

VDR APPLICATION

Expatriate under the category I and II can apply for a Dependent Pass for spouse and family before entering to this country. Expatriate have to send the documents together with their spouse and family together for the purpose on getting the VDR approval.

If the expatriate wants to travel alone and settled down in Malaysia, the VDR for spouse and family can only be done after the process of Employment Pass has completed.

Visa with Reference (VDR) will be issued by the Representative Office in the Malaysia Embassy aboard to enable expatriate to enter Malaysia after the visa is approved by the Immigration Department Headquarters in Malaysia. The VDR process will normally take 1 to 2 months.

CATEGORY OF SPOUSE AND FAMILY BE GRANTED FOR DEPENDENT PASS

- Wife or Husband
- Father and Mother of the expatriate
- Children aged below 18 years old

HOW TO APPLY THE VDR

BEFORE SUBMISSION

STEP 1 Fill in the required document needed

STEP 2 Upload all documents as required and sent the document by post

AFTER SUBMISSION

STEP 3 Approval status notification via email will be sent by Visa Unit

RECEIVING THE VDR

STEP 4 VDR letter will arrived to home address given by the Dependent

STEP 5 Dependent has to go to the nearest Malaysia Embassy/Consulate to get the stamp of Single Entry Visa with VDR reference onto passport by producing the VDR approval letter

ARRIVAL IN MALAYSIA

STEP 6 The Immigration official at Kuala Lumpur International Airport KLIA will stamp Social Visit Pass of 30/60/90 days onto applicant passport.

STEP 7 Submit your passport to Visa Unit, International Student Center (1-7 days after arrival)

COLLECTING THE PASSPORT

STEP 8 Notification via email will be sent to collect the passport ready with the Dependent Pass

DOCUMENTS TO COMPLETE

- ❖ **DP11A form** (Completed in printed matter)
- ❖ Four (4) pieces of recent **passport photo** (3.5cm x 5.0cm size) with light blue colour background. Passport photo should be facing straight.
- ❖ Two (2) copies of the **principal's passport** (Front detail page and current visa page only). Each copy must be in **one sided of A4 paper**.
- ❖ Two (2) copies of **passport for each family members. Validity passport must be more than 12 months**. All pages including blank pages to be copied in **one sided of A4 paper**. (*Each family members must have their own individual passport*)
- ❖ Provide the original **Relationship Confirmation Letter** of family members to the EP holder from your respective Embassy/High Commission /Consulate General in Malaysia. (Please keep a copy of the letter for future extension).
- ❖ Provide the original **Marriage Certificate** (for legal spouse) translated into English and *Certified True Copy (CTC) by the Embassy/ High Commission/Consulate General in respective country OR respective Embassy/ High Commission/Consulate General in Malaysia*
- ❖ Provide the original **Birth Certificate** (for each children) translated into English and *Certified True Copy (CTC) by the Embassy/ High Commission/Consulate General in respective country OR respective Embassy/ High Commission/Consulate General in Malaysia*
- ❖ **Other documents specified upon request**

IMPORTANT NOTES

1. Marriage certificate and birth certificates (other than those issued by the Malaysian government) must obtain verification from their Embassy.

2. New applicants will be charged **Journey Performed Visa, processing fees and Visa Fees** even though they obtained the single entry visa (Social/Tourist) from the Malaysian Embassy or Consulate in their home country. **Processing fee and cost for Dependant Pass must be borne by the staff.**