



**NEW / RENEWAL DEPENDENT PASS APPLICATION (JOURNEY PERFORMED)**

**DEPENDENT PASS APPLICATION (NEW / RENEWAL)**

To apply for a dependent pass, please complete this form (**one application form per dependent**) and return it to us, along with the following documents (hard copy) to VISA counter, Level 1 Bangunan Wawasan UKMSHAPE.

<b>Category of Dependent Pass application :</b> <input type="checkbox"/> New application (Journey Performed) <input type="checkbox"/> Renewal			
<b>Name of student (as shown in passport) :</b>			
<b>Phone No :</b>		<b>Email :</b>	
<b>Nationality :</b>		<b>Passport No. :</b>	
<b>Course :</b>		<b>Intake :</b>	
<b>Name of dependent (as shown in passport) :</b>			
<b>Relationship with student :</b>		<input type="checkbox"/> Spouse <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Daughter <input type="checkbox"/> Son	
<b>Occupation :</b>			
<b>Phone No :</b>		<b>Email :</b>	
<b>Address Overseas:</b>		<b>Address in Malaysia:</b>	

	Process		Remarks
1.	<b>Dependent's most recent passport copy</b> a. All pages of passport in full colour b. Passport validity is at least 18 months c. In good condition and have at least 5 blank pages  <i>The following type of passports are not acceptable:            Diplomatic, Official, Refugee, Temporary, Emergency passport</i>	<input type="checkbox"/> <input type="checkbox"/>	Passport expiry date: .....
2.	<b>Principal (student)'s passport copy</b> a. Passport data page (bio-data page) b. Latest and valid student pass	<input type="checkbox"/>	Student pass validity: .....
3.	<b>Copy of Spouse Passport</b> The applicant is required to provide a copy of their spouse passport pages in the event that his/her spouse is currently in Malaysia and the marriage is still legal.	<input type="checkbox"/>	
4.	<b>Proof of relationship documents</b> <u>Applicable only for Principal's Spouse:</u> a. Copy of the marriage certificate b. Copy 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. c. Copy of relationship letter from the Embassy  <u>Applicable only for Principal's Children:</u> a. Copy of the birth certificate b. Copy of the parents marriage certificate c. Copy of the parents 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 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. e. Copy of relationship letter from the Embassy f. For children born in Malaysia, copy of birth certificate must be attested by JPN	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>The document for each application must have its own original stamp, signature and date on each page.</b>  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

	<p><b>Applicable for Principal's Parents:</b></p> <ul style="list-style-type: none"> <li>a. Copy of the marriage certificate</li> <li>b. Copy 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.</li> <li>c. Copy of the principal's birth certificate</li> <li>d. Copy 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.</li> <li>e. Copy of relationship letter from the Embassy</li> </ul> <p><i>Note : For Chinese citizens, the documents must be attested by the Malaysian Embassy in China.</i></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 the name on the relationship letter is the same as <u>passport MRZ</u>.</p>
5.	<p><b>Dependant's latest passport size photo</b></p> <p>Sized 45mm x 35mm, in colour with a white background. Please adhere to passport photo guidelines - <a href="https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/">https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/</a></p>	<input type="checkbox"/>	
6.	<p><b>Dependant's valid insurance policy cover note</b></p> <ul style="list-style-type: none"> <li>a. Insurance coverage period must be stated (following principal's student pass validity or longer)</li> </ul>	<input type="checkbox"/>	
7.	<p><b>Student Confirmation letter &amp; Offer letter</b></p>	<input type="checkbox"/>	
8.	<p><b>Proof of Financial Support (submit when EMGS status: "request for passport")</b></p> <p>Bank statement will not be accepted unless it meets the following criteria:</p> <ul style="list-style-type: none"> <li>a. Open a local bank account</li> <li>b. Statement with bank letterhead (must be within three months from the date of issuance)</li> <li>c. Contain the name of the account holder (principal/dependant)</li> <li>d. Must be an active account that shows latest transactions and balance</li> <li>e. For each application of a dependent pass, the principal applicant must maintain a minimum ending balance of RM 30,000 in their bank account</li> <li>f. The bank account must at least have an ending balance of RM 10,000 for every three-month period</li> <li>g. Signed and stamped by a bank official</li> <li>h. 3 months transaction, including latest transaction within 5 days from date of submission</li> </ul>	<input type="checkbox"/>	<p>Submit original stamped and signed documents for each application –</p> <ol style="list-style-type: none"> <li>1. during application submission</li> <li>2. updated statement during passport submission.</li> </ol>
9.	<p><b>Certified Copy of Legal Document:</b></p> <ul style="list-style-type: none"> <li>a. Copy of legal document as proof of adoption issued by the court/ fostered home/ government agencies.</li> <li>b. If the stepchildren OR adopted children are citizens of the People's Republic of China, kindly provide a legal letter from the Malaysian Embassy in China.</li> </ul>	<input type="checkbox"/>	<p>Applicable only for Principal's step children or Principal's adopted children</p>
10.	<p><b>Letter of Oath :</b></p> <ul style="list-style-type: none"> <li>a. Letter of oath stating that the child is not attending school.</li> <li>b. Letter of oath must be stamped by the commissioner of oath.</li> </ul>	<input type="checkbox"/>	<p>Applicable only for Children aged between 7 to 18 years old who are not attending school</p>
11.	<p><b>Application Form for Permission to Study</b></p> <ul style="list-style-type: none"> <li>a. Immigration form (<i>Lampiran 7</i>) – available upon request at <a href="mailto:visashape@ukm.edu.my">visashape@ukm.edu.my</a></li> <li>b. A confirmation letter from the school (only applicable if the dependant is schooling in any government/ private/ international/ expatriate schools)</li> <li>c. An official letter from the embassy (only applicable if the dependant is schooling in the Embassy's school)</li> </ul>	<input type="checkbox"/>	<p>Applicable only for Children aged between 7 to 18 years old who are attending school</p>
12.	<p><b>Proof of payment :</b></p> <ul style="list-style-type: none"> <li>a. <b>UKMSHAPE Administrative Fee including stamp duty [RM200 per family member]</b></li> <li>b. <b>Personal Bond payment : Please refer to page 4 for personal bond requirements</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<p>Total amount paid:  .....</p>
13.	<p><b>Proof of payment to EMGS – Application Fee</b></p> <p><i>A proforma invoice from EMGS will be sent to students once complete details are provided. Students shall pay this amount separately to EMGS and provide the proof of transaction to <a href="mailto:visashape@ukm.edu.my">visashape@ukm.edu.my</a></i></p>	<input type="checkbox"/>	<p>Total amount paid:  .....</p>

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. EMGS Rules and Procedures

- **All postgraduate students** enrolled in Public and Private Universities are eligible to apply for dependant passes on behalf of their families. (Full-time programme only)
- **Undergraduate Students** who are studying for their Bachelor's Degree will only be eligible to apply for dependant passes on behalf of their families if they are citizens of the following countries:

- |                               |              |
|-------------------------------|--------------|
| 1. Saudi Arabia               | 10. Iran     |
| 2. Bahrain                    | 11. Syria    |
| 3. United Arab Emirates (UAE) | 12. Oman     |
| 4. Turkey                     | 13. Jordan   |
| 5. Qatar                      | 14. Lebanon  |
| 6. Azerbaijan                 | 15. Iraq     |
| 7. Palestinian Territories    | 16. Libya    |
| 8. Kuwait                     | 17. Maldives |
| 9. Yemen                      |              |

5. All payments for your dependent's pass should be paid separately to the accounts below:

**UKMSHAPE Administrative Fee, Stamp Duty and Personal Bond:**

Payable to : Pusat Pembentukan Pendidikan Lanjutan & Profesional (UKMSHAPE)  
(FKA Pusat Kembangan Pendidikan)

Account Number : 8002233829

Swift code : CIBBMYKL

Bank : CIMB Bank Berhad

**EMGS Application Fee (Based on proforma invoice)**

Payable to : EMGS Escrow Account 1

Account Number : 514057662341

Swift code : MBBEMYKLXXX

Bank : MALAYAN BANKING BERHAD (MAYBANK)

*\*Note : Please ensure that your **full name and passport number** are stated as reference when making a bank transfer*

6. 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.
7. 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 <http://www.ukm.my/ukmsshape/visa-and-student-pass/>, or email [visashape@ukm.edu.my](mailto:visashape@ukm.edu.my)

**PERSONAL BOND:** The Immigration Department requires all education institutions in Malaysia to sign a personal bond on behalf of the candidate/ dependent, binding the University for a specified sum. To comply with this requirement, the institution will require you to lodge the specified amount for this purpose. This money will be returned to you upon cancellation of the dependent pass, on condition that there is no violation of any provision of the Immigration laws of Malaysia.



**PERSONAL BOND REQUIREMENTS**

**RM 2,000**

- Canada
- USA
- Colombia
- Angola
- Burkina Faso
- Burundi
- Cameroon
- Central African Republic
- Republic of the Congo (Congo-Brazzaville)
- Democratic Republic of Congo
- Cote D'Ivoire
- Djibouti
- Equatorial Guinea
- Eritrea
- Ethiopia
- Guinea-Bissau
- Ghana
- Liberia
- Mali
- Mozambique
- Niger
- Nigeria
- Rwanda
- Western Sahara

**RM 1,500**

- Saudi Arabia
- Australia
- British C.I
- Brunei
- China
- Europe
- Iran
- Iraq
- Portugal
- Taiwan
- Tunisia
- Vietnam

**RM 1,000**

- Japan
- South Korea
- Macao
- Hong Kong

**RM 750**

- Bangladesh
- Philippines
- India
- Myanmar
- Nepal
- Pakistan
- Sri Lanka

**RM 500**

- Indonesia

**RM 300**

- Thailand

**RM 200**

- Singapore

**RM 1,500**

Fee for all other countries

**REMINDER : PERSONAL BOND WILL BE FORFEITED IF THE HOLDER FAILS TO APPLY FOR CANCELLATION OR CHECK OUT MEMO BEFORE LEAVING MALAYSIA**