

International Mobility & Collaboration Centre (IMCC)

CHECKLIST OF FAMILY VISA APPLICATION

PLEASE SORT THE DOCUMENTS ACCORDING TO THIS CHECKLIST NUMBER!

No.	Documents Required	Quantity	Remark (/)
1.	Photo (3.5 cm x 5.0 cm with Blue Background) (2 photo for new application)	1 (renew)	original
2.	Confirmation Letter & Overall letter from IPS	according to how many people	copy
3.	Student - Detail Page and Latest Visa Page	according to how many people	copy
4.	Spouses - Detail Page and Latest Visa Page	according to how many people	copy
5.	New Application - All Pages copy of passport (Dependent) – including Empty Pages (Payment RM650.00 - Cash)	1	copy
6.	Renew - Detail Page and Latest Visa/Pass (Dependent) (Fee RM130 - Cash)	1	Copy
7.	Marriage Contract (Copy and original for New Application) (Should be translated in English and verified from Embassy in Malaysia)	according to how many people	Original & copy
8.	Birth Certificate only for children (Copy and original for New Application) (Should be translated in English and verified from Embassy in Malaysia)	1	Original & copy
9.	Family Letter from Embassy in Malaysia	according to how many people	Original & copy
10.	Same person letter from Embassy in Malaysia	according to how many people	Original & copy
11.	Declaration Letter of Oath (Newborn baby – 6 years old) or School Letter for children (7 – 18 years old)	according to how many people	Original & copy
12.	Insurance Coverage (compulsary and must be VALID for 1 year. The starting and ending period must be shown)	according to how many people	copy
13.	Proof of Account Statement REQUIRED from Principal account/Student Minimum RM30,000 and above - latest 3 months statement must be from a Malaysian Bank with Stamp. Statement from own country's bank must be certified by your Embassy in Malaysia	according to how many people	Original & copy

IMPORTANT INFORMATION - PLEASE READ

- I. Those document mentioned above are SUBJECT TO CHANGE depending on immigration department's procedure.
- II. Please Submit the above document THREE MONTH BEFORE the expiry date of you student pass/visa.
- III. All documents submitted to VISA UNIT are NON-RETURNABLE

DAY : MONDAY - THURSDAY	
MORNING	9.00 AM – 12.30 PM
AFTERNOON CLOSE	
DAY : FRIDAY	
MORNING	9.00 AM – 11.45 AM
AFTERNOON CLOSE	

**For Further Enquiries, Please Contact
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