

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		
DOCUMENT REQUIRED		APPLICATION TYPE				
Special Pass No.		☐ 1 st Special Pass	☐ 2 nd Special Pass	☐ 3 rd Special Pass		
Select application :		☐	☐	☐	☐	☐
		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						
Student Account Statement (EKEW)						
Proof of Payment (UKMSHAPE)						
Proof of payment (EMGS)						
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.					

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

UKMSHAPE Administrative Fee

Amount : RM 200
Portal : <https://ekewangan.ukm.my>
Payment Method : Payment Without Invoice
Payment Category : Visa Administrative Fee & Finance/Penalty (UKMSHAPE)
Payment For : Special Pass

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

Education Malaysia Global Services (EMGS) Fee

Amount : Based on proforma invoice
Payable to : **JomPAY EMGS**



Bill Code: 231183
Ref-1: 20315
Ref-2: 471966

JomPAY online at Internet and Mobile Banking with
your Current or Savings account

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/>)