Visa Expiry:

(Principle Visa)

**Dependent Pass Application Checklist for Students**

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Student** |  | | |
| **Passport No.** |  | **Country** |  |
| **Contact Number** |  | **E-mail Address** |  |

1. **Dependent/s Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of Dependent/s** | **Relationship with the Student** | **Passport No.** | **Gender** |
| 1 |  |  |  |  |

**C) Have your dependent/s obtained a "SINGLE ENTRY VISA" before leaving your country? YES / NO**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Social / Visit Pass |  | Special Pass |  | Shortened Dependent Visa From Previous Institution |  |

1. **Visa Status When Submitted Passport (Please tick).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **New Pass Application** | | | **Renewal Application** | | |
|  | A copy of latest Student Pass & Passport Information Page  \*validation of 12 months | |  | A copy of latest Student Pass & Passport Information Page  \*validation of 12 months | |
|  | A copy of your dependent’s passport (All pages) with  original stamp  \*validation of 12 months | |  | A copy of your dependent’s passport (All pages) with  original stamp  \*validation of 12 months | |
|  | Principal Confirmation Letter from University | |  | Principal Confirmation Letter from University | |
|  | Marriage Certificate  \*translated & certified by embassy | |  | Marriage Certificate  \*translated & certified by embassy | |
|  | Birth Certificate  \*translated & certified by embassy | |  | Birth Certificate  \*translated & certified by embassy | |
|  | A copy of family letter from embassy with original stamp  \*translated & certified by embassy | |  | A copy of family letter from embassy with original stamp  \*translated & certified by embassy | |
|  | Insurance Policy (every dependent) | |  | Insurance Policy (every dependent) | |
|  | 2 photograph (White background) for each dependent | |  | A photograph (White background) for each dependent | |
|  | Original passport | |  | Original passport | |
|  | **Payment to EMGS**  Bank Draft payable to **"EMGS Escrow Account 1"** | | Address:  **Education Malaysia Global Services Sdn. Bhd.**  20th Floor Menara TA One, 22 Jln. P. Ramlee, 50250, Kuala Lumpur | | |
|  | **New Fees**  Processing Fees | RM250.00 | **Renewal Fees**  Processing Fees | | RM140.00 |
| Dependent Sticker Pass | RM 90.00 | Dependent Sticker Pass | | RM 90.00 |
| Visa Fees (**subject to the country’s rate.)** | RM20.00 | Visa Fees (**subject to the country’s rate.)** | | RM20.00 |
| Journey Perform Fees | RM 520.00 | Sales And Service Tax (SST) | | RM 8.40 |
| Sales And Service Tax (SST) | RM 15.00 |  | |  |
| **TOTAL (0% GST)** | **RM 895.00** | **TOTAL (0 % GST)** | | **RM 258.40** |
|  | Int. Student Admin Fee (Counter 7 UCC) | RM 150.00 | Int. Student Admin Fee (Counter 7 UCC) | | RM 150.00 |

1. **Checklist (Please tick the appropriate box).**

**INTERNATIONAL OFFICE COUNTER STAFF USE ONLY**

Documents received on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documents processed on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_