

**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)	1	original
2	Confirmation Letter from IPS	1	copy
3	Overall letter from IPS	1	copy
4	Detail Page and Latest Student Pass/Visa (Student)	1	copy
5	Detail Page and Latest Visa/Pass (Family)	1	copy
6	<b>**Marriage Contract (Should be translated in English and verified from applicant Embassy in Malaysia )</b>	1	copy
7	<b>**Birth Certificate only for children (Should be translated in English and verified from applicant Embassy in Malaysia )</b>	1	copy
8	<b>Proof of Account Statement REQUIRED from Principal account/Student (Minimum RM2,000 and above - latest 3 months statement* )</b>	1	Verified by the bank officer
9	<b>Personal Bond Stamping (with stamp RM10) – issued by Visa Office</b>	1	Original Copy
10	<b>Declaration Letter of Oath (for dependant age 18 years and below those are not registered as student at any school/institution in Malaysia ) Student can obtain from USM Oath Commissioner (Mr Erman at Human Resource Office USM, Level 4, Chancellory Building )</b>	1	Original Copy
11	Family Letter from Your Embassy ( if required)	1	original
12	Insurance Coverage/ Policy Letter (must be VALID) for 1 year	1	copy

**\*\*NOTE: Item no 8,9 & 10 is enforced and requested by Penang Immigration Department from 22 February 2019.**

**IMPORTANT INFORMATION - \*PLEASE READ\***

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

**CONSULTATION HOURS**

<b>DAY : MONDAY - THURSDAY</b>	
MORNING	8.30 AM – 12.30 PM
CLOSED IN THE AFTERNOON	
<b>DAY : FRIDAY</b>	
MORNING	8.30 AM – 11.45 AM
CLOSED IN THE AFTERNOON	

**For Further Enquiries, Please Contact  
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