



UNIVERSITI MALAYSIA PAHANG
AL-SULTAN ABDULLAH

VISA UNIT
UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH
Email: visa@umpsa.edu.my

CHECKLIST FOR DEPENDENT APPLICATION

*This checklist is strictly for one (1) applicant only

APPLICANT'S DETAIL (in capital letter)

Full Name			
Passport No		Relationship	

DEPENDENT PASS VISA WITH REFERENCE (VDR)

No.	Required Documents <i>*Please arrange the document according to the sequence given</i>	No. of Copy	Please tick	
			Applicant	Staff
1	Checklist for Dependent Application	1		
2	Visa & Pass Application Form (If you have more than one (1) dependent, kindly fill up this form once only)	1		
3	A copy of student's UMPSA offer letter	1		
4	A copy of student's verification letter –latest year of study (can be applied through E-Community, postgraduate > ips online > candidature > verification letter).	1		
5	A copy of student's passport + student's pass sticker	1		
6	A copy of dependent's passport + shortened pass/latest entry Malaysia stamp (validity of passport more than 12 months) – (require all pages of passport)	1		
7	A copy dependent's passport size photographs with BLUE background (3.5cm x 5cm) – can submit hardcopy or softcopy	2		
8	A copy of original stamp from Embassy of student's marriage certificate (for spouse)	1		
9	A copy of original stamp from Embassy of birth certificate (for child)	1		
10	A copy of original stamp from Embassy of relationship letter (for parents)	1		
11	A form with original stamp from Commissioner of Oaths of Declaration Letter (for dependant)	1		
12	Pre-approval: Proof of UMPSA Processing Fee Payment Receipt: Payment to Bendahari UMPSA (Maybank Acc: 556235301457) RM150 / person	1		
13	A copy of student's Bank Account Statement for current 3 months (The average amount for 3 months ending balance must be RM30,000 & above)	1		

Reminder:

1. The validity of student pass must be more than **six (6) months** during submission of application.
2. Validity of dependent passport must be more than **18 months** during submission of application.
3. This checklist is for **ONE DEPENDENT PASSPORT** application. Additional of other dependent passport will require the same number of copies.
4. Documents which DO NOT follow the specifications are consider incomplete and will be rejected
5. Please DO NOT staple your documents and photos, use a paper clip instead.
6. DO NOT make any travel plans until all application process have been completed.
(Any request to expedite application process will not be entertained by PIC).

Staff	
Date	

***Example of the calculation average amount of RM30,000.00 per family:**

Last balance account October, September & August

October + September + August
= Minimum RM30,000.00

3 months



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VISA AND PASS APPLICATION FORM

Please Tick (/)

New Student / VAL		Student Renewal		Special Pass		Invitation/ Release/ Claim Letter / Refund	
New Dependent		Dependent Renewal		VDR		Cancellation/ Shortening	
Transfer Sticker							

Student's Particulars:

Full Name : _____

Matric No. : _____

Gender : Male Female

Nationality : _____

Programme : Bachelor Master PhD

Programme Name : _____

Passport No. : _____

Passport Expiry : dd mm yyyy

Mobile No. : _____

E-Mail (In capital letter) : _____

Nearest Malaysia

Embassy : _____

DEPENDENT'S PARTICULARS:

Full Name	Passport No.	Passport Expiry Date	Current Pass Expiry Date	Relationship

I certify that all information given in this application is true and I have also submitted application for me or my dependents: student/working pass/visit pass (New/ Renewal/ Special Pass/ Shortening/ Endorsement).

.....

Student Signature

.....

Date