

Version No : 01
 Revision No : 04
 Date : 09/04/2019



**OFFICE OF INTERNATIONAL AFFAIRS (IO)
 SPECIAL PASS APPLICATION FORM**

STUDENT			√	DEPENDENT			√
1	Detail Page and Visa Page	1 copy		1	Detail Page and Visa Page of Dependent	1 copy	
2	Offer Letter - for Renewal / Progression / Variation / New / SP Making	1 copy		2	Detail Page and Visa Page of Principle	1 copy	
3	Certification Letter - for Renewal / Progression / Variation / New	1 copy		3	Details Page and Visa Page of spouse if the applicant is a child	1 copy	
4	Change Course Letter - for Variation	1 copy		4	Offer Letter and Certification Letter of Principle	1 copy	
5	Copy of VAL - for New / Progression / Variation	1 copy		5	Family Letter or; Married Certificate or; Birth Certificate	1 copy	
6	Graduation letter (as approved by Senate) or; Termination Letter or; Withdrawal Letter or; Dismissal Letter	1 copy		6	Flight Ticket (min. 3 weeks during submission of application)	1 copy	
7	Flight Ticket (min. 3 weeks during submission of application)	1 copy		7	Payment (Finance copy)	1 copy	
8	Payment (Finance copy)	1 copy					

APPLICANT DETAILS

STUDENT NAME	
PASSPORT NUMBER	
NATIONALITY	
MATRIC NO	
HANDPHONE NUMBER	
E-MAIL ADDRESS	
PASS VALIDY UNTIL	
DEPENDENT NAME	
PASSPORT NUMBER	
NATIONALITY	
PASS VALIDY UNTIL	

OFFICE USED

Reason for Special Pass (please tick)

Variation	<input type="checkbox"/>	Dismissed / Terminated	<input type="checkbox"/>	Renewal	<input type="checkbox"/>
Progression	<input type="checkbox"/>	Withdraw	<input type="checkbox"/>		
New	<input type="checkbox"/>	Dependent	<input type="checkbox"/>		
Graduated	<input type="checkbox"/>	Making Arrangement	:	_____	