

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

Important Information
<ul style="list-style-type: none"> • 17 countries Under-graduate and all countries post-graduate students are allowed to apply for Dependent Pass. • Do note that you can apply for a Dependent Pass for your immediate family members (parents, spouse and children only) • For more information on the eligible 17 countries, please visit EMGS website at https://hub.emgs.com.my/dependant-pass-2/ • 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

Checklist Items	Details
<input type="checkbox"/> Dependents can apply for a dependent pass. application only if the student has a student pass.	Dependent's passport must only be submitted to EMGS once student's passport is endorsed with student visa.
<input type="checkbox"/> Passport Copy	<p><u>Dependent:</u></p> <ul style="list-style-type: none"> a) Passport data page (bio-data page) b) All pages with visa information c) Observation page (showing any extensions, clarifications of name, and previous passport numbers) d) Recommended passport validity duration is 12 months. e) ALL passport pages. <p><u>Student:</u></p> <ul style="list-style-type: none"> a) Copy of student's latest student pass and passport bio-data page
<input type="checkbox"/> Dependent's Photo	Two (2) recent softcopy & hardcopy passport sized photos of the dependent: <ul style="list-style-type: none"> a) Taken against a WHITE background. b) professionally printed and 45 millimeters (mm) high x 35mm wide Please refer to the "PHOTO GUIDELINES" in EMGS portal (https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html) Note: The hardcopy photo is required for the dependent pass endorsement.
<input type="checkbox"/> Acknowledgment Letter	Request Acknowledgement Letter from Registrar Office validating that the student is a student at UCSI University.
<input type="checkbox"/> Offer Letter	Copy of Student's offer letter

<input type="checkbox"/> Copy of Marriage Certificate	<p><u>Applicable only for Student's Spouse or Children:</u></p> <p>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</p> <p><u>Applicable only for Student's Parents:</u></p> <p>a) Copy of the parents' marriage certificate b) Copy of the parents' 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.</p> <p>Note: The copy of marriage certificate must be attested by the Embassy in Malaysia and the date of the Embassy's stamp must be within the three months.</p> <p>The documents with the original attestation by the embassy must be submitted for dependent pass endorsement. Please ensure all the pages must be attested by the embassy.</p>
<input type="checkbox"/> Copy of Birth Certificate	<p><u>Applicable only for Student's Children:</u></p> <p>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</p> <p><u>Applicable only for Student's Parents:</u></p> <p>a) Copy of the principal's birth certificate b) 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. c) Copy of relationship letter from the Embassy</p> <p>Note: The copy of birth certificate must be attested by the Embassy in Malaysia and the date of the Embassy's stamp must be within the three months.</p> <p>The documents with the original attestation by the embassy must be submitted for dependent pass endorsement.</p>
<input type="checkbox"/> Personal Bond	<p><i>Personal Bond fee: RM10 (Please enquire at VPU counter for more information)</i></p>

<input type="checkbox"/> Insurance Policy	<p>Copy of own medical and health insurance policy for the dependents.</p> <p>Note: The insurance coverage must be covered between the current date and the Student's Student Pass expiry date.</p>
<input type="checkbox"/> Proof of Financial Support	<p>Bank statement will not be accepted unless it meets the following criteria:</p> <p>Statement with bank letterhead (must be within three months from the date of issuance)</p> <p>Note: The date of issuance must be within 14 days prior to dependent pass endorsement to the Immigration</p> <p>Contain the name of the account holder (principal/dependent)</p> <p>Type of the currency of the account (e.g.: USD, KWD, INR, MYR)</p> <p>Must be an active account that shows latest transactions.</p> <p>Must have sufficient bank balance amount.</p> <p>Note: The bank statements must be in English. If it is in any other languages, please translate into English by an authorised translation company. Please submit an original stamped letters from the bank for EMGS Endorsement.</p> <p>Note:</p> <p>i) Must have an average balance of end month of RM10,000.00 for 3 latest months with local bank (Malaysia) Signed and stamped by a bank official.</p> <p>OR</p> <p>ii) Must have an average balance of end month of RM10,000.00 for 3 latest months with home country bank Signed and stamped by the respective home country Notary Public.</p> <p>OR</p> <p>iii) Must have a scholarship/sponsorship document certified by the embassy/sponsor.</p> <p>Note: Sample of calculation for average balance of end month of RM10,000.00 for 3 latest months: April – RM 7,000 May – RM 12,000 Jun – RM 11,000 Average latest 3 months = $\frac{\text{April} + \text{May} + \text{Jun}}{3}$ $= \frac{7,000 + 12,000 + 11,000}{3}$ $= \frac{30,000}{3}$ $= \text{RM } 10,000$</p>

<input type="checkbox"/> Copy of Spouse Passport	<p>Student 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.</p>
<input type="checkbox"/> School's Confirmation Letter / Letter of Oath	<p>Applicable only for Children aged between 7 to 18 years old who are attending school.</p> <p>a) A confirmation letter from the school (only applicable if the dependant is schooling in any government/private/international/expatriate schools)</p> <p>Applicable only for Children aged between 7 to 18 years old who are not attending school.</p> <p>Letter of oath stating that the child is not attending school. Letter of oath must be stamped by the commissioner of oath.</p>
<input type="checkbox"/> Payment <ul style="list-style-type: none"> • JomPAY online at Internet and Mobile Banking with your current or Savings account • Biller Code: 231183 • Ref-1: 12566 • Ref-2: 472018 	<p>RM _____</p> <p>Please refer to Dependent Pass Fee Table on the next page of this checklist</p>

Notes:

- Children accompanying their parents **MUST** have individual passports.
- The dependent cannot share passport with the student.
- The following type of passports are not acceptable:
 - Diplomatic
 - Official
 - Refugee
 - Temporary
 - Emergency passport
- Institutions can only submit the dependent passport once the principal's student pass has been issued by the Malaysian Immigration Department.
- If you send us a document that is not in English or Bahasa Malaysia in support of your application, this document must be accompanied by a full translation into English that can be independently verified by EMGS. The translation can be done by the embassy or the Institut Terjemahan & Buku Malaysia (ITBM).
If the document was translated by Translation Company. The original translation must contain:
 - Confirmation from the translator or translation company that it is an accurate translation of the original document.
 - The date of the translation
 - 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.
 - Must be attested by the embassy.

Disclaimer: The application is subject to approval by the Malaysian Immigration Department. The Immigration Department of Malaysia reserves the right to request for any additional documents that not listed in the checklist.

*Check Dependent Pass application at "Track Application Status" in <https://visa.educationmalaysia.gov.my/emgs/application/searchForm/>

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

Dependent Pass Application Fee

Country	New Dependent Application Fee (RM)	Renewal Dependent Application Fee (RM)
Argentina	900.3	261.35
Bolivia	882	252.2
Brazil	894	258.2
Brunei	860	241.2
Bulgaria	903.8	263.1
Chile	909	265.7
China	920	271.2
Costa Rica	878	250.2
Czech Republic	898.6	260.5
Slovakia	898.6	260.5
Denmark	872	247.2
Dominican Republic	885.8	254.1
Ecuador	874	248.2
Finland	874	248.2
France	885.8	254.1
Haiti	892	257.2
Hungary	902.9	262.65
India	960	291.2
Indonesia	890	256.2
Italy	879	250.7
Japan	860	241.2
Liberia	886	254.2
Mexico	895	258.7
Myanmar(Burma)	900	261.2
Panama	889	255.7
Philippines	932	277.2
Poland	912.4	267.4
Portugal	873	247.7
Saudi Arabia	894.4	258.4
Singapore	860	241.2
Slovakia	900	261.2
South Korea	920	271.2
Sri Lanka	890	256.2
Sudan	885.8	254.1
Thailand	900	261.2
Uruguay	887	254.7
USA	872	247.2
Venezuela	896	259.2
Vietnam	886	254.2
All other countries not listed above	900	261.2

ADDITIONAL REMARKS BY VPU (IF ANY):