



VISA UNIT, OFFICE OF INTERNATIONAL AFFAIRS (IO)
REQUIREMENT FOR NEW / RENEWAL DEPENDENT PASS APPLICATION
DOCUMENTS SUBMITTED ARE REQUIRED BY MALAYSIA IMMIGRATION DEPARTMENT, CYBERJAYA

IMPORTANT:

1. KINDLY ENSURE THE APPLICANT HAS A MINIMUM OF **ONE (1) month VALIDITY** OF PASS BEFORE PROCEED WITH THE SUBMISSION OF APPLICATION
2. TYPE OF PASSPORT MUST BE INTERNATIONAL / ORDINARY PASSPORT ONLY
3. CHILDREN AGE 7 YEARS OLD AND ABOVE ARE REQUIRED TO ATTEND SCHOOL AND APPLY STUDENT PASS THROUGH THE SCHOOL.

NO	REQUIREMENTS	CHECKLIST (/)	
1	Revenue stamp (Setem Hasil) - RM10 (for new application only) (PAID BY ONLINE)	1	
2	Photo – passport size (blue / white background, size 3.5 x 4.5)	2 copies	
3	Student's details page and visa page	1 copy	
4	Student's IIUM offer letter, certification letter & matric card	1 copy	
5	Dependent's copy of passport (All pages) – including the blank page	1 copy	
6	Dependent's medical insurance – Only available in Malaysia	1 copy	
7	Father and mother details page and visa page (if applicant is a child)	1 copy	
8	Copy of original marriage certificate, translated and certified by embassy (current year)	1 copy	
9	Copy of original birth certificate, translated and certified by embassy (current year)	1 copy	
10	Statutory Declaration – Declaration letter does not work certified by any registered Commissioner of Oaths in Malaysia. The letter is required for dependent (if the applicant is spouse/parents) only. Please refer and print out the letter at the end of the page below.	1 copy	
11	Explanation letter - If spouse/children (s) does not apply for a dependent pass. The details page and current visa page are required (if applicable)	1 copy	
12	Passport validity (minimum 12 months)		
13	Payment		
14	Original of family letter (current year) <ol style="list-style-type: none"> 1. The family letter must be officially from the embassy 2. If the embassy do not provide the family letter, a declaration letter of family with certified by the embassy is required (China, Canada, US & UK) 3. Certified true copy from the embassy on the copy of family letter (only applicable for Bangladesh passport) 4. Declaration of the family certified by Commissioner for Oath for countries that do not have embassy in Malaysia 5. Affidavit of family from the embassy for United States, Canada and United Kingdom 	1 copy	

15	<p><u>ATTACHED THE OFFICIAL LETTER FROM MINISTRY OF HIGHER EDUCATION AS IN APPENDIX</u></p> <p>1. Student's bank statement</p> <ul style="list-style-type: none"> i. Latest 3 months bank statement of student in Malaysia and certified by bank (MUST HAVE A MINIMUM ENDING BALANCE OF RM10,000.00 AND ABOVE FOR EACH OF THE MONTHS WITH ACTIVE TRANSACTIONS) ii. Additional bank statement from other banks in Malaysia certified by the bank (if any) iii. Additional 3 months latest bank statement from applicant's home country and certified by the embassy (as supporting documents only) (MUST HAVE AVERAGE MINIMUM ENDING BALANCE OF RM10,000.00 AND ABOVE FOR EACH OF THE MONTHS) <p>2. Spouse's bank statement (if applicant is husband)</p> <ul style="list-style-type: none"> i. Last 3 months bank statement of student's spouse in Malaysia certified by the bank OR ii. Bank statement from home country and certified by the embassy OR iii. Any bank statement from an international bank with a copy of international card and certified by the embassy <p>3. Spouse's source of income (if applicant is husband)</p> <ul style="list-style-type: none"> i. Source of income such as employment letter, pay slip or etc. certified by embassy <p>4. Justification of source income letter / Sponsorship letter</p> <ul style="list-style-type: none"> i. The letter must be certified by Commissioner for Oath. Please refer and print out the letter at the end of the page below. 	1 copy	
16	<p>1. Tenancy agreement with certified true copy stamp</p> <ul style="list-style-type: none"> i. The agreement must be officially certified by the Inland Revenue Authority of Malaysia (LHDN) ii. The tenancy agreement must be in valid period iii. Latest ORIGINAL proof of payment for house rental iv. The name in tenancy agreement is different, you have to request a letter from your embassy that states the relationship between you and the person. <p>2. Latest utility bills (Electricity bill & Water bill)</p> <ul style="list-style-type: none"> i. Clarification letter in regard to different registered name in the utility bills & tenancy agreement 	1 copy	

17	<p>1. Application for a dependent pass for child age 7 years old until 17 years old will only be processed if you children studying under school listed below:</p> <ul style="list-style-type: none"> i. Japanese School (Kuala Lumpur/ Johor / Penang/ Sabah) ii. Sekolah Indonesia (Kuala Lumpur / Sabah) iii. Chinese Taipei School, Kuala Lumpur iv. Darul Hikmah Iraqi School, Selangor v. Iraqi Expatriate School, Selangor vi. Korean Expatriate School Of Malaysia, Kuala Lumpur vii. Saudi Expatriate School, Kuala Lumpur viii. Jerman School, Kuala Lumpur ix. Lycee Francais De, Kuala Lumpur x. Lycee Francais De Kuala Lumpur Havea, Kuala Lumpur xi. Iran Expatriate School, Kuala Lumpur xii. Libyan Future Steps Expatriate School, Selangor xiii. The Libyan Expatriate School, Kuala Lumpur <p>2. The certification letter from school is required.</p> <p>3. PLEASE NOTE, HOME SCHOOLING IS NOT ALLOWED BY IMMIGRATION MALAYSIA</p>	1 copy	
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SAMPLE COPY OF PASSPORT

- Each PDF page must show two pages of the passport
- The details of all passport pages must be clear



SAMPLE COPY OF PASSPORT

DECLARATION LETTER DOES NOT WORK

I,.....(dependent name) who live
at the address
..... (current address in Malaysia)
passport holder no citizenship is the responsibilities of my
husband/wife/son/daughter's who named
(student name) passport no. who is currently a student at International
Islamic University Malaysia (IIUM).

2. I am the holder of a Social Visit Pass (Dependent Pass) under my husband/wife/son/daughter's
student pass, aware and understand is to be an offense and illegal if I am working while I held a Social
Visit Pass (Dependent Pass). If I violate the conditions of the pass, I can take action in accordance
with the provisions of the existing law.

3. I enclose a copy of the principal's passport and a copy of the financial statements/ bank for (3)
three consecutive months that have been certified by the bank.

I make this declaration letter in full confidence that anything mentioned therein is true and
in accordance with the Statutory Declaration Act, 1960.

Made and actually certified by)

I am the one mentioned in)

..... at state)

..... Malaysia)

the day of , 2025)

.....

signature of the applicant

Before me,

.....
Which in Pertuan Central Court Referee
or the Commissioner for Oaths

DECLARATION LETTER SOURCE INCOME

I, (student / spouse) who live
at the address
..... (current address in Malaysia)
passport holder no. citizenship.....who is currently a
..... I do Solemnly and sincerely declare that :

I make this declaration letter in full confidence that anything mentioned therein is true and
in accordance with the Statutory Declaration Act, 1960.

Made and actually certified by)
I am the one mentioned in)
..... at state)
..... Malaysia)

the day of , 2025) *signature of the applicant*

Before me, .

.....
Which in Pertuan Central Court Referee
or the Commissioner for Oaths