

IMPORTANT INFORMATION

- 17 countries Under-graduate are allowed to apply for Dependent Pass.

Saudi Arabia	Qatar	Turki
Libya	Maldives	Labanon
United Arab Emirates	Azerbaijan	Palestin
Kuwait	Bahrain	Yemen
Iran	Syria	Oman
Jordan	Iraq	

- All countries Post-graduate students are allowed to apply for dependent pass
- Do note that students can apply for a Dependent Pass for your immediate family members (parents, spouse, parents in law and children under 18 years old only)
- Documents must be submitted to the Visa Unit UMPSA at least by 4 weeks before the expiration date of the current Pass. If the validity of the current Pass less than 1 weeks before expiry date, please consult with Visa Unit UMPSA for the Special Pass application.
- Student Pass (new/renewal) application must be submitted before Dependent Pass application

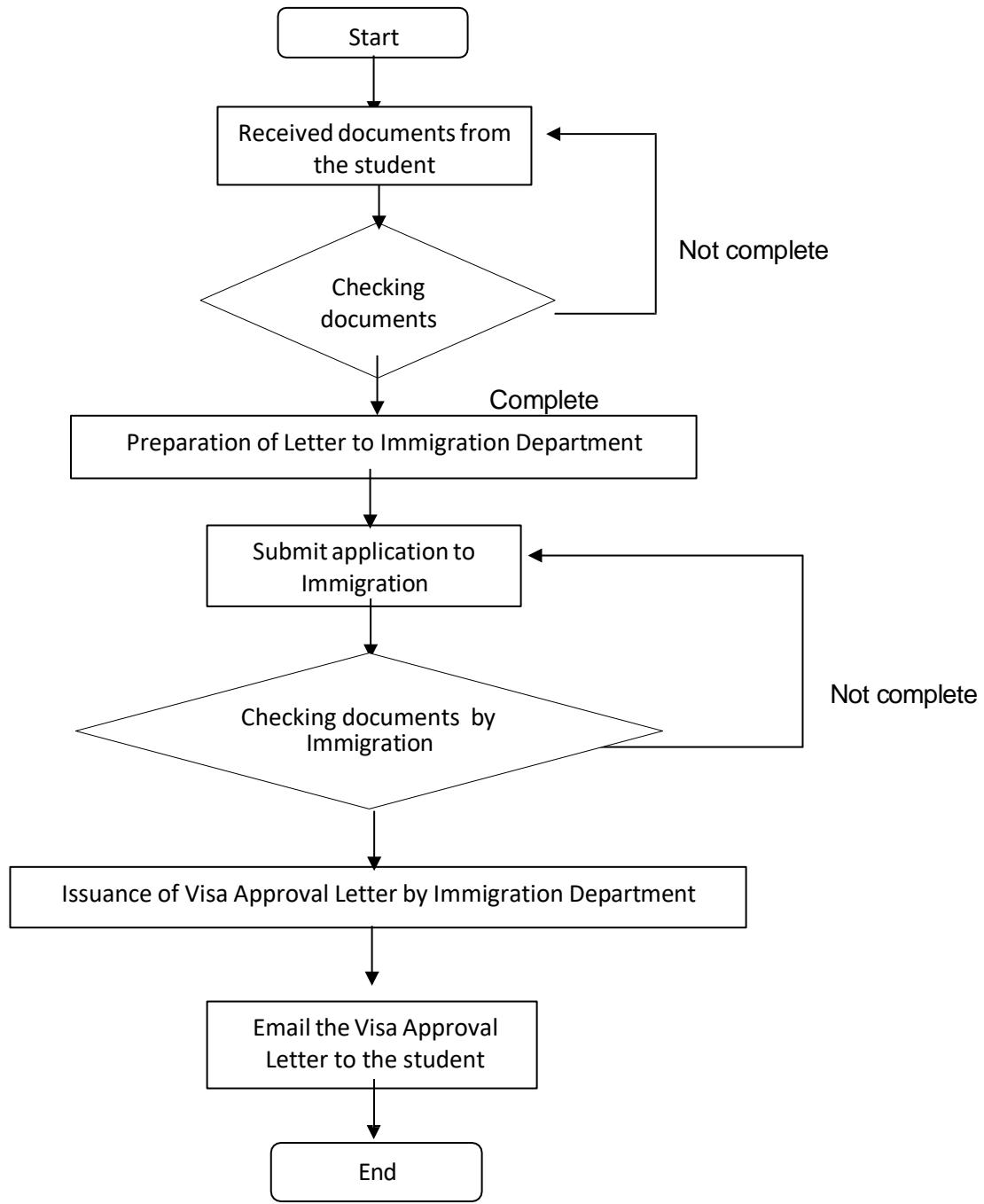
TWO TYPES OF DEPENDENT PASS

- Visa with Reference (VDR)
- Conversion from Social Visit Pass (SVP) to LT-SVP (Dependent Pass)
- Visa with Reference (VDR)** - Applying for a Dependent Pass through a VDR means that you are applying for a LT-SVP for your dependents while they are still outside Malaysia. You are required to submit all required documents to the Visa Unit UMPSA and then Visa Unit will verify and submit the documents to the Pahang State Immigration Office in Kuantan. Within 14 working days, the Immigration will issue a Visa Approval Letter (VAL) or VDR to your dependents. Then, you will have to use the VAL to apply for a Single Entry Visa (SEV) for your dependent(s) to enable them to enter Malaysia.

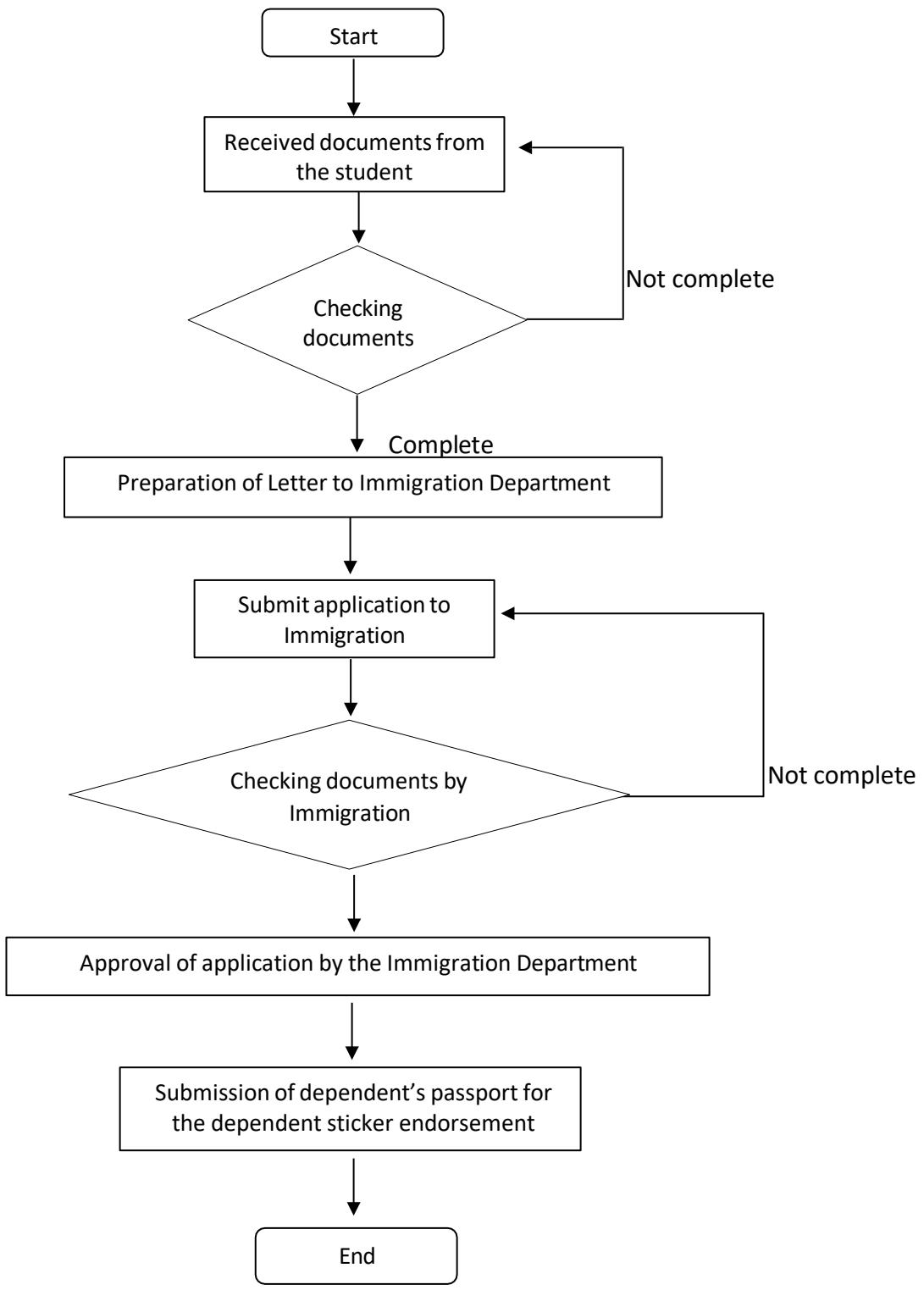
After they have entered Malaysia, Unit Visa will process their Dependent Pass stickers.

- Conversion from Social Visit Pass (SVP) to LT-SVP (Dependent Pass)** - Another option is to bring your dependents to Malaysia first using a Tourist Visa/Travel Pass/Social Visit Pass (SVP) and then convert the SVP to a Dependent Pass. You may request the Invitation Letter to Visa Unit as a supporting document to apply for the Single Entry Visa for your dependents to enable them to enter Malaysia. Within 7 days of their arrival, you are required to submit all required documents to Visa Unit, and then Visa Unit will verify and submit the documents to the Immigration. Normally, their Dependent Pass will be ready for endorsement in 14 working days.

PROCEDURE APPLICATION FOR VISA WITH REFERENCE (VDR)



CONVERSION FROM SOCIAL VISIT PASS TO DEPENDENT PASS



CHECKLIST ITEMS FOR APPLY DEPENDENT PASS	DETAILS
Students can apply for a dependent pass.	Application only if the student has a valid student pass.
<ul style="list-style-type: none"> • Passport Copy 	<p><u>Dependent:</u></p> <p>a) Passport data page (bio-data page) b) Passport validity duration is 12 months and above. c) ALL passport pages.</p> <p><u>Student:</u></p> <p>Copy of student's latest student pass and passport bio-data page</p>
<ul style="list-style-type: none"> • Dependent's Photo 	<p>Two (2) recent softcopy or hardcopy passport sized photos of the dependent:</p> <p>a) WHITE/BLUE background. b) professionally printed and 45 millimeters (mm) high x 35mm wide.</p> <p>Note: The hardcopy/softcopy photo is required for the dependent pass endorsement.</p>
<ul style="list-style-type: none"> • Verification Letter 	<p>Request Verification Letter from IPS verify that the student is a student at UMPSA University.</p> <p>Note: This letter can be apply through Ecom UMPSA</p>
<ul style="list-style-type: none"> • Offer Letter 	<p>Copy of Student's offer letter</p>
<ul style="list-style-type: none"> • Copy of Marriage Certificate 	<p><u>Applicable only for Student's Spouse</u></p> <p>a) Copy of the marriage certificate b) The marriage certificate must translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c) The marriage certificate must have the original stamp from the Embassy</p>

<ul style="list-style-type: none"> • Statutory Declaration 	<p>a) A copy with original stamp from Commissioner of Oaths of Declaration Letter (for dependent)</p> <p>b) If the principal in their country, the statutory declaration with the stamp from the Commissioner of Oaths of Declaration Letter must be verified by the Embassy and Wisma Putra Malaysia in your country.</p> <p>Note: The statutory Declaration is only valid three months after the date of issuance.</p>
<ul style="list-style-type: none"> • Copy of Birth Certificate 	<p><u>Applicable only for Student's Children:</u></p> <p>a) Copy of the birth certificate</p> <p>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.</p> <p>c) If the birth certificate from other country kindly submit a copy of relationship letter from the Embassy</p>
<ul style="list-style-type: none"> • Copy of relationship letter 	<p><u>Applicable only for Student's Parents:</u></p> <p>a) Copy of relationship letter from the Embassy</p> <p>b) Need original stamp from Embassy</p>
<ul style="list-style-type: none"> • Personal Bond 	<p>Personal Bond fee: RM10 (Institution)</p>
<ul style="list-style-type: none"> • Insurance Policy 	<p>Apply 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>
<ul style="list-style-type: none"> • Proof of Financial Support 	<p>Bank statement will not be accepted unless it meets the following criteria:</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.</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). Need 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 and convert into Malaysian currency.</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 RM30,000.00 for 3 latest months:</p> <p>April – RM 7,000 May – RM 12,000 Jun – RM 11,000</p> <p>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>
<ul style="list-style-type: none"> • 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>
<ul style="list-style-type: none"> • 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 defendant 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>b) Letter of oath stating that the child is not attending school. Letter of oath must be stamped by the commissioner of oath.</p>
<ul style="list-style-type: none"> • Payment 	<p>There are two payments that student/dependents need to pay: -</p> <p>a) UMPSA Processing Fee b) Visa Fee</p>

	<p>Payment Options:</p> <ol style="list-style-type: none"> 1. Telegraphic/Wire/Bank Transfer Payable to: Bendahari UMPSA Account Number: 5562 3530 1457 Swift Code: MBBEMYKL Bank: Malayan Banking Berhad (Maybank) Bank Address: Cawangan Pekan, <u>96, Jalan Sultan Abdullah, 26600 Pekan, Pahang Darul Makmur</u> 2. Online Payment Please use the following link for online payment: https://epayment.ump.edu.my/eFee/eFee.jsp?action=main&lang=EN <p>Once payment is made, the students need to submit the receipt to Visa Unit for verification.</p>
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Notes:

- Children accompanying their parents MUST have individual passports.
- The dependent cannot share passport with the student.
- 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
- 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.

For further enquiry, please drop us an email at visa@umpsa.edu.my.