INTERNATIONAL OFFICE

CHECKLIST FOR SPECIAL PASS APPLICATION

Purpose (please tick √)

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

**CHECKLIST:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.* | | | |

|  |  |  |
| --- | --- | --- |
| **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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |