



**PERKHIDMATAN UTAMA**

**PUTRA INTERNATIONAL (PUSAT ANTARABANGSA)  
UNIVERSITI PUTRA MALAYSIA**

43400 UPM Serdang, Selangor, Malaysia  
Tel: 603-8946 6048 / 6198 E-mail: [intl@upm.edu.my](mailto:intl@upm.edu.my)

Kod Dokumen: SOK/PIC/SS03

**CHECKLIST FOR NEW DEPENDANT APPLICATION**  
**\*Not applicable for child 18 years and above**

PLEASE USE CAPITAL LETTERS

Name:																				
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Passport No:																				

No.	Required Documents (Please arrange the document according to the sequence given)	No of Copy	Tick (If Complete)		
			Office Use		
			Applicant	Help Desk	Counter Staff
1	Checklist For Dependant New Application (SOK/PIC/SS03)	1			
2	Visa & Pass Application Form (UPM/PIC/BR01/APPLICATION FORM) <b>(If you have more than 1 dependant, fill up this form once only)</b>	1			
3	<b>COPY</b> of Confirmation Letter for Student Current Study Status - from <b>SGS</b>	2			
4	<b>a. LATEST</b> of Family Letter from Embassy (ORIGINAL/ COPY must endorsed by Embassy) <b>b. Translated Marriage Certificate</b> (Endorsed by Embassy) <b>c. Translated Birth Certificate</b> (Endorsed by Embassy)	2			
5	<ul style="list-style-type: none"> <li>Confirmation Letter from school (If the dependant is schooling in any government/ private/ international/ expatriate schools)</li> <li>Official Letter from the embassy (If the dependant is schooling in the Embassy's school)</li> </ul>	2			
6	<b>COPY</b> of Dependant Health Insurance cover note (Endorsed by insurance company)	2			
7	A4 sized <b>COPY</b> of <b>dependant</b> passport ( <b>Details &amp; Pass page</b> )	1			
8	A4 sized <b>COPY</b> of passport (All pages of the passport) <b>(If latest date entry in old passport, please provide all the pages)</b> *Please <b>write number</b> on each of the pages	2			
9	A4 sized <b>COPY</b> of <b>student</b> passport ( <b>Details &amp; Pass page</b> )	1			
10	Dependant photo ( <b>White background</b> ) – size <b>3.5cm x 4.5cm</b>	3			
11	<b>ORIGINAL</b> passport – verify purpose	-			
12	<b>Receipt</b> of payment to <b>EMGS</b> (Refer Page 4 for fee information)	2			
13	<b>Receipt</b> of payment to <b>UPM</b> (Refer Page 4 for fee information)	2			

**Note**

- This checklist is for **ONE DEPENDANT PASSPORT** application. Additional of other dependent passport will require the same number of copies.
- For **new born in Malaysia**, please apply **pass within 3 months** from date of birth.
- Documents which **DO NOT** follow the specifications are deemed incomplete and will be rejected
- Please **DO NOT** staple your documents and photo.
- Use a paper clip instead.
- DO NOT** make any travel plans until all application process have been completed. (Any request to expedite application processing will not be entertained by PIC)

Checked by	
Date	



**SOKONGAN**  
**PENGURUSAN PELAJAR DAN STAF ANTARABANGSA**

**PUTRA INTERNATIONAL CENTRE**  
**(PUSAT ANTARABANGSA)**  
**Kod Dokumen: SOK/INT/BR01/VP**

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**VISA & PASS APPLICATION FORM**

**TYPE OF APPLICATION**

PLEASE TICK (/)

NEW STUDENT		STUDENT RENEWAL		SPECIAL PASS		INVITATION/ RELEASE/ CLAIM LETTER	
VAL		DEPENDENT RENEWAL		TRANSFER STICKER		CANCELLATION/ SHORTENING	
NEW DEPENDENT		IKHTISAS/RESEARCH ATTACHMENT		STAFF		STAFF DEPENDENT	

**STUDENT'S/ STAFF'S PARTICULARS:**

1. NAME : \_\_\_\_\_

2. MATRIC/STAFF NO : \_\_\_\_\_ GENDER :  Male  Female

3. NATIONALITY : \_\_\_\_\_

4. PROGRAMME (For Student Only) :  Bachelor  Master  PhD

5. PASSPORT NO. : \_\_\_\_\_

6. EXPIRY DATE:     
 (DD/MM/YYYY)

7. PASS EXPIRY DATE :     
 (DD/MM/YYYY)

8. MOBILE NO. : \_\_\_\_\_

9. EMAIL : \_\_\_\_\_

10. NEAREST MALAYSIA EMBASSY : \_\_\_\_\_  
 (For VAL application only)

**DEPENDENT'S PARTICULARS:**

NAME	PASSPORT NO.	PASSPORT EXPIRY DATE	SOCIAL PASS EXPIRY DATE	RELATION

I certify that all information given in this application is true and I have also submitted application for me or my dependents: student/working pass/visit pass (New/ Renewal/ Special Pass/ Shortening/ Endorsement)

.....  
Student/ Staff's Signature

.....  
Date

**FOR OFFICE USE ONLY**

**PAYMENT CHECKLIST:** (Note: Please present the original receipt from the Bursar Counter and the copy of the Receipt upon submission of your application to the Counter of Visa & Pass.)

TYPE OF PAYMENT	Student/ Staff	Dependent 1	Dependent 2	Dependent 3	Dependent 4	Dependent 5	Dependent 6
NEW APPLICATION: .....							
RENEWAL							
SPECIAL PASS							
TRANSFER STICKER							
SHORTENING / CANCELLATION							
INVITATION LETTER/ RELEASE LETTER/ CLAIM LETTER							
LATE SUBMISSION							
OTHERS: .....							
<b>TOTAL AMOUNT (RM):</b>							

.....  
Officer's Signature and Stamp  
PUTRA INTERNATIONAL CENTRE

.....  
Date

NO. SEMAKAN : 00  
NO. ISU : 01  
TARIKH KUAT KUASA : 24/3/2017

**FEE PAYMENT BASED ON TYPE OF APPLICATION**

COUNTRY	VISA	NEW STUDENT (VAL)/ NEW STUDENT (VARIATION INTER)		NEW STUDENT (PROGRESSION)		NEW STUDENT (VARIATION INTRA & CONVER)		NEW DEPENDENT		STUDENT RENEWAL		DEPENDENT RENEWAL		TRANSFER STICKER	
		EMGS	UPM	EMGS	UPM	EMGS	UPM	EMGS	UPM	EMGS	UPM	EMGS	UPM	EMGS	UPM
Argentina	20.15	1,193.15	270.00	663.15	60.00	133.15	60.00	875.15	60.00	281.55	30.00	258.55	30.00	73.15	60.00
Bolivia	11.00	1,184.00	270.00	654.00	60.00	124.00	60.00	866.00	60.00	272.40	30.00	249.40	30.00	64.00	60.00
Brazil	17.00	1,190.00	270.00	660.00	60.00	130.00	60.00	872.00	60.00	278.40	30.00	255.40	30.00	70.00	60.00
Bulgaria	21.90	1,194.90	270.00	664.90	60.00	134.90	60.00	876.90	60.00	283.30	30.00	260.30	30.00	74.90	60.00
Chile	24.50	1,197.50	270.00	667.50	60.00	137.50	60.00	879.50	60.00	285.90	30.00	262.90	30.00	77.50	60.00
China/S. Korea	30.00	1,203.00	270.00	673.00	60.00	143.00	60.00	885.00	60.00	291.40	30.00	268.40	30.00	83.00	60.00
Costa Rica	9.00	1,182.00	270.00	652.00	60.00	122.00	60.00	864.00	60.00	270.40	30.00	247.40	30.00	62.00	60.00
Czech & Slovak	19.50	1,192.50	270.00	662.50	60.00	132.50	60.00	874.50	60.00	280.90	30.00	257.90	30.00	72.50	60.00
Denmark / USA	6.00	1,179.00	270.00	649.00	60.00	119.00	60.00	861.00	60.00	267.40	30.00	244.40	30.00	59.00	60.00
Dominican Republik	12.90	1,185.90	270.00	655.90	60.00	125.90	60.00	867.90	60.00	274.30	30.00	251.30	30.00	65.90	60.00
Ecuador/Finland	7.00	1,180.00	270.00	650.00	60.00	120.00	60.00	862.00	60.00	268.40	30.00	245.40	30.00	60.00	60.00
France	12.90	1,185.90	270.00	655.90	60.00	125.90	60.00	867.90	60.00	274.30	30.00	251.30	30.00	65.90	60.00
Haiti	16.00	1,189.00	270.00	659.00	60.00	129.00	60.00	871.00	60.00	277.40	30.00	254.40	30.00	69.00	60.00
Hungary	21.45	1,194.45	270.00	664.45	60.00	134.45	60.00	876.45	60.00	282.85	30.00	259.85	30.00	74.45	60.00
India	50.00	1,223.00	270.00	693.00	60.00	163.00	60.00	905.00	60.00	311.40	30.00	288.40	30.00	103.00	60.00
Indonesia (2years)	15.00	1,464.40	300.00	934.40	120.00	256.00	120.00	870.00	60.00	552.80	60.00	253.40	30.00	68.00	60.00
Iran/Iraq	20.00	1,193.00	270.00	663.00	60.00	133.00	60.00	875.00	60.00	281.40	30.00	258.40	30.00	73.00	60.00
Italy	9.50	1,182.50	270.00	652.50	60.00	122.50	60.00	864.50	60.00	270.90	30.00	247.90	30.00	62.50	60.00
Liberia/ Vietnam	13.00	1,186.00	270.00	656.00	60.00	126.00	60.00	868.00	60.00	274.40	30.00	251.40	30.00	66.00	60.00
Mexico	17.50	1,190.50	270.00	660.50	60.00	130.50	60.00	872.50	60.00	278.90	30.00	255.90	30.00	70.50	60.00
Myanmar	19.50	1,192.50	270.00	662.50	60.00	132.50	60.00	874.50	60.00	280.90	30.00	257.90	30.00	72.50	60.00
Nigeria	20.00	1,193.00	270.00	663.00	60.00	133.00	60.00	875.00	60.00	281.40	30.00	258.40	30.00	73.00	60.00
Panama	14.50	1,187.50	270.00	657.50	60.00	127.50	60.00	869.50	60.00	275.90	30.00	252.90	30.00	67.50	60.00
Philippines	36.00	1,209.00	270.00	679.00	60.00	149.00	60.00	891.00	60.00	297.40	30.00	274.40	30.00	89.00	60.00
Poland	26.20	1,199.20	270.00	669.20	60.00	139.20	60.00	881.20	60.00	287.60	30.00	264.60	30.00	79.20	60.00
Portugal	6.50	1,179.50	270.00	649.50	60.00	119.50	60.00	861.50	60.00	267.90	30.00	244.90	30.00	59.50	60.00
Saudi Arabia	17.20	1,190.20	270.00	660.20	60.00	130.20	60.00	872.20	60.00	278.60	30.00	255.60	30.00	70.20	60.00
Spain	11.60	1,184.60	270.00	654.60	60.00	124.60	60.00	866.60	60.00	273.00	30.00	250.00	30.00	64.60	60.00
Sri Lanka	15.00	1,188.00	270.00	658.00	60.00	128.00	60.00	870.00	60.00	276.40	30.00	253.40	30.00	68.00	60.00
Sudan	12.90	1,185.90	270.00	655.90	60.00	125.90	60.00	867.90	60.00	274.30	30.00	251.30	30.00	65.90	60.00
Uruguay	13.50	1,186.50	270.00	656.50	60.00	126.50	60.00	868.50	60.00	274.90	30.00	251.90	30.00	66.50	60.00
Venezuela	18.00	1,191.00	270.00	661.00	60.00	131.00	60.00	873.00	60.00	279.40	30.00	256.40	30.00	71.00	60.00
Others Countries	20.00	1,193.00	270.00	663.00	60.00	133.00	60.00	875.00	60.00	281.40	30.00	258.40	30.00	73.00	60.00

APPLICATION	EMGS	UPM
CANCELLATION	53.00	60.00
SPECIAL PASS	153.00	100.00
SPECIAL PASS (2ND)	206.00	

## **EMGS & UPM ACCOUNT DETAILS FOR FEE PAYMENT**

### **EMGS Account:**

Payment can be made through **Maybank counter** or **online payment** (CIMB Click/ Maybank2u).

Name of Bank : Maybank  
Account No. : 514057662341  
Account Name : Education Malaysia Global Services  
Recipient Reference : Matric No./ Passport No.  
Other Payment Details : Based on Type of Application  
(Renewal/Cancellation/Shortening/Special Pass etc.)

### **UPM Account:**

Payment can be made through **CIMB counter** or **online payment** (CIMB Click/ Maybank2u).

Name of Bank : CIMB  
Account No. : 8002155042  
Account Name : UPM Collection  
Recipient Reference : Matric No./ Passport No.  
Other Payment Details : Processing Fee

### **Note:**

\*Please make sure you have **made the payment** before come to the counter.

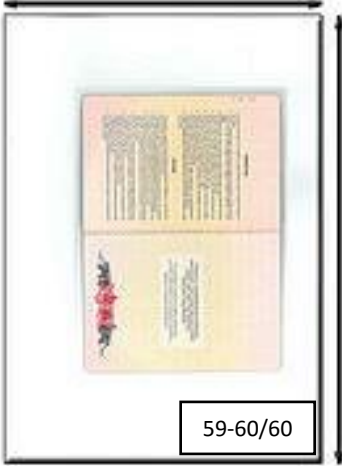
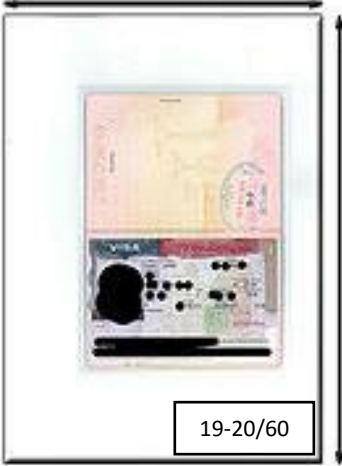
\*Please make **two** copies of each receipt.

\*Please make sure the **reference number** of each receipt is **clear**.

**PLEASE NUMBER ALL THE COPIES TO AVOID MISSING PAGES AND DELAY AT EMGS**

For Example: If Your Passport has 60 pages, then on each page of your photocopy write the page numbers per total pages, 1-2/60, 3-4/60 ... 59-60/60

If Your Passport has 40 pages, then on each page of your photocopy write the page numbers per total pages, 1-2/40, 3-4/40 ... 39-40/40





**ACCEPT**

4.5 CM



3.5 CM



Taken in front of a plain **WHITE** background only

Clear and sharp

Taken with a neutral facial expression, mouth closed



**REJECT**



**COLOUR** background



Blur picture



Edited picture, toned/pattern background



-Smiling with teeth showing  
- Wrong size



Face & shoulder not facing forward



**Maybank**

Deposit - Cash

Seri Keabangan  
March 20, 2017  
09:46:44

EMGS ESCROW ACCOUNT \*EMGS ESCROW ACCOUNT

Account No.:

51405766204

Amount:

RM281.40

EMGS ESCROW ACCOUNT \*EMGS ESCROW ACCOUNT

# EXAMPLE

DEPOSIT / PLACEMENT / CREDIT / PAYMENT

Name: Education Mily in Global Servis

Account / Card No.

514057662341

Amount RM

281.40

Card No.

Amount RM

Card No.

Amount RM

Transaction Description

SARTIKA M T D RASHID

Reference No.

PASSPORT NUMBER

DEBIT

Name:

Account No.

Amount RM

Please check and verify the transaction details before leaving the counter. The Bank shall not be responsible or liable for any failure to notify of any discrepancy(ies). This is a computer printout.

CA.02/BCF/1215

Tell ID: 00063432

Sup ID: M

EJ: 00063232170 821409



# EXAMPLE

## Acknowledgement

Status : **Successful**

Reference No. : 440553507

Transaction Date, Time : 20-Mar-2017 13:12:02 PM

From : 7601861118 | Savings Account-I

To : U.P.M.-COLLECTION A/C  
8002155042 Add to Favourite

Amount : RM 30.00

Recipient Reference : GS38681/A10245913 PASSPORT NO

Other Payment Details : Processing Fee TYPE OF APPLICATION

Alert Recipient by : Email: nashwan\_omary@yahoo.com | SMS: -

This is a computer generated receipt and no signature is required

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