

**SPECIAL PASS APPLICATION**

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1. To apply for a special pass, please complete the form below, and return it to us, along with the following documents (hard copy) to VISA Office Level 4, Pusanika UKM.

Name (as shown in passport) :						
Email :		Phone No. :				
Registration/ Student ID :		Nationality :				
Course :		Intake :				
Passport No. :		Current pass validity :	DD / MM / YYYY			
<b>Special Pass No.</b>						
	<input type="checkbox"/> 1 <sup>st</sup> Special Pass	<input type="checkbox"/> 2 <sup>nd</sup> Special Pass	<input type="checkbox"/> 3 <sup>rd</sup> Special Pass			
Select application :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	New	Variation	Progression	Renewal	Check out memo	Dependent
Applicant's original Passport						
Explanation Letter from student	Explanation letter	Explanation letter	Explanation letter	Explanation letter	Withdrawal / completion letter	Explanation letter
Passport Front Page Copy (colour)						
Current Valid Pass (colour)						
Principal front page copy (colour)						
Principal valid pass (colour)						
Ticket Showing Student's Intended Date of Exit (if completed studies)  <i>SP-COM before student pass expiry date, ticket date must be "more than 21 days, but less than 30 days" from date of submission to EMGS.</i>						
Release letter						
Offer letter						
VAL						
SEV @ eVISA						
Proof of Payment (UKMSHAPE)						
Proof of payment (EMGS)						
IM55S Application Form	*to be issued by UKMSHAPE					
Format 'A' – Overstay	Format A (to be issued by UKMSHAPE) – Overstay: Is a mandatory Immigration requirement if the passport is submitted less than 5 days before expiry of the current pass OR if the current pass has already expired.					

**Note:**

\* For 2nd SP : Submit a copy of Date of Entry, Student Pass and 1st Special Pass.

\* For 3rd SP : Submit a copy of Date of Entry, Student Pass, 1st SP and 2nd Special Pass

2. All payments regarding special pass application should be paid directly to the account below:

**UKMSHAPE Administrative Fee**

Amount : RM 200  
Payable to : Pusat Pembentukan Pendidikan Lanjutan & Profesional (UKMSHAPE)  
(FKA Pusat Kembangan Pendidikan)  
Account Number : 8002233829  
Swift code : CIBBMYKL  
Bank : CIMB Bank Berhad  
Bank Address : Wisma UNIKEB, Bandar Baru Bangi 43600 Selangor Malaysia

**Education Malaysia Global Services (EMGS)**

Amount : RM154 (1<sup>st</sup> Special Pass) / RM208 (2<sup>nd</sup> Special Pass)  
Payable to : EMGS Escrow Account 1  
Account Number : 514057662341  
Swift code : MBBEMYKLXXX  
Bank : MALAYAN BANKING BERHAD (MAYBANK)  
Bank Address : Lot 1.01 Ampang Park Jalan Ampang 50450 Kuala Lumpur MY

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

3. The application process will take approximately **minimum 14 working days** upon receipt of a complete application and payment in EMGS, except for overstay cases. Since the Special Pass is issued by the Immigration Department, the processing time is at the discretion of the Immigration Department. UKMSHAPE has no authority or influence over this process.
4. For students who have **overstayed (student pass has expired), you will be imposed with the penalty.** (please refer to <https://www.ukm.my/ukmshape/administrative-fee-fine-penalty/>)

**FORMAT TINGGAL LEBIH MASA  
HADIR DI PEJABAT**

Nama (Name) : .....

Jantina (Gender) : .....Warganegara (Nationality):.....

No.Pasport(Passport No.):.....Pekerjaan(Profession):.....

Majikan (Employer) :.....Jenis Pas (Type of passes):.....

Tempoh Tamat Pas(Expiry date of pass):.....

Sebab-sebab Tinggal Lebih Masa(Kembarkan dokumen sebagai bukti):

(Reason for overstaying,please enclose proof):

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.....  
.....

.....  
Tandatangan (Signature)

Tarikh(Date):.....

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**UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)**

**PERAKUAN PEGAWAI:**

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.....  
Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh:

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**KEPUTUSAN**

Ada sebab munasabah telah tinggal lebih masa

Keluarkan Pas Khas dan Lanjutan Pas

Keluarkan Memo Periksa Keluar

Tidak Ada Sebab Munasabah Telah Tinggal Lebih Masa Rujuk Bahagian Penguatkuasa

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Tandatangan

Cop Nama & Jawatan Pegawai

Tarikh :