INTERNATIONAL OFFICE

CHECKLIST FOR SPECIAL PASS APPLICATION

Purpose (please tick √)

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|  | **DEPENDENT** |
|  | **GRADUATE** |
|  | **TERMINATED / DROP / WITHDRAW** |
|  | **RENEWAL** |

**CHECKLIST:**

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| **DEPENDENT** | **GRADUATED** | **TERMINATED/ DROP / WITHDRAW** | **RENEWAL** |
| A copy of latest Student Pass & Passport Information Page |  | A copy of graduation letter and transcript from Registrar / Supporting Letter from College |  | A copy of Passport (All pages) |  | A copy of Passport (All pages) |  |
| A copy of dependent’s passport (All pages)  |  | A copy of Passport (All pages) |  | **Settle all debts with the university**. **Please attach the latest ledger**. (Ledger can be obtained from the Finance, UCC Counter 6 |  | **Special Pass 1:** RM153.00**Special Pass 2:** RM206.00**Special Pass 3:**RM206.00 |  |
| A copy of Marriage Certificate \*translated & certified by embassy |  | **Settle all debts with the university. Please attach the latest ledger**. (Ledger can be obtained from the Finance, UCC Counter 6 |  | A copy of termination/drop/ withdraw letter from Registry |  | Original Passport |  |
| A copy of Birth Certificate\*translated & certified by embassy |  | A copy of Flight Ticket |  | A copy of Flight Ticket |  |
| A copy of family letter from embassy with original stamp\*translated & certified by embassy |  | **Special Pass 1:** RM153.00 |  | **Special Pass 1:** RM153.00 |  |
| **Special Pass 1:** RM153.00**Special Pass 2:** RM206.00**Special Pass 3:**RM206.00 |  | Original Passport |  | Original Passport |  |
| Original Passport |  | ***Note:*** 1. *Processing time to obtain release letter will take* ***3 working days****.*
2. *Special pass application will take maximum* ***14 working days****.*
3. *For flight ticket, please book* ***1 month*** *after submission of documents and passport.*

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| **PART A) PERSONAL DETAILS** |
| Name :  |
| Student ID: | Nationality : | Passport No:  |
| Mobile Number:  | E-mail :  |
|  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |
| **INTERNATIONAL OFFICE COUNTER STAFF USE ONLY**Documents and passport received on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Documents processed on / by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |