



## SENARAI SEMAK / CHECKLIST

### PERMOHONAN PAS KHAS TANGGUNGAN APPLICATION FOR DEPENDENT SPECIAL PASS

No	TYPE OF DOCUMENT	No of Copy
1	Borang Permohonan Pass (UKM-SPKP-PHA-PK03-B003) <b>(Sila Muat Turun borang di laman sesawang - <a href="http://www.ukm.my/akademik/international-student-visa/">http://www.ukm.my/akademik/international-student-visa/</a> Application Form ( UKM-SPKP-PHA-PK03-B003)</b> <b>(Please Download this form at website - <a href="http://www.ukm.my/akademik/international-student-visa/">http://www.ukm.my/akademik/international-student-visa/</a></b>	1
2	UKM-SPKP-PHA-PK03-L01 Surat Pengesahan Pelajar <b>(Sila Muat Turun di laman sesawang <a href="http://www.ukm.my/akademik/international-student-visa/">http://www.ukm.my/akademik/international-student-visa/</a> UKM-SPKP-PHA-PK03-L01 Student Acknowledgement Letter</b> <b>(Please Download this form at website - <a href="http://www.ukm.my/akademik/international-student-visa/">http://www.ukm.my/akademik/international-student-visa/</a></b>	1
3	Surat Tawaran UKM dan Surat Pengesahan Pelajar UKM <i>Student Offer Letter and Confirmation Letter UKM</i>	3
4	Surat Keluarga yang telah disahkan Kedutaan DAN Sijil Kelahiran <b>(mengikut tahun terkini)</b> <i>Family Letter certified from The Embassy AND Birth Certificate (current year)</i>	3
5	Sijili Perkahwinan <b>(Sijil dari negara asal dan pengesahan daripada Kedutaan beserta tahun terkini)</b> <i>Marriage Certificate</i> <b>(Original and Translated Certified from Embassy for the Current year )</b>	3
6	Sijil Kelahiran Anak ( <b>disahkan oleh Jabatan Pendaftaran Negara (JPN), jika lahir di luar Malaysia, sila dapatkan salinan sijil yang asal DAN yang telah diterjemahkan dengan cop pengesahan asal dari Kedutaan beserta tarikh dan tahun terkin)</b> <i>Birth Certificate for CHILDREN ( certified by National Registration Department), if born out from Malaysia, please get the original copy AND translated birth certificate with the original stamp from Embassy for the current year)</i>	3
7	Salinan Pasport Keluarga ( <b>Setiap Muka surat</b> ) <i>Copy of Dependent Passport (Whole pages)</i>	3
8	Salinan Pasport Pelajar ( <b>Setiap Muka Surat</b> ) <i>Copy of Student Passport (Whole pages)</i>	3
9	Jika memohon Pas Khas untuk pulang ke negara, sila sediakan: <i>If apply Special khas return back to the country, please prepare:</i>  6.1 <b>Urusan untuk Pulang ke Negara</b> <b>Making Arrangement to Leave the Country</b> a) Tiket Penerbangan (tarikh tiket 3minggu dari tarikh serah dokumen) <i>Flight Ticket</i> (date of flight ticket 3 weeks from the date of documents submission)	3

Please submit all the documents to:

International Student Service Division, Centre of Academic Management (UKM)  
Universiti Kebangsaan Malaysia Level 7 Pusanika Building  
Tel. No. : +603-8921 4927 | Email : [isc@ukm.edu.my](mailto:isc@ukm.edu.my)