

DEPENDENT PASS APPLICATION (NEW / RENEWAL)

To apply for a dependent pass, please complete this form (one application form per dependent) together with all hardcopy documents to HESA counter, Level 1 PKP :

Category of Dependent Pass application : <input type="checkbox"/> New application (Journey Performed) <input type="checkbox"/> Renewal			
Name of student (as shown in passport) :			
Phone No :		Email :	
Nationality :		Passport No. :	
Course :		Intake :	
Name of dependent (as shown in passport) :			
Relationship with student :		<input type="checkbox"/> Spouse <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Daughter <input type="checkbox"/> Son	
Occupation :			
Phone No :		Email :	
Address Overseas:		Address in Malaysia:	
Process			Remarks
1.	Dependent's most recent passport copy: a. All pages of passport, full colour b. Recommended passport validity is 18 months <i>The following type of passports are not acceptable: Diplomatic, Official, Refugee, Temporary, Emergency passport</i>		<input type="checkbox"/> Passport expiry date: <input type="checkbox"/>
2.	Principal (student)'s passport copy: a. Passport data page (bio-data page) b. Latest and valid student pass		<input type="checkbox"/> Student pass validity:
3.	Copy of Spouse Passport 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.	Proof of relationship documents: <u>Applicable only for Principal's Spouse or Children:</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		<input type="checkbox"/> The document for each application must have its own original stamp, signature and date on each page. <input type="checkbox"/> 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 submission, in the current year.

	Applicable for Principal's Parents: <ol style="list-style-type: none"> 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"/>	<p>To avoid issues, ensure name on the relationship letter is the same as passport MRZ.</p>
5.	Dependant's passport size photo : 45mm x 35mm, in colour with white background. Please adhere to passport photo guidelines - https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/	<input type="checkbox"/>	
6.	Dependant's valid insurance policy cover note <ol style="list-style-type: none"> a. Insurance coverage period must be stated (in accordance with the principal's student pass validity or longer) 	<input type="checkbox"/>	
7.	Student Confirmation letter	<input type="checkbox"/>	
8.	Proof of Financial Support Bank statement will not be accepted unless it meets the following criteria: <ol style="list-style-type: none"> a. Statement with bank letterhead (must be within three months from the date of issuance) b. Contain the name of the account holder (principal/dependant) c. Type of the currency of the account (e.g.: USD, KWD, INR, MYR) d. Must be an active account that shows latest transactions and balance e. Must have sufficient bank balance amount (recommended minimum RM5,000 - 10,000 per person) f. Signed and stamped by a bank official g. 3 months transaction, including latest transaction within 5 days from date of submission 	<input type="checkbox"/>	<p>Submit original stamped and signed documents for each application –</p> <ol style="list-style-type: none"> 1. during application submission 2. updated statement during passport submission.
9.	Certified Copy of Legal Document: <ol style="list-style-type: none"> a. Copy of legal document as proof of adoption issued by the court/ fostered home/ government agencies. b. If the stepchildren OR adopted children is a citizen of the People's Republic of China, kindly provide a legal letter from the Malaysian Embassy in China. 	<input type="checkbox"/>	Applicable only for Principal's step children or Principal's adopted children
10.	Letter of Oath : <ol style="list-style-type: none"> a. Letter of oath stating that the child is not attending school. b. Letter of oath must stamped by the commissioner of oath. 	<input type="checkbox"/>	Applicable only for Children aged between 7 to 18 years old who are not attending school
11.	Application Form for Permission to Study <ol style="list-style-type: none"> a. Immigration form (<i>Lampiran 7</i>) – available upon request at hesapkp@ukm.edu.my b. A confirmation letter from the school (only applicable if the dependant is schooling in any government/ private/ international/ expatriate schools) c. An official letter from the embassy (only applicable if the dependant is schooling in the Embassy's school) 	<input type="checkbox"/>	Applicable only for Children aged between 7 to 18 years old who are attending school
12.	Proof of payment : <ol style="list-style-type: none"> a. PKP Administrative Fee [RM110 per set + RM20 per person] (example: Dependent pass application for spouse and 2 children: RM110 + (RM20x3) = RM170. Note that any additional application after the first set will incur additional payment of RM110 + RM20 per person) b. Stamp duty for Personal Bond: RM10 per person c. Personal Bond payment : Please refer to page 4 for personal bond requirements 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Total amount paid:
13.	Proof of payment to EMGS – Application Fee A proforma invoice from EMGS will be sent to students once complete details are provided. Student shall pay this amount separately to EMGS and provide the proof of transaction to hesapkp@ukm.edu.my .	<input type="checkbox"/>	Total amount paid:

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 Dependant 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 dependants 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:

PKP Administrative Fee, Stamp Duty and Personal Bond:

Payable to : 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)

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/pkp/visa-and-student-pass/>, or email hesapkp@ukm.edu.my for further assistance.



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.

	Education Malaysia Global Services	
PERSONAL BOND REQUIREMENTS		
<p>RM 2,000</p> <ul style="list-style-type: none"> • 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 	<p>RM 1,500</p> <ul style="list-style-type: none"> • Saudi Arabia • Australia • British C.I • Brunei • China • Europe • Iran • Iraq • Portugal • Taiwan • Tunisia • Vietnam <p>RM 1,000</p> <ul style="list-style-type: none"> • Japan • South Korea • Macao • Hong Kong <p>RM 750</p> <ul style="list-style-type: none"> • Bangladesh • Philippines • India • Myanmar • Nepal • Pakistan • Sri Lanka 	<p>RM 500</p> <ul style="list-style-type: none"> • Indonesia <p>RM 300</p> <ul style="list-style-type: none"> • Thailand <p>RM 200</p> <ul style="list-style-type: none"> • Singapore <p>RM 1,500 Fee for all other countries</p>
		<p>REMINDER : PERSONAL BOND WILL BE FORFEITED IF THE HOLDER FAILS TO APPLY FOR CANCELLATION OR CHECK OUT MEMO BEFORE LEAVING MALAYSIA</p>