
 <b>UTM</b> <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	<b>UTM INTERNATIONAL</b>
	<b>DEPENDENT PASS CHECKLIST</b>

## NEW APPLICATION (DEPENDENT)

1 Set of Dependent Passport all pages copy (including empty pages)	Color copy of Family Letter with latest date and current years issued by student Embassy in Malaysia
2 passport size photo 45mmx35mm (blue background)	Color Copy of Children and Spouse Birth Certificates in English & Native language endorsed by student embassy in Malaysia
Color copy of passport Parents Details Page & Latest Parent Pass	Color Copy of Marriage Certificates in English & Native language endorsed by student Embassy in Malaysia
Student verification letter from faculty	Copy of Medical insurance policy
Copy of student matric card	Declaration of Oath (Children Age 7 - 17 years old who are not attending school)
Copy of UTM Offer Letter	Latest 3 Month Local Bank Account Statement (minimum balance of <b>RM1500</b> )
Copy of Previous Examination Result slip	Colour copy of Marriage & Birth Certificate in English & Native language endorsed by student embassy in Malaysia ( <i>if bring mother/father</i> )
Copy of Registration slip current semester	Proof of Payment to UTM Financial office
Others:	

### TERMS & CONDITION

- ✓ **DO NOT** buy flight ticket **BEFORE** complete process
- ✓ If dependent hold any passes **MUST shorten current pass** at the Previous Institution / Organization.
- ✓ Passport validity **MORE** than 1.5 years
- ✓ Complete Payment within 3 days
- ✓ All cost must be bears by student
- ✓ The process will takes 2 months minimum to complete

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## RENEWAL APPLICATION (DEPENDENT)

	Copies of passport details page (1 <sup>st</sup> page) and current pass/visa		Copy of Registration slip current semester
	2 passport size photo 45mmx35mm (blue background)		<b>Color copy of Family Letter with latest date and current years issued by student Embassy in Malaysia</b>
	Color copy of Parents Passport Details Page & Latest Parents Pass		<b>Color Copy of Children and Spouse Birth Certificates in English and Native language endorsed by student Embassy in Malaysia</b>
	Student verification letter from faculty		<b>Color Copy of Marriage Certificates in English &amp; Native language endorsed by student Embassy in Malaysia</b>
	Copy of student matric card		Declaration of Oath (Children Age 7 - 17 years old who are not attending school)
	Copy of UTM Offer Letter		Colour Copy of Marriage & Birth Certificates in English & Native language endorsed by student embassy in Malaysia ( <i>if bring mother/father</i> )
	Copy of Previous Examination Result slip		Latest 3 Month Local Bank Account Statement (minimum balance of <b>RM1500</b> )
	Copy of Medical insurance policy		Proof of Payment to UTM Financial office
	Others:		

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