

# SPECIAL PASS – NEWBORN APPLICATION (ENFORCEMENT)

UPDATED: JUNE 2025  
AASC/UPPA/BR011/2022

APPLICANT'S DETAILS (PLEASE WRITE IN CAPITAL LETTER)			
Name of Dependent (as shown in passport) :			
Name of Principal/ Student:			
Country:		Passport No.:	
Phone No:			
Student's Email:			
Documents Checklist			For office used
1.	<b>ORIGINAL PASSPORT</b>		Passport expiry date:  .....  Date of Birth:  .....
2.	<b>PASSPORT COPY (DEPENDENT) – ALL PAGES (2 copies)</b>		
3.	<b>PASSPORT COPY (PRINCIPAL) – ALL PAGES (2 copies)</b>		
4.	<b>2 COPIES OF BIRTH CERTIFICATE, MARRIAGE CERTIFICATE AND RELATIONSHIP LETTER</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> )		Total amount paid:  .....
6.	<b>FORMAT A FORM</b> (Please get at the Visa Counter)		

## IMPORTANT NOTE:

- Your application will be brought to the **ENFORCEMENT PROCESS by appointment** with the Immigration Department at Jalan Duta. You will be charged **RM 100.00** for the Special Pass. The amount is solely at the Immigration Discretion.
- Student/Dependent is **NOT ALLOWED TO PURCHASE OR BOOK ANY FLIGHT TICKET(S)** prior to submission of the Special Pass application and upon approval from the Department of Immigration Malaysia. We will not be liable for any cost incurred due to flight ticket cancellation or amendment.