



**PUTRA INTERNATIONAL CENTRE  
UNIVERSITI PUTRA MALAYSIA**  
43400 UPM Serdang, Selangor, Malaysia  
Tel: 603-9769 6048 / 6198 Email: [visapass@upm.edu.my](mailto:visapass@upm.edu.my)

**CHECKLIST FOR DEPENDENT APPLICATION**

\*This checklist is strictly for one (1) applicant only

**DEPENDENT'S DETAIL** (in capital letter)

Full Name			
Passport No		Relationship	

**NEW**

**RENEWAL**

No.	Required Documents <i>*Please arrange the document according to the sequence given</i>	No. of Copy	Please tick	
			Applicant	Staff
1	Checklist for Dependent Application	1		
2	Visa & Pass Application Form (OPR/INTL/BR03/SVP) <b>(If you have more than one (1) dependent, kindly fill up this form once only)</b>	1		
3	<b>Confirmation letter of student current study status</b> from <b>School of Graduate Studies</b> (postgraduate) / <b>Academic Division</b> (undergraduate)	2		
4	<p><b>Proof of attested relationship documents:</b></p> <p><b><u>For principal's spouse:</u></b></p> <p>i. Copy of family letter</p> <p>ii. Copy of translated and untranslated marriage certificate</p> <p><b><u>For principal's children:</u></b></p> <p>i. Copy of family letter</p> <p>ii. Copy of translated and untranslated marriage certificate</p> <p>iii. Copy of translated and untranslated birth certificate (born in or outside Malaysia)</p> <p>iv. School confirmation letter (if applicable)</p> <p><b><u>For principal's parents:</u></b></p> <p>i. Copy of family letter</p> <p>ii. Copy of translated and untranslated principal's parents' marriage certificate</p> <p>iii. Copy of translated and untranslated principal's birth certificate</p> <p><b>***NOTES:</b> (note that the listed documents have three (3) months validity. Failure to comply with the regulations listed below might cause your application to be rejected)</p> <p>a) <b>FAMILY LETTER</b> – Each copy of family letter must be original attested by the embassy based on the applicant's nationality, the date of the embassy stamp must be less than one (1) month from the date of application submission and the naming format must follow the Machine-Readable Zone (MRZ) format as written in passport</p> <p>b) <b>MARRIAGE CERTIFICATE</b> } Each of these documents must be original attested by the embassy based on the applicant's nationality, the date of the embassy stamp must be less than one (1) month from the date of application submission and the naming format must follow the Machine-Readable Zone (MRZ) format as written in passport. The translation should be done by an authorized translation company. EMGS recommendation: ITBM (Malaysian Institute of Translation and Book)</p> <p>c) <b>BIRTH CERTIFICATE</b> }</p> <p>d) <b>BIRTH CERTIFICATE (born in Malaysia)</b> – Each copy of birth certificate must be original attested by National Registration Department [JPN] and the date of JPN stamp be less than one (1) month from the date of application submission</p> <p>e) <b>SCHOOL CONFIRMATION LETTER (for child aged between 7-17)</b> – Each copy school confirmation letter copy must be original attested from the school and the date of the school stamp must be less than one (1) month from the date of application submission</p>	2 Copies (at least 1 copy originally stamped from embassy) for each dependent		

5	<b>Copy of dependent health / medical insurance</b> cover note (endorsed by insurance company) i. The coverage period must be tally with the validity of student pass ii. The chosen package / category of insurance must be <b>medical insurance</b> only	2		
6	<b>Copy of official local bank statement of principal (student)</b> <b>Bank statement provided should meet the following criteria:</b> i. 3 months transaction upon the submission of dependent application ii. State the name of account holder and the account number iii. In MYR (Malaysian Ringgit) iv. An active account with an <b>average amount of RM10,000.00 across 3 month for each family (any changes of the required amount of bank statement provided are subjected to Malaysian Immigration Department)</b> *refer to the calculation below. v. Stamped and signed by the official bank officer (original endorsed for each page) vi. If the bank account <b>opened less than 3 months</b> period from the date of application submission, kindly <b>provide the confirmation letter from the bank</b> vii. The bank statement needs to be <b>submitted twice</b> ; during application submission and passport submission (during passport submission, the bank statement provided must be the updated three (3) months)	2 Copies (at least 1 copy originally stamped from bank) for each dependent		
7	<b>Copy of dependent passport (all pages)</b> - Please number all of the passport pages	1		
8	<b>Copy of eVISA dependent (if applicable)</b>	2		
9	<b>Copy color of dependent passport (details, dependent pass page &amp; latest date of entry page)*detail old passport copy if the entry stamp is in the old passport)</b>	2		
10	<b>Copy color of student passport (details, student pass page &amp; latest date of entry page * detail old passport copy if the entry stamp is in the old passport)</b>	2		
11	Dependent photo ( <b>white background</b> ) – size <b>3.5cm x 4.5cm</b>	2		
12	<b>Original</b> passport – verify purpose	-		
13	<b>Receipt of payment to EMGS - NEW</b> (refer page 4 for fees information)	2		
14	<b>Receipt of payment to EMGS - RENEWAL</b> (refer page 5 for fees information)	2		
15	<b>Receipt of payment to UPM - NEW &amp; RENEWAL</b> (refer page 5 for fees information)	2		

Reminder:

1. The validity of student pass must be more than **six (6) months** during submission of application.
2. Validity of dependent passport must be more than **18 months** during submission of application.
3. This checklist is for **ONE DEPENDENT PASSPORT** application. Additional of other dependent passport will require the same number of copies.
4. Documents which DO NOT follow the specifications are consider incomplete and will be rejected
5. Please DO NOT staples your documents and photo, use a paper clip instead.
6. DO NOT make any travel plans until all application process have been completed. (Any request to expedite application process will not be entertained by PIC).

**\*Example of the calculation average amount of RM10,000.00 per family:**

**Last balance account October, September & August**


**October + September + August**  


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**= Minimum RM10,000.00**

**3 months**

<b>Date</b>	
<b>Staff</b>	

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>  <b>PUSAT ANTARABANGSA PUTRA</b>  <b>Kod Dokumen: OPR/INTL/BR03/SVP</b>
	<b>VISA AND PASS APPLICATION FORM</b>

**Please Tick (/)**

New Student / VAL	<input type="checkbox"/>	Student Renewal	<input type="checkbox"/>	Special Pass	<input type="checkbox"/>	Invitation/ Release/ Claim Letter / Refund	<input type="checkbox"/>
New Dependent	<input type="checkbox"/>	Dependent Renewal	<input type="checkbox"/>	Transfer Sticker	<input type="checkbox"/>	Cancellation/ Shortening	<input type="checkbox"/>
Ikhtisas/Research Attachment	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Staff Dependent	<input type="checkbox"/>	Student I-KAD Renewal/ Replacement	<input type="checkbox"/>

**Student's / Staff's Particulars:**

**Full Name** : \_\_\_\_\_

**Matric/Staff No.** : \_\_\_\_\_

**Gender** :  **Male**  **Female**

**Nationality** : \_\_\_\_\_

**Programme** :  **Bachelor**  **Master**  **PhD**

**Programme Name** : \_\_\_\_\_

**Passport No.** : \_\_\_\_\_

**Passport Expiry Date** :

dd    mm    yyyy

**Mobile No.** : \_\_\_\_\_

**E-Mail (In capital letter)** : \_\_\_\_\_

**Nearest Malaysia Embassy** : \_\_\_\_\_

**DEPENDENT'S PARTICULARS:**

<b>Full Name</b>	<b>Passport No.</b>	<b>Passport Expiry Date</b>	<b>Current Pass Expiry Date</b>	<b>Relationship</b>

I certify that all information given in this application is true and I have also submitted application for me or my dependents: student/working pass/visit pass (New/ Renewal/ Special Pass/ Shortening/ Endorsement).

.....  
Student/ Staff's Signature

.....  
Date

### PAYMENT TO EMGS FOR DEPENDENT (NEW)

Country	Charge fee
China	920.00
Denmark	872.00
India	960.00
Indonesia	890.00
Myanmar	899.00
Philippines	932.00
Saudi Arabia	894.40
South Korea	920.00
Sri Lanka	890.00
Sudan	885.80
Other Countries	900.00

**NAME OF BANK : MAYBANK**  
**ACCOUNT NO : 514057662341**  
**ACCOUNT NAME : EDUCATION MALAYSIA GLOBAL SERVICES**

### PAYMENT TO UPM

**NAME OF BANK : CIMB**  
**ACCOUNT NO ACCOUNT : 8002155042**  
**NAME : UPM COLLECTION**  
**CHARGE FEE : RM 50**  
**TRANSACTION DETAILS : VISA DEPENDENT**

### PAYMENT TO EMGS FOR DEPENDENT (RENEWAL)

Country	Charge fee
China	271.20
Denmark	247.20
India	291.20
Indonesia	256.20
Myanmar	260.70
Philippines	277.20
Saudi Arabia	258.40
South Korea	271.20
Sri Lanka	256.20
Sudan	253.10
Other Countries	261.20

**NAME OF BANK** : MAYBANK  
**ACCOUNT NO** : 514057662341  
**ACCOUNT NAME** : EDUCATION MALAYSIA GLOBAL SERVICES

### PAYMENT TO UPM

**NAME OF BANK** : CIMB  
**ACCOUNT NO ACCOUNT** : 8002155042  
**NAME** : UPM COLLECTION  
**CHARGE FEE** : RM 50  
**TRANSACTION DETAILS** : VISA DEPENDENT