requested to pay for the Special Pass in advance if the completed documents were less than 3 months from the visa expiry date.		
6	We reserve the rights not to accept incomplete documents and any consequences are the full responsibility of the applicant / student.		

<b>SIGNATURE</b>	<b>Applicant</b>	<b>ISC staff</b>
<b>DATE</b>		

Last updated: 27/04/2018