




## SPECIAL PASS APPLICATION FORM FOR DEPENDENT

UPDATED: July 2025  
AASC/UPPA/BR007/2021

STUDENT'S DETAILS (PLEASE WRITE IN CAPITAL LETTER)			
Name of student (as shown in passport) :			
Phone No :		Email :	
Nationality :		Passport Number:	
Programme :		Level of Study:	
Name of dependent (as shown in passport) :			
Relationship with student :	<input type="checkbox"/> Spouse <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Daughter <input type="checkbox"/> Son		
Passport Number :		Nationality:	
Documents checklist			For Office used
1.	<b>Original Passport (Dependent)</b> a. Copy of passport (First Page & Visa Page) – 2 copies b. In good condition  <b>Principal (student)'s passport copy</b> a. Copy of passport (First Page & Visa Page) – 2 copies <i>The following type of passports are not acceptable:            Diplomatic, Official, Refugee, Temporary, Emergency            passport</i>		<input type="checkbox"/> Passport expiry date: <input type="checkbox"/> Latest entry date:  Dependent pass validity:  .....
2.	<b>PROOF OF RELATIONSHIP DOCUMENTS (2 COPIES):</b> <u>Applicable only for Principal's Spouse:</u> a. Copy of the marriage certificate b. Copy of the marriage certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c. Copy of relationship letter from the Embassy  <u>Additional document for Principal's Children:</u> a. Copy of the birth certificate b. Copy of the certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c. Copy of relationship letter from the Embassy d. Copy for children born in Malaysia, copy of birth certificate must be attested by National Registration Department (JPN).		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

RECEIVED DATE AND STAFF SIGNATURE

	<u>Applicable for Principal's Parents:</u> a. Copy of the marriage certificate b. Copy of the marriage certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c. Copy of the principal's birth certificate d. Copy of the principal's birth certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. e. Copy of relationship letter from the Embassy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
3.	<b>REASON FOR APPLYING A SPECIAL PASS</b> ( ) Change from Dependent Pass to Other Passes (Must provide approval letter from Immigration) ( ) Pending Decision for Dependent Pass ( ) Making arrangement to Leave the Country <i>The Flight Ticket to your Home Country must be provided within 21 working days from the application date. Travelling to the third country is strictly prohibited by the Immigration act. A valid residence Pass is required if travelling to the 3<sup>rd</sup> country).</i> ( ) Overstay (Must state the reason)    										
4.	<b>FORMAT A FORM</b>										
5.	<b>Payment Receipt:</b> RM50.00 for Visa Processing Fee. (Not refundable) (payable through UM EPAY at <a href="http://epay.um.edu.my">epay.um.edu.my</a> )	<input type="checkbox"/>	Total amount paid: .....								
6.	<b>Proof of payment to EMGS – Application Fee</b>  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Biller Code: 231183  Ref-1: 20332  Ref-2: 471979 </div> JomPAY online at Internet and Mobile Banking with your Current or Savings account	<table border="1"> <thead> <tr> <th colspan="2">SPECIAL PASS FEES</th> </tr> <tr> <th>CATEGORY</th> <th>FEES (RM)</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Special Pass</td> <td>20.00</td> </tr> <tr> <td>2<sup>nd</sup> Special Pass</td> <td>20.00</td> </tr> </tbody> </table>	SPECIAL PASS FEES		CATEGORY	FEES (RM)	1 <sup>st</sup> Special Pass	20.00	2 <sup>nd</sup> Special Pass	20.00	<input type="checkbox"/> Total amount paid: .....
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