


EXTENSION OF DEPENDENT PASS APPLICATION

UPDATED: JUNE 2025
AASC/UPPA/BR005/2021



STUDENT'S DETAILS (PLEASE WRITE IN CAPITAL LETTER)			
Name of student (as shown in passport):			
Phone Number:		Siswamail/ Email:	
Nationality:		Passport No.:	
Faculty:		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			Remarks
1.	Dependent's most recent passport copy (2 copies) a. All pages of passport b. Passport validity is at least 12 months c. In good condition, with at least 5 blank pages <i>The following type of passports are not acceptable: Diplomatic, Official, Refugee, Temporary, Emergency passport</i>	<input type="checkbox"/> <input type="checkbox"/>	Passport Expiry Date: Latest Entry Date: Dependent Pass validity:
2.	Principal (student)'s passport copy (2 copies) a. All pages of passport b. Validity date of student pass must be at least 3 months .	<input type="checkbox"/>	Student Pass validity:
3.	PROOF OF RELATIONSHIP DOCUMENTS: • PLEASE MAKE ONE COPY FOR EACH ORIGINAL DOCUMENT Documents application from China must be attested by the Malaysian Embassy in China and Ministry of Foreign Affairs in Malaysia. <u>Applicable only for Principal's Spouse:</u> a. Copy and Original of the marriage certificate b. Copy and Original of the marriage certificate that is translated into English (if it is currently in another language). Kindly translate it into English by an authorised translation company in Malaysia or by the Embassy. c. Copy and Original of relationship letter from the Embassy <u>Additional document for Principal's Children:</u> a. Copy and Original of the birth certificate. b. Copy and Original 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 in Malaysia or by the Embassy. c. Copy and Original for children born in Malaysia, copy of birth certificate must be attested by National Registration Department (JPN). d. Copy and Original of relationship letter from the Embassy. e. Copy and Original of the marriage certificate.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The document for each application must have its own original stamp, signature and date on each page. The copy of marriage and birth certificate (including any pages with any writing / information) must be attested by the Embassy in Malaysia, and the date of the Embassy's stamp must be within 3 months from submission, in the current year. To avoid issues, ensure name on the relationship letter is the same as <u>passport MRZ</u>.

	Applicable for Principal's Parents: a. Copy and Original of the marriage certificate b. Copy and Original 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 or by the Embassy. c. Copy and Original of the principal's birth certificate d. Copy and Original 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 or by the Embassy. e. Copy and Original of relationship letter from the Embassy.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4.	FOUR (4) COPIES of dependent's latest passport size photo 45mm x 35mm, in colour with white background. Please adhere to passport photo guidelines - https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/	<input type="checkbox"/>	
5.	TWO (2) ORIGINAL COPIES OF STUDENT CONFIRMATION LETTER FROM FACULTY (Letter must state student's current status, signed by the Dean or Deputy Dean) Addressed to: <p style="text-align: center;">KETUA UNIT PAS PELAJAR Pejabat Imigresen Malaysia Wilayah Persekutuan Kuala Lumpur Cawangan EMGS, Menara TA One, No. 22, Jalan P.Ramlee 50250 Kuala Lumpur</p>	<input type="checkbox"/>	
6.	STUDENT UM OFFER LETTER - 2 COPIES		
7.	AN ORIGINAL AND 1 COPY - SCHOOL'S CONFIRMATION LETTER / LETTER OF OATH For the children aged between 7 and 18 years old are required to attend school and to provide the Confirmation Letter from the school OR A LETTER OF OATH from any Commissioner of Oath in Malaysia if the children are not currently attending school (Home Schooling).		
8.	Payment Receipt: RM50.00 for Visa Processing Fee. (Not refundable) (payable through UM EPAY at epay.um.edu.my)	<input type="checkbox"/>	Total amount paid:
9.	Proof of payment to EMGS – Application Fee - <div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px;"> Bill Code: 231183 Ref-1: 20332 Ref-2: 471979 </div> </div> <p>JomPAY online at Internet and Mobile Banking with your Current or Savings account</p>	<input type="checkbox"/>	Total amount paid:

IMPORTANT REMINDER!

RENEWAL OF DEPENDENT PASS MUST BE SUBMITTED 3 MONTHS PRIOR TO ITS EXPIRY DATE TOGETHER WITH THE STUDENT PASS RENEWAL.

Dependent will be requested to apply for the Special Pass (**RM100.00**) if the completed documents we submitted less than **1 month** from the Dependent Pass expiry date.

THIS SPECIAL PASS FEE IS NON- REFUNDABLE.

RENEWAL APPLICATION FEES (Starting 01.03.2024)	
COUNTRY	FEES (RM)
CHINA & SOUTH KOREA	271.20
INDIA	291.20
INDONESIA	256.20
JAPAN	241.50
SRI LANKA	256.20
SUDAN	254.10
SAUDI ARABIA	258.40
THE USA	241.20
OTHERS	261.20