



### APPLICATION FORM FOR NEW DEPENDENT PASS

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

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

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

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

#### C. DOCUMENTS CHECK LIST *Please arrange the documents according to the sequence of the check list*

(1) STUDENT'S DOCUMENTS	PLEASE (v) TO VERIFY	
	APP	STAFF
1. <b>TWO (2) COPIES OF PASSPORT (all pages)</b> including blanks and copy on one side of A4 size paper <i>(Please bring the original passport).</i>		
(2) DEPENDENT'S DOCUMENTS	APP	STAFF
1. <b>TWO (2) COPIES OF PASSPORT (all pages)</b> including blank pages and copy must be made on one side of A4 size paper <i>(Please bring the old and new original passport);</i> 2. One (1) piece of <b>RECENT PASSPORT PHOTO</b> with <b>WHITE</b> background ONLY (3.5cm x 5cm) <i>*Please refer the photo's specification provided;</i> 3. Passport must be <b>VALID AT LEAST 18 MONTHS</b> from the expected date of approval; and 4. Passport must contain <b>LATEST DATE OF ENTRY</b> to Malaysia.		
(3) OTHER SUPPORTING DOCUMENTS	APP	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>PHOTOCOPY OF MARRIAGE CERTIFICATE</b> (Certificate must be in English and each copy of the certificate must be attested by the Embassy in Malaysia with original coloured-ink stamp with current date); 3. <b>PHOTOCOPY OF BIRTH CERTIFICATE FOR EACH CHILD</b> (Certificate must be in English and each copy of the certificate must be attested by the Embassy in Malaysia with original coloured-ink stamp with current date); 4. <b>PHOTOCOPY OF BIRTH CERTIFICATE FOR EACH CHILD WHO WAS BORN IN MALAYSIA</b> (must be attested by the Embassy in Malaysia with original coloured-ink stamp with current date); 5. <b>INSURANCE COVERAGE LETTER</b> (Please refer to ETIQA Takaful Office located at Ground Floor, Blok E, Perdanasiswa Complex) 6. <b>SOURCE OF INCOME IN MALAYSIA</b> or <b>THREE (3) MONTHS BANK STATEMENT</b> (Must be verified by local banks in Malaysia with minimum amount of RM7,000) 7. <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) 8. <b>A COPY OF STUDENT CONFIRMATION LETTER FROM THE FACULTY</b> (Letter must be signed by the Dean/ Deputy Dean/ Head of Department) 9. <b>COPY OF PAYMENT RECEIPT</b> (Receipt may be obtained from the ISC's General Counter at Level 1)		
	<b>SIGNATURE</b>	
	<b>DATE</b>	

#### D. REMINDER TO THE APPLICANT

- Please bring the original certificates for verification purposes when submitting the application
- Marriage certificate and birth certificates if issued by other authority, certificate must be verified by Embassy in Malaysia
- For children 7 years old and above, student pass must be applied through the school/college/university
- If the dependents sharing a passport, a support letter must be obtained from the embassy to explain that individual passport for each dependent is unable to produce (only for 7 years old and above)
- For children 17 years old and above, the Malaysian Immigration Department is unable to accept application for Dependent Pass
- Applicant is strongly advised to submit application for new Dependent Pass after the principal (the applicant) completed the process of application for Student Pass