

 UPNM National Defence University of Malaysia Kemajuan • Maruah • Ihsan	CENTRE FOR ACADEMIC AND INTERNATIONAL NETWORK UNIVERSITI PERTAHANAN NASIONAL MALAYSIA Aras Bawah, Bangunan Jebat, UPNM 57000, Kuala Lumpur, Malaysia Tel: 603-9051 2406 / 2535 Email: pjaa@upnm.edu.my		
	CHECKLIST FOR DEPENDENT APPLICATION <i>*This checklist is strictly for one (1) applicant only</i>		

APPLICANT DETAILS (in capital letter)

Full Name			
Passport No		Relationship	

New

Renewal

No.	Required documents (Please arrange the document according to the sequence given)	No. of copy	Remarks
1.	Checklist for Dependent Application	1	
2.	Copy of student passport (bio-data page and latest student pass)	1	
3.	Copy of dependent passport (all pages) A4 Sized Copy of passport *All pages of the passport *Observation page (showing any extensions, clarifications of name, and previous passport numbers) *Special Pass or Exit Stamp (if applicable) *Recommended passport validity duration is 12 months	1	
4.	Original passport – verify purposes		
5.	Copy of Immigration Form – Immigration Form IM12JP (IM12, IM38 & IM55) - Download from STARS and signed by applicant and by an authorized representative of the institution)	1	**Prepared by the institution
6.	Dependent passport photo (white background) - Size 3.5 cm x 4.5 cm (Please refer Appendix A)	1	
7.	Confirmation Letter *Confirmation letter from the institution validating that the principal is a student of the institute. *Confirmation letter from the institution validating the relationship between the dependent and the principal	1 1	**Prepared by the institution
8.	Copy of Principal's Offer Letter	1	
9.	Copy of Marriage Certificate For Principal's Spouse or Children: i. Copy of marriage certificate (Kindly translate into English by an authorized translation company) ii. Copy of relationship letter from the Embassy For Principal's Parents: i. Copy of parents' marriage certificate (Kindly translate into English by an authorized translation company)	1 copy of every document for each dependent	
	**Note: The copy of marriage certificate must be attested by the Embassy in Malaysia and the date of the Embassy's stamp must be within in three (3) months. The documents with the original attestation by the embassy must be submitted for dependent pass endorsement (Please ensure all the pages must be attested by the embassy)		

No.	Required documents (Please arrange the document according to the sequence given)	No. of copy	Remarks
10.	<p>Copy of Birth Certificate</p> <p>For Principal's Children:</p> <ul style="list-style-type: none"> i. Copy of birth certificate (Kindly translate into English by an authorized translation company) ii. Copy of relationship letter from the Embassy <p>For Principal's Parents:</p> <ul style="list-style-type: none"> i. Copy of principal's birth certificate (Kindly translate into English by an authorized translation company) ii. Copy of relationship letter from the Embassy <p>**Note: The copy of birth certificate must be attested by the Embassy in Malaysia and the date of the Embassy's stamp must be within in three (3) months. The documents with the original attestation by the embassy must be submitted for dependent pass endorsement (Please ensure all the pages must be attested by the embassy)</p>	1	
11.	<p>School's Confirmation Letter/ Letter of Oath (for child aged between 7-18 years old)</p> <p>For children attending school:</p> <ul style="list-style-type: none"> i. A confirmation letter from the school (only applicable if the dependent is schooling in any government/ private/ international/ expatriate schools) <p>For children not attending school:</p> <ul style="list-style-type: none"> i. Letter of oath that the children is not attending school and must be stamped by the commissioner of oath 	1	
12.	<p><i>Personal Bond</i> generated from EMGS STASR System and stamped by Inland Revenue Board (IRB)/ LHDN</p>	1	**Prepared by the institution
13.	<p>Copy of dependent health/ medical insurance cover note</p> <ul style="list-style-type: none"> i. The coverage period must be tally with the validity of student pass ii. The chosen package/ category of insurance must be medical insurance only 	1	
14.	<p>Copy of official local bank statement of principal (student)</p> <p>Bank statement provided should meet the following criteria:</p> <ul style="list-style-type: none"> i. 3 months transaction upon the submission of dependent application ii. Contain the name of the account holder (principal/ dependent) iii. Type of currency of the account in MYR (Malaysian Ringgit) iv. An active account that shows latest transactions (Must have an average of RM10,000 for latest there (3) months – <p>**Note: Any changes of the required amount of bank statement provided are subjected to Malaysian Immigration Department</p> <ul style="list-style-type: none"> v. Signed and stamped by the official bank officer (original endorsed for each page) vi. If the bank account opened less than there (3) months period from the date of application submission, kindly provide the confirmation letter from the bank 	1	

No.	Required documents (Please arrange the document according to the sequence given)	No. of copy	Remarks
15.	Receipt of Payment (Processing Fee) to EMGS: Please make Cheque/ Bank Draft/ Bank Transfer Payable to: EMGS Escrow Account 1 Account Number: 514057662341 Swift Code: MBBEMYKLXXX Bank: Malayan Banking Berhad (MAYBANK) Bank Address: Ground & Mezzanine Floor, Bangunan UTMSPACE, 195A, Jalan Tun Razak, 50450 Kuala Lumpur	1	

Reminder

1. The s
2. Documents which **DO NOT** follow the specifications are deemed incomplete and **will be rejected**.
3. We reserved the rights to reject the incomplete documents and any consequences of rejection are fully under applicant's responsibility.
4. Please **DO NOT STAPLE** your documents and photo, use a paper clip instead.
5. **All of these listed documents must be scanned and submitted via email pjaa@upnm.edu.my in ONE FOLDER.**

Kindly mentioned your details as follows:

Name:

Passport:

Course Name:

Accepted and Checked By	
Staff	
Date	

 <p>UPNM <small>Nasional Defence University of Malaysia</small> <small>Kuala Lumpur • Malaysia • 19120111</small></p>	<p>CENTRE FOR ACADEMIC AND INTERNATIONAL NETWORK UNIVERSITI PERTAHANAN NASIONAL MALAYSIA Aras Bawah, Bangunan Jebat, UPM 57000, Kuala Lumpur, Malaysia Tel: 603-9051 2406 / 2535 Email: pjaa@upnm.edu.my</p>
VISA AND PASS APPLICATION FORM	

SECTION A – Student Details

Full Name:

Passport Number: Gender:

Nationality: Country of Residence:

Program of Study: Master Doctor of Philosophy (PhD)

Name of Program:

Faculty:

Email Address:

Telephone Number (for Call/ Whatsapp):

SECTION B – Accommodation Details. Please tick (✓)

- 1) On campus (UPNM Hostel)
- 2) Others (Please specify)

Address line 1 :

Address line 2 :

City :

Postcode :

State :

SECTION C – Accommodation Details (in Overseas).

Address line 1 :

Address line 2 :

City :

Postcode :

State :

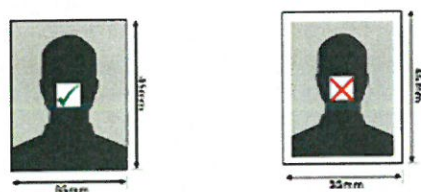
PASSPORT PHOTO GUIDELINES BY EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)

Please find below the photo guidelines for submitting a passport photo to institution. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

1. In colour and identical, not black and white.
2. Taken against a **WHITE** background.
3. Your photos must be **professionally printed** and 45 millimetres (mm) high x 35mm wide. **Please do not use photos that have been cut down from larger pictures.** In the examples below, the *one on the left shows the correct proportions*. The image on the right shows incorrect proportions.



4. **Note to Institutions:** When scanning and uploading the passport picture in STARS please ensure that there is **no white border** surrounding the photo as this may affect the dimensions of the image. Therefore, please remove the white border before uploading the student's picture. In the examples below, the *one on the left shows the correct proportions*. The image on the right shows in correct proportions.



5. Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**
6. Because clothing is visible in the passport photo, subjects should be careful to wear something modest. A conservative top is best. **Do not wear something with open shoulders (such as a tank top).**
7. Free from shadows.
8. Digital enhancements or changes are not acceptable.
9. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.
10. With the subject facing forward, looking straight at the camera.
11. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
12. Of each person on their own (no objects such as dummies or toys, or other people visible).
13. Taken with nothing covering the face.
14. In sharp focus and clear.
15. Free from "redeye".
16. Taken of the full head, without any covering unless worn for religious or medical reasons.
17. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.
18. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.
19. Have the person's full name on the back of each photograph (when submitted manually).

PHOTO GUIDELINE

