

**SPECIAL PASS APPLICATION CHECK LIST**

**SPECIAL PASS APPLICATION**

1. To apply for a special pass, please fill in the checklist below, and return it to us together with the following documents in **hard copy to HESA PKP Counter, Level 1 Bangunan Wawasan:**

Name (as shown in passport) :						
Email :		Phone No. :				
Registration/ Student ID :		Nationality :				
Course :		Intake :				
Passport No. :		Current pass validity :	DD / MM / YYYY			
DOCUMENT REQUIRED		APPLICATION TYPE				
Special Pass No.	<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"/> IM14 New	<input type="checkbox"/> IM14 Variation	<input type="checkbox"/> IM14 Progression	<input type="checkbox"/> IM55 Renewal	<input type="checkbox"/> Check out memo	<input type="checkbox"/> IM12JP IM55D
Student's Original Passport						
Cover letter / explanation Letter from student	Explanation letter	Explanation letter	Explanation letter	Explanation letter	Withdrawal / completion letter	Explanation letter
Passport Front Page Copy						
Current Valid Pass						
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 7 days, but less than 17 days" from date of submission to EMGS. If overstay, ticket must be 7 – 24 days.</i>						
Release letter						
Offer letter						
VAL						
Proof of Payment (PKP)						
Proof of payment (EMGS)						
IM55S Application Form	*to be issued by PKP					
Format 'A' – Overstay	Format A (to be issued by PKP) – 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

\* Flight ticket is not required if the applicant has overstayed and applying for special pass with checkout memo

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

**PKP Administrative Fee (RM90)**

Payable to : 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)**

Payment : RM153 (1<sup>st</sup> Special Pass) / RM206 (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

3. The application process will take approximately **minimum 14 working days** upon receipt of 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. PKP has no authority or influence over this process.