**PUTRA INTERNATIONAL CENTRE**
**UNIVERSITI PUTRA MALAYSIA**
43400 UPM Serdang, Selangor, Malaysia
Tel: 603-8946 6048 / 3588 E-mail: visapass@upm.edu.my

**CHECKLIST FOR RENEWAL/NEW DEPENDANT APPLICATION EXPATRIATE**

### DEPENDENT'S DETAIL (PLEASE USE CAPITAL LETTERS)

| Full Name | |
|---|---|
| Passport No | |

| No. | Required Documents (**Please arrange the document according to the sequence given**) | No. of Copy | Applicant | Staff |
|---|---|---|---|---|
| | | | Please Tick (If Complete) | |
| 1 | Checklist For Dependant Renewal/New Application | **1** | | |
| 2 | Visa & Pass Application Form **(OPR/INTL/BR03/SVP)** **(If you have more than 1 dependant, fill up this form once only)** | **1** | | |
| 3 | i. **ORIGINAL of Family Letter** (Issued by the Embassy in Malaysia to prove the relationship between the applicant and family member(s). Arrangement of name must follow Machine Readable Zone (MRZ) as passport.) | **2** | | |
| | ii. **Copy of Marriage Certificate (spouse only)** (Original Untranslated & Translated in English and for each copy of the certificate must be attested by your Embassy in Malaysia with original coloured-ink stamp with current date) | **2** | | |
| | iii. **Copy of Birth Certificate (student, parent or children if related)** (Original Untranslated & Translated in English and for each copy of the certificate must be attested by your Embassy in Malaysia with original coloured-ink stamp with current date) | **2** | | |
| | iv. **Copy of Birth Certificate (Born in Malaysia)** (must be attested by National Registration Department [JPN] with original coloured-ink stamp with current date) | **2** | | |
| 5 | **For child aged between 7 – 17 years:** **i.** **Confirmation Letter from school** (If the dependent is schooling in any government/ private/ international/ expatriate schools) **or** ii. **Official Letter from the embassy** (If the dependent is schooling in the Embassy's school) | **2** | | |
| 6 | A4 sized **COPY** of **dependant** passport **(Details, Pass page & Date of Entry Page)** | **1** | | |
| 7 | A4 sized **COPY** of passport **(All pages of the passport)** **(If latest date entry in old passport, please provide copy of old passport of all pages)** *Please **write number** on each of the pages | **1** | | |
| 8 | A4 sized **COPY** of **Principal and spouse** passport **(Details & Pass page)** | **2** | | |
| 9 | Dependant photo **(White background)** – size **3.5cm x 4.5cm** | **3** | | |
| 10 | **ORIGINAL** passport – verify purpose | **-** | | |

### REMINDER:
1. Validity of principal pass must be more than six (6) months.
2. This checklist is for **ONE DEPENDANT PASSPORT** application. Additional of other dependent passport will require the same number of copies.
3. For **new born in Malaysia**, please apply **pass within 3 months** from date of birth.
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 processing will not be entertained by PIC)

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

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

## Please Tick (/)

| New Student / VAL | | Student Renewal | | Special Pass | | Invitation/ Release/ Claim Letter / Refund | |
|---|---|---|---|---|---|---|---|
| New Dependent | | Dependent Renewal | | Transfer Sticker | | Cancellation/ Shortening | |
| Ikhtisas/Research Attachment | | Staff | | Staff Dependent | | Student I-KAD Renewal/ Replacement | |

## 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:**

| 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