

## INTERNATIONAL OFFICE

# SPECIAL PASS APPLICATION

### Personal Details:

<b>Name</b>		<b>Student ID</b>	
<b>Passport No.</b>		<b>Country</b>	
<b>E-mail Address</b>		<b>Contact No.</b>	
<b>Submitted Passport On</b>		<b>Visa Expiry Date</b>	
<b>Payment:</b> <input type="checkbox"/> SP1 : RM154.00 <input type="checkbox"/> SP2 : RM208.00 <b>Account Number: 514057662341 (Maybank) - "EMGS Escrow Account 1"</b>			

Please tick ✓	Types of Application	Documents Checklist
	<b>RENEWAL/ NEW (PROGRESSION / VARIATION)</b>	A copy of Passport Information Page, latest Student Pass & Latest Entry Stamp to Malaysia
	<b>GRADUATED</b>	A copy of graduation letter and transcript from Registrar
		A copy of Passport Information Page, latest Student Pass & Latest Entry Stamp to Malaysia
		Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from Finance, at UCC Counter 6)
		A copy of Flight Ticket to home country (If traveling to another country, the student must provide a residence pass)
		Original Passport
	<b>TERMINATED / DROPPED / WITHDRAW</b>	A copy of Passport Information Page, latest Student Pass & Latest Entry Stamp to Malaysia
		Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, at UCC Counter 6)
		A copy of termination/drop/ withdraw letter from Registry
		A copy of Flight Ticket to home country (If traveling to another country, the student must provide a residence pass)
		Original Passport
	<b>DEPENDENT</b>	A copy of Passport Information Page, latest Student Pass & Latest Entry Stamp to Malaysia
		Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, at UCC Counter 6)
		A copy of Flight Ticket to home country (If traveling to another country, the student must provide a residence pass)
		Original Passport
		A copy of family letter from embassy with original stamp (translated & certified by embassy)
		A copy of Flight Ticket to home country (If traveling to another country, the student must provide a residence pass)
		Original Passport

Abbreviation: SP – Special Pass

### **Declaration & Acknowledgement**

I acknowledge and confirm that all information and documents provided by me is true and correct. I hereby consent to UNITEN to collect, process, record, store and/or disclose my personal data in accordance to the mentioned above purposes.

**Applicant's Signature:**

**Date:**