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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_