

## SPECIAL PASS APPLICATION FORM FOR DEPENDENT

 UPDATED: January 2022  
 AASC/UPPA/BR007/2021

STUDENT'S DETAILS (PLEASE WRITE IN CAPITAL LETTER)			
<b>Name of student (as shown in passport) :</b>			
<b>Phone No :</b>		<b>Email :</b>	
<b>Nationality :</b>		<b>Passport No. :</b>	
<b>Programme :</b>		<b>Level of Study:</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>Passport Number :</b>		<b>Nationality:</b>	
	Documents checklist		For Office used
1.	<b>Original Passport (Dependent)</b> a. Copy of passport (First Page & Visa Page) b. In good condition  <b>Principal (student)'s passport copy</b> a. Copy of passport (First Page & Visa Page) <i>The following type of passports are not acceptable:                      Diplomatic, Official, Refugee, Temporary, Emergency                      passport</i>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	Passport expiry date: ..... Latest entry date: ..... Dependent pass validity: .....
2.	<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>Additional document for Principal's Children:</u> a. Copy of the birth certificate b. 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. c. Copy of relationship letter from the Embassy d. Copy for children born in Malaysia, copy of birth certificate must be attested by National Registration Department (JPN).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

RECEIVED DATE AND STAFF SIGNATURE

	<u>Applicable for Principal's Parents:</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 the principal's birth certificate 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. e. Copy of relationship letter from the Embassy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>										
3.	<b>REASON FOR APPLYING A SPECIAL PASS</b>  ( ) Completed/ Withdrawn/ Terminated from the University ( ) Change from Dependent Pass to Other Passes (Must provide approval letter from Immigration) ( ) Pending Decision for Dependent Pass ( ) Making arrangement to Leave the Country <i>(Must provide the Flight Ticket within 21 days and to your Home Country. A valid Residence Pass if to the Third Country.)</i> ( ) Overstay (Must state the reason)  _____ _____ _____											
4.	<b>Payment Receipt:</b> RM50.00 for Visa Processing Fee. (Not refundable) (payable through UM EPAY at <a href="http://epay.um.edu.my">epay.um.edu.my</a> )	<input type="checkbox"/>	Total amount paid: .....									
5.	<b>Proof of payment to EMGS – Application Fee</b>  Visa fees - Payable to <b>EMGS Escrow Account 1</b> Account Number: <b>514057662341 - MAYBANK</b>	<table border="1"> <thead> <tr> <th colspan="2">SPECIAL PASS FEES</th> </tr> <tr> <th>CATEGORY</th> <th>FEES (RM)</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Special Pass</td> <td>153.00</td> </tr> <tr> <td>2<sup>nd</sup> Special Pass</td> <td>206.00</td> </tr> </tbody> </table>	SPECIAL PASS FEES		CATEGORY	FEES (RM)	1 <sup>st</sup> Special Pass	153.00	2 <sup>nd</sup> Special Pass	206.00	<input type="checkbox"/>	Total amount paid: .....
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