

EXTENSION OF DEPENDENT PASS APPLICATION FORM

 UPDATED: January 2022
 AASC/UPPA/BR004/2021


STUDENT'S DETAILS (PLEASE WRITE IN CAPITAL LETTER)			
Name of student (as shown in passport) :			
Phone No :		Siswamail/ Email :	
Nationality :		Passport No. :	
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			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"/> Passport expiry date: <input type="checkbox"/> 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 more than 6 months		<input type="checkbox"/> Student pass validity:
3.	PROOF OF RELATIONSHIP DOCUMENTS: a. PLEASE MAKE ONE COPY FOR EACH ORIGINAL DOCUMENT <u>Applicable only for Principal's Spouse:</u> b. Copy and Original of the marriage certificate. c. 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. d. Copy and Original of relationship letter from the Embassy. <u>Additional document for Principal's Children:</u> e. Copy and Original of the birth certificate. f. 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. g. Copy and Original for children born in Malaysia, copy of birth certificate must be attested by National Registration Department (JPN). h. Copy and Original of relationship letter from the Embassy. i. Copy and Original of the marriage certificate.		<input type="checkbox"/> The document for each application must have its own original stamp, signature and date on each page. <input type="checkbox"/> 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

RECEIVED DATE AND STAFF SIGNATURE

	<p><u>Applicable for Principal's Parents:</u></p> <p>a. Copy and Original of the marriage certificate.</p> <p>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.</p> <p>c. Copy and Original of the principal's birth certificate.</p> <p>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 in Malaysia.</p> <p>e. Copy and Original of relationship letter from the Embassy.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>submission, in the current year.</p> <p>To avoid issues, ensure name on the relationship letter is the same as <u>passport MRZ</u>.</p>
4.	<p>TWO (2) COPIES of dependent's latest passport size photo</p> <p>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/</p>	<input type="checkbox"/>	
5.	<p>Dependent's valid insurance policy cover note (MUST BE ETIQA INSURANCE ONLY)</p> <p>Insurance coverage period must be stated (following principal's student pass validity or longer and in FULL POLICY).</p>	<input type="checkbox"/>	
6.	<p>TWO (2) COPIES OF STUDENT CONFIRMATION LETTER FROM FACULTY (Letter must state student's current status, signed by the Dean or Deputy Dean) Addressed to:</p> <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"/>	
7.	<p>PROOF OF FINANCIAL SUPPORT</p> <p>A bank statement will not be accepted unless it meets the following criteria:</p> <p>a. Statement with bank letterhead (must be within three months from the date of issuance)</p> <p>b. Contain the name of the account holder (principal/ student).</p> <p>c. Type of the currency of the account (e.g.: MYR).</p> <p>d. Must be an active account that shows latest transactions and balance.</p> <p>e. Must have sufficient bank balance amount (minimum RM7,000.00).</p> <p>f. Signed and stamped by a bank official.</p> <p>g. 3 months transaction, including latest transaction within 5 days from date of submission.</p>	<input type="checkbox"/>	<p>Submit original stamped and signed documents for each application –</p> <ol style="list-style-type: none"> during application submission Updated statement during passport submission.
8.	<p>Payment Receipt: RM50.00 for Visa Processing Fee. (Not refundable) (payable through UM EPAY at epay.um.edu.my)</p>	<input type="checkbox"/>	<p>Total amount paid:</p> <p>.....</p>
9.	<p>Proof of payment to EMGS – Application Fee</p> <p>Visa fees - Payable to EMGS Escrow Account 1 Account Number: 514057662341 - MAYBANK</p>	<input type="checkbox"/>	<p>Total amount paid:</p> <p>.....</p>

Note: Student will be requested to apply for the Special Pass if the completed documents were submitted less than 1 month from the visa expiry date.

THIS SPECIAL PASS FEES IS NON-REFUNDABLE.

EXTENSION APPLICATION	
COUNTRY	FEES (RM)
CHINA & SOUTH KOREA	268.40
INDIA	288.40
INDONESIA	253.40
JAPAN	238.40
SRI LANKA	253.40
SUDAN	251.30
SAUDI ARABIA	255.60
USA	244.40
OTHERS	258.40

IMPORTANT REMINDER!

1. Bringing your family member together during your first entry to Malaysia using the student VAL is **STRONGLY NOT RECOMMENDED**. You may apply / renew a Dependent Pass for your immediate family member (Parents, Spouse and Children only) **only after you receive your Student Pass**. **Due to the strict document requirements which could cause delay in the application, you may bring your dependents to enter Malaysia **AFTER** you have fulfilled all the document requirements. Any consequences such as overstaying will be on your own responsibility.**
2. If you are submitting a document that is not in English or Bahasa Malaysia, this document must be accompanied by a full translation into English that can be independently verified by EMGS. The original translation must contain:
 - a. Confirmation from the translator or translation company that it is an accurate translation of the original document
 - b. The date of the translation
 - c. The full name and signature of the translator or of an authorised official of the translation company; and the translator or translation company's contact details.
3. Upon approval, Immigration will issue your dependents with a Long Term Social Visit Pass (LTSVP) for a maximum duration of 12 months at a time. The LTSVP will only be valid for as long as the student has a valid student pass. The application is subject to approval by the Malaysian Immigration Department. Please note that Immigration reserves the right to request for any additional documents.
4. For renewal applications, it will be issued on an annual basis (subject to student pass validity) and renewal fees shall be borne by students. Please be reminded that renewal of dependent pass can only proceed once the Student Pass renewal is complete. If the applicant's dependent pass has expired whilst being outside of Malaysia, it will be considered as a new application.
5. Please be reminded that all international students and their dependents are required to comply with the rules and guidelines set by the Malaysian authorities at all times while in Malaysia. Should you need more information regarding visa, student pass, dependent pass and other related fees, please visit <https://aasc.um.edu.my/main-international-page>, or email iss_aasc@um.edu.my for further assistance.