

International Office - Visa Processing Unit (VPU)
Dependent Pass Application (Immigration Department)

Important Information
<ul style="list-style-type: none"> • All post graduate students are allowed to apply for Dependent Pass. The Dependent Pass ONLY can be issued to: <ol style="list-style-type: none"> 1) Parents of students 2) Spouses of students 3) Children of students • Documents MUST be submitted to the VPU latest by 4 weeks before the expiration date of the current Pass. If the validity of the current Pass less than 4 weeks, please consult with VPU for the Special Pass application. • Student Pass (new/renewal) application MUST be submitted before Dependent Pass application submit to VPU

Steps	For Students	For Office
1	Required documents: <ul style="list-style-type: none"> <input type="checkbox"/> Personal Information page of the passport and the latest Pass / Visa page (1 set) (Dependent) <input type="checkbox"/> Latest photocopy of entire passport pages (Dependent & Student) <ul style="list-style-type: none"> • Dependent passport - at least 18 months of validity from current visa expiry date <input type="checkbox"/> New soft-copy of passport-sized photograph with white background (Dependent) <input type="checkbox"/> Original General Acknowledgment Letter (Issuance date from Registrar's Office must valid for 1 month during the document submission to VPU) <input type="checkbox"/> Latest photocopy of marriage & birth certificate untranslated & translated and certified by Embassy / High Commission (Dependent & Student) <input type="checkbox"/> Original letter from the Embassy / High Commission (Issuance date from Embassy / High Commission must valid for 1 month during the document submission to VPU) <input type="checkbox"/> Latest 3 months Bank Statement of student and stamp by bank <input type="checkbox"/> Latest Confirmation Letter from Bank (must have at least RM5,000 in account) <input type="checkbox"/> Insurance Cover Note (for dependent's age below 65 years old) <ul style="list-style-type: none"> • Insurance Coverage must follow student pass expiry date <input type="checkbox"/> Worldwide Insurance / Letter from Embassy (for dependent's age above 65 years old) <input type="checkbox"/> Original letter from school (for dependent's age between 7 – 18 years old) <input type="checkbox"/> Original Passport – present during submission 	<ul style="list-style-type: none"> <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached
2	<ul style="list-style-type: none"> • Personal Bond fee: <ul style="list-style-type: none"> <input type="checkbox"/> Banker's Cheque =RM10.00; Payable to: <u>PEMUNGUT DUTI SETEM</u> 	<ul style="list-style-type: none"> • Correct payment details: <ul style="list-style-type: none"> <input type="checkbox"/> Amount <input type="checkbox"/> Account name
2	<ul style="list-style-type: none"> • Dependent pass application fee – EMGS: RM_____ (refer to the back of the checklist) <ul style="list-style-type: none"> • GIRO/MEPS at MALAYAN BANKING BERHAD (MAYBANK) <ul style="list-style-type: none"> • Payable to: EMGS Escrow Account 1; Account no.: 514057662341; Swift Code: MBBEMYKLXXX 	<ul style="list-style-type: none"> • Correct Payment details: <ul style="list-style-type: none"> <input type="checkbox"/> Amount <input type="checkbox"/> Account name <input type="checkbox"/> Account number
3	<ul style="list-style-type: none"> • Submit the following documents to the VPU: <ul style="list-style-type: none"> <input type="checkbox"/> Bank Slip (Payment) for Dependent Pass application fee <input type="checkbox"/> Banker's Cheque for Personal Bond fee <input type="checkbox"/> Documents 	<ul style="list-style-type: none"> • Passport Submission on (seek advice from VPU): _____

*Check Dependent Pass application at "Track Application Status" in <http://www.educationmalaysia.gov.my/>

** For further enquiry, please drop us an email at vpu@ucsiuniversity.edu.my. by using student email (100XXXXXXX@ucsiuniversity.edu.my) ONLY

Dependent Pass Application Fee

Country	New Dependent Application Fee (RM)	Renewal Dependent Application Fee (RM)
Argentina	895.30	258.55
Bolivia	877.00	249.40
Brazil	889.00	255.40
Brunei	855.00	238.40
Bulgaria	898.80	260.30
Chile	904.00	262.90
China	915.00	268.40
Costa Rica	873.00	247.40
Czech Republic	893.60	257.70
Slovakia	893.60	257.70
Denmark	867.00	244.40
Dominican Republic	880.80	251.30
Ecuador	869.00	245.40
Finland	869.00	245.40
France	880.80	251.30
Haiti	887.00	254.40
Hungary	897.90	259.85
India	955.00	288.40
Indonesia	885.00	253.40
Israel	874.40	248.10
Italy	874.00	247.90
Japan	855.00	238.40
Liberia	881.00	251.40
Mexico	890.00	255.90
Myanmar(Burma)	895.00	258.40
Panama	884.00	252.90
Philippines	927.00	274.40
Poland	907.40	264.60
Portugal	868.00	244.90
Saudi Arabia	889.40	255.60
Singapore	855.00	238.40
Slovakia	895.00	258.40
South Korea	915.00	268.40
Sri Lanka	885.00	253.40
Sudan	880.80	251.30
Thailand	895.00	258.40
Uruguay	882.00	251.90
USA	867.00	244.40
Venezuela	891.00	256.40
Vietnam	881.00	251.40
All other countries not listed above	895.00	258.40