



**PUTRA INTERNATIONAL CENTRE
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia

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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) / Academic Division (undergraduate)	2		
4	<p>Proof of attested relationship documents:</p> <p><u>For principal's spouse:</u></p> <p>i. Copy of family letter</p> <p>ii. Copy of translated and untranslated marriage certificate</p> <p><u>For principal's children:</u></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><u>For principal's parents:</u></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 have three (3) months validity. 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 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) MARRIAGE CERTIFICATE</p> <p>c) BIRTH CERTIFICATE</p> <p>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>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 less than one (1) 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 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	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 an 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) *refer to the calculation below. 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)	2 Copies (at least 1 copy originally stamped from bank) for each dependent		
7	Copy of dependent passport (all pages) - Please number all of the passport pages	1		
8	Copy of eVISA dependent (if applicable)	2		
9	Copy color of dependent passport (details, dependent pass page & latest date of entry page)*detail old passport copy if the entry stamp is in the old passport)	1		
10	Copy color of student passport (details, student pass page & latest date of entry page * detail old passport copy if the entry stamp is in the old passport)	1		
11	Dependent photo (white background) – size 3.5cm x 4.5cm	2		
12	Original passport – verify purpose	-		
13	Receipt of payment to EMGS - NEW (refer page 4 for fees information)	2		
14	Receipt of payment to EMGS - RENEWAL (refer page 5 for fees information)	2		
15	Receipt of payment to UPM - NEW & 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).

Date	
Staff	


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

Last balance account October, September & August

October + September + August

= Minimum RM10,000.00

3 months

	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

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
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PAYMENT TO UPM

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