



**PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia

Tel: 603-9769 6048 / 6198 Email: 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) If you have more than one (1) dependent, kindly fill up this form once only | 1 | | |
| 3 | Confirmation letter of student current study status from School of Graduate Studies (postgraduate) / Faculty (undergraduate) | 2 | | |
| 4 | <p>Proof of attested relationship documents:</p> <p>For principal's spouse:</p> <p>i. Copy of family letter</p> <p>ii. Copy of translated and untranslated marriage certificate</p> <p>For principal's children:</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>For principal's parents:</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>***NOTES: (note that the listed documents must have three (3) months validity from date submission application until application process is completed. Failure to comply with the regulations listed below might cause your application to be rejected.</p> <p>a) FAMILY LETTER – 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 in current 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) MARRIAGE CERTIFICATE } 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 in current 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) BIRTH CERTIFICATE }</p> <p>d) BIRTH CERTIFICATE (born in Malaysia) – Each copy of birth certificate must be original attested by National Registration Department [JPN] and the date of JPN stamp be in current month from the date of application submission</p> <p>e) SCHOOL CONFIRMATION LETTER (for child aged between 7-17) – Each copy school confirmation letter copy must be original attested from the school and the date of the school stamp must be in current month from the date of application submission</p> | 2 copies of every documents for each dependent | | |

| | | | | |
|----|---|---|--|--|
| 5 | Copy of dependent health / medical insurance 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 medical insurance only | 2 | | |
| 6 | Copy of official local bank statement of principal (student) Bank statement provided should meet the following criteria: 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 the remaining balance of minimum RM5,000.00 (any changes of the required amount of bank statement provided are subjected to Malaysian Immigration Department) v. Stamped and signed by the official bank officer (original endorsed for each page) vi. If the bank account opened less than 3 months period from the date of application submission, kindly provide the confirmation letter from the bank vii. The bank statement needs to be submitted twice ; during application submission and passport submission (during passport submission, the bank statement provided must be the updated three (3) months) | 1 | | |
| 7 | Copy of dependent passport (all pages) - Please number all of the passport pages | 1 | | |
| 8 | Copy of dependent passport (details & dependent pass page) | 1 | | |
| 9 | Copy of student passport (details & student pass page) | 2 | | |
| 10 | Dependent photo (white background) – size 3.5cm x 4.5cm | 2 | | |
| 11 | Original passport – verify purpose | - | | |
| 12 | Receipt of payment for dependent - NEW (refer page 4 for fees information) | 2 | | |
| 13 | Receipt of payment for dependent - RENEWAL (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.

| | |
|--------------|--|
| Staff | |
| Date | |

| | |
|---|--|
|  | OPERASI PERKHIDMATAN SOKONGAN PUSAT ANTARABANGSA PUTRA Kod Dokumen: OPR/INTL/BR03/SVP |
| | VISA AND PASS APPLICATION FORM |

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 :

Mobile No. : _____

E-Mail (In capital letter) : _____

Nearest Malaysia Embassy : _____

DEPENDENT'S PARTICULARS:

| Full Name | Passport No. | Passport Expiry Date | Social Pass Expiry Date | Relationship |
|------------------|---------------------|-----------------------------|--------------------------------|---------------------|
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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 | 915.00 |
| Denmark | 867.00 |
| India | 955.00 |
| Indonesia | 885.00 |
| Myanmar | 894.00 |
| Philippines | 927.00 |
| Saudi Arabia | 889.40 |
| South Korea | 915.00 |
| Sri Lanka | 885.00 |
| Sudan | 880.80 |
| Other Countries | 895.00 |

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

PAYMENT TO UPM

NAME OF BANK : CIMB
ACCOUNT NO : 8002155042
ACCOUNT NAME : UPM COLLECTION
CHARGE FEE : RM 50

PAYMENT TO EMGS FOR DEPENDENT (RENEWAL)

| Country | Charge fee |
|-----------------|-------------------|
| China | 268.40 |
| Denmark | 244.40 |
| India | 288.40 |
| Indonesia | 253.40 |
| Myanmar | 257.90 |
| Philippines | 274.40 |
| Saudi Arabia | 255.60 |
| South Korea | 268.40 |
| Sri Lanka | 253.40 |
| Sudan | 251.30 |
| Other Countries | 258.40 |

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

PAYMENT TO UPM

NAME OF BANK : CIMB
ACCOUNT NO : 8002155042
ACCOUNT NAME : UPM COLLECTION
CHARGE FEE : RM 50