

EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)
25th October 2023

LATEST DEPENDENT PASS REQUIREMENTS BY THE IMMIGRATION DEPARTMENT - CAWANGAN EMGS

1. PURPOSE

1.1 The purpose of this bulletin is to notify all Education Institutions regarding the latest requirements imposed by the Immigration Department - Cawangan EMGS for dependent pass applications.

2. IMPLEMENTATION

2.1. The Immigration Department - Cawangan EMGS has updated the requirements of passport pages, physical passport photos, offer letters (from the principal applicant), confirmation letter from school/letter of oath, proof of financial support and Immigration forms.

2.2. With immediate effect, Education Institutions are required to submit these documents to EMGS at the following stages:

2.2.1. Application stage

- **Certified True Copy (CTC) of dependent's full passport pages** – Education Institutions are required to submit the dependent's full passport pages with the original certified true copy stamp for all new dependent pass applications.
- **Passport Photos** – Education Institutions are required to provide two physical passport photos for both dependent new and renewal application.
- **Offer letter** – Education Institutions are required to submit a copy of principal applicant's offer letter.
- **School's Confirmation Letter / Letter of Oath (Surat Akuan Sumpah)** – The Immigration department has advised that the children aged between 7 and 18 years old are required to attend school. The Immigration department requires all dependents to provide a confirmation letter from the school or a letter of oath if the applicants are not currently attending school.

2.2.2. Passport endorsement stage

- **Proof of Financial Support** – Education Institutions are required to submit an original stamped letter from the bank which shows an average end of month balance of RM 10,000 for the last 3 months.

- **Immigration forms** – All the Immigration Forms (IM12, IM55D, and IM38 forms) must be signed by the applicant. The parents/guardians for children aged 7 years and below can sign the forms on behalf of the applicant.

2.3. Attached together with this bulletin is a copy of the revised checklist for dependent pass applications. Kindly note that Education Institutions also can view the updated dependent checklist via STARS > Apply Now.

Education Malaysia Global Services

25th October 2023

Dependent Pass Checklist - New Application

Checklist Items	Details
<input type="checkbox"/> Dependents can apply for a dependent pass. application only if the principal applicant has a student pass.	Dependent's passport must only be submitted to EMGS once principal's passport is endorsed
<input type="checkbox"/> Passport Copy	<p><u>Dependent:</u></p> <ul style="list-style-type: none"> a) Passport data page (bio-data page) b) All pages with visa information c) Observation page (showing any extensions, clarifications of name, and previous passport numbers) d) Recommended passport validity duration is 12 months. e) ALL passport pages. <p><u>Principal (Student):</u></p> <ul style="list-style-type: none"> a) Copy of principal's latest student pass and passport bio-data page <p><i>Note: All passport pages must be certified true copy by the Institute with the officer's name and designation for the dependant pass endorsement.</i></p>
<input type="checkbox"/> Copy of the Immigration Form (IM12JP)	Immigration Form IM12JP (IM12 & IM38) from STARS and signed by the applicant .
<input type="checkbox"/> Applicant's Photo	Two (2) recent hardcopy passport sized photos of the dependant: <ul style="list-style-type: none"> a) Taken against a WHITE background. b) professionally printed and 45 millimetres (mm) high x 35mm wide Please refer to the "PHOTO GUIDELINES" in EMGS portal (https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html) <p><i>Note: The hardcopy photo is required for the dependant pass endorsement.</i></p>
<input type="checkbox"/> Confirmation Letter	<ul style="list-style-type: none"> a) Confirmation letter from the institution validating that the principal is a student of the institute. b) Confirmation letter from the institution validating the relationship between the dependent and the principal.
<input type="checkbox"/> Offer Letter	Copy of principal's offer letter

<input type="checkbox"/> Copy of Marriage Certificate	<p><u>Applicable only for Principal's Spouse or Children:</u></p> <ul style="list-style-type: none"> a) Copy of the marriage certificate b) Copy of the marriage certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c) Copy of relationship letter from the Embassy <p><u>Applicable only for Principal's Parents:</u></p> <ul style="list-style-type: none"> a) Copy of the parents' marriage certificate b) Copy of the parents' marriage certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. <p><i>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 the three months.</i></p> <p><i>The documents with the original attestation by the embassy must be submitted for dependant pass endorsement. Please ensure all the pages must be attested by the embassy.</i></p>
<input type="checkbox"/> Copy of Birth Certificate	<p><u>Applicable only for Principal's Children:</u></p> <ul style="list-style-type: none"> a) Copy of the birth certificate b) Copy of the certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c) Copy of relationship letter from the Embassy <p><u>Applicable only for Principal's Parents:</u></p> <ul style="list-style-type: none"> a) Copy of the principal's birth certificate b) Copy of the principal's birth certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c) Copy of relationship letter from the Embassy <p><i>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 the three months.</i></p> <p><i>The documents with the original attestation by the embassy must be submitted for dependant pass endorsement.</i></p>
<input type="checkbox"/> Personal Bond	<p>Personal bond generated from EMGS STAR System and stamped by In-land Revenue Board (IRB)/LHDN.</p> <p><i>Note: The original personal bond is required to be submitted for dependant pass endorsement.</i></p>

<input type="checkbox"/> Insurance Policy	<p>Copy of own medical and health insurance policy</p> <p>Note: This is only applicable if the institution has opted to organise directly/indirectly with insurance companies to offer Medical and Health Insurance to International Students.</p> <p>Note: The insurance coverage must be covered between the current date and the Principal's Student Pass expiry date.</p>
<input type="checkbox"/> Proof of Financial Support	<p>Bank statement will not be accepted unless it meets the following criteria:</p> <ul style="list-style-type: none"> a) Statement with bank letterhead (must be within three months from the date of issuance) Note: The date of issuance must be within 14 days prior to dependant pass endorsement to the Immigration b) Contain the name of the account holder (principal/dependant) c) Type of the currency of the account (e.g.: USD, KWD, INR, MYR) d) Must be an active account that shows latest transactions. e) Must have sufficient bank balance amount. Note: Must have an average balance of end month of RM10,000.00 for 3 latest months f) Signed and stamped by a bank official. <p>Note: The bank statements must be in English. If it is in any other languages, please translate into English by an authorised translation company. Please submit an original stamped letters from the bank for EMGS Endorsement.</p>
<input type="checkbox"/> Copy of Spouse Passport	<p>The applicant is required to provide a copy of their spouse passport pages in the event that his/her spouse is currently in Malaysia and the marriage is still legal.</p>
<input type="checkbox"/> School's Confirmation Letter / Letter of Oath	<p>Applicable only for Children aged between 7 to 18 years old who are attending school.</p> <ul style="list-style-type: none"> a) A confirmation letter from the school (only applicable if the dependant is schooling in any government/ private/international/expatriate schools) <p>Applicable only for Children aged between 7 to 18 years old who are not attending school.</p> <ul style="list-style-type: none"> a) Letter of oath stating that the child is not attending school. b) Letter of oath must be stamped by the commissioner of oath.
<input type="checkbox"/> Payment	<p>Cheque/Bank Draft is issued and payable to EMGS.</p>

Notes:

- Children accompanying their parents MUST have individual passports.
- The applicant cannot share passport with the principal (student).
- The following type of passports are not acceptable:
 - Diplomatic
 - Official
 - Refugee
 - Temporary
 - Emergency passport
- Institutions can only submit the dependant passport once the principal's student pass has been issued by the Malaysian Immigration Department.
- If you send us a document that is not in English or Bahasa Malaysia in support of your application, this document must be accompanied by a full translation into English that can be independently verified by EMGS. The translation can be done by the embassy or the Institut Terjemahan & Buku Malaysia (ITBM).

If the document was translated by Translation Company. The original translation must contain:

 - Confirmation from the translator or translation company that it is an accurate translation of the original document.
 - The date of the translation
 - The full name and signature of the translator or of an authorised official of the translation company; and the translator or translation company's contact details.
 - Must be attested by the embassy.

Disclaimer: The application is subject to approval by the Malaysian Immigration Department. The Immigration Department of Malaysia reserves the right to request for any additional documents that not listed in the checklist.

Dependent Pass Checklist - Renewal Application

Checklist Items	Details
<input type="checkbox"/> Dependents can apply for a dependent pass application only if the principal applicant has a student pass.	Dependent's passport must only be submitted to EMGS once principal's passport is endorsed
<input type="checkbox"/> Passport Copy	<p><u>Dependent:</u></p> <ul style="list-style-type: none"> a) Passport data page (bio-data page) b) All pages with visa information c) Observation page (showing any extensions, clarifications of name, and previous passport numbers) d) Recommended passport validity duration is 12 months. <p><u>Principal (Student):</u></p> <ul style="list-style-type: none"> a) Copy of principal's latest student pass and passport bio-data page <p><i>Note: All passport pages must be certified true copy by the Institute with the officer's name and designation for the dependant pass endorsement.</i></p>
<input type="checkbox"/> Copy of the Immigration Form (IM55D)	Immigration Form IM55D (IM55 & IM12) from STARS and signed by the applicant .
<input type="checkbox"/> Applicant's Photo	Two (2) recent hardcopy passport sized photos of the dependant: <ul style="list-style-type: none"> a) Taken against a WHITE background. b) professionally printed and 45 millimetres (mm) high x 35mm wide Please refer to the "PHOTO GUIDELINES" in EMGS portal(https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html)
<input type="checkbox"/> Confirmation Letter	<ul style="list-style-type: none"> a) Confirmation letter from the institution validating that the principal is a student at the institute. b) Confirmation letter from the institution validating the relationship between the dependent and the principal.
<input type="checkbox"/> Offer Letter	Copy of principal's offer letter

<input type="checkbox"/> Copy of Marriage Certificate	<p><u>Applicable only for Principal's Spouse or Children:</u></p> <ul style="list-style-type: none"> a) Copy of the marriage certificate b) Copy of the marriage certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c) Copy of relationship letter from the Embassy <p><u>Applicable only for Principal's Parents:</u></p> <ul style="list-style-type: none"> a) Copy of the parents' marriage certificate b) Copy of the parents' marriage certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. <p><i>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 the three months.</i></p> <p><i>The documents with the original attestation by the embassy must be submitted for dependant pass endorsement. Please ensure all the pages must be attested by the embassy.</i></p>
<input type="checkbox"/> Copy of Birth Certificate	<p><u>Applicable only for Principal's Children:</u></p> <ul style="list-style-type: none"> a) Copy of the birth certificate b) Copy of the certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c) Copy of relationship letter from the Embassy <p><u>Applicable only for Principal's Parents:</u></p> <ul style="list-style-type: none"> a) Copy of the principal's birth certificate b) Copy of the principal's birth certificate that is translated into English (if it is currently in any other language). Kindly translate it into English by an authorised translation company. c) Copy of relationship letter from the Embassy <p><i>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 the three months.</i></p> <p><i>The documents with the original attestation by the embassy must be submitted for dependant pass endorsement.</i></p>
<input type="checkbox"/> Personal Bond	<p>Personal bond generated from EMGS STAR System and stamped by In-land Revenue Board (IRB)/LHDN.</p> <p><i>Note: The original personal bond is required to be submitted for dependant pass endorsement.</i></p>

<input type="checkbox"/> Insurance Policy	<p>Copy of own medical and health insurance policy</p> <p>Note: This is only applicable if the institution has opted to organise directly/indirectly with insurance companies to offer Medical and Health Insurance to International Students.</p> <p>Note: The insurance coverage must be covered between the current date and the Principal's Student Pass expiry date.</p>
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<input type="checkbox"/> Copy of Spouse Passport	<p>The applicant is required to provide a copy of their spouse passport pages in the event that his/her spouse is currently in Malaysia and the marriage is still legal.</p>
<input type="checkbox"/> School's Confirmation Letter / Letter of Oath	<p>Applicable only for Children aged between 7 to 18 years old who are attending school.</p> <ul style="list-style-type: none"> a) A confirmation letter from the school (only applicable if the dependant is schooling in any government/ private/international/expatriate schools) <p>Applicable only for Children aged between 7 to 18 years old who are not attending school.</p> <ul style="list-style-type: none"> a) Letter of oath stating that the child is not attending school. b) Letter of oath must be stamped by the commissioner of oath.
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