

APPROVAL - CHECKLIST FOR SOCIAL VISIT PASS (LONG TERM)

(Parents / Parents In-Law / Children (18-25 years old) (Biological/Adopted/Step Children) / Common Law Spouse)

Applicant's Passport

- a. Latest full set copy of passport (including empty pages).
For renewal, a copy of current valid pass must be included.
Please ensure copies are clear and readable.
- b. File must be in pdf format and size not more than 20mb

The validity of the passport must be more than 12 months upon submission of application for endorsement to Immigration Department. Hence, minimum requirement of passport validity upon submission of approval stage is 14 months.

The passport must have a minimum of 6 consecutive empty pages.

Undertaking Letter

- Undertaking Letter : an assurance by one party to another party that they will fulfil the obligation that had been produced/submitted i.e. Marriage or Birth Certificates/Affidavit/Custody Letter

For sample, please visit eXpats website under document library : [Undertaking Letter](#)

Birth Certificates for Children (18 - 25 years old)

Certified True Copy of Birth Certificate by the respective Embassy, Consulate General, or High Commission in Malaysia.

If in OTHER LANGUAGES, it MUST be translated into English and certified by a recognized agency, such as the Malaysian Embassy, Consulate General, or High Commission in the respective country, or the relevant Embassy, Consulate General, or High Commission within Malaysia.

For CHINA Nationalities

- To submit Original Certified True Copy (CTC) of Birth Certificate by the respective Malaysian Embassy/High Commission/Consulate General in respective country.

For BANGLADESHI, PAKISTAN, IRAN, IRAQ and NIGERIA Nationalities

- To submit Original Certified True Copy (CTC) of Birth Certificate by the Malaysian Embassy/High Commission/Consulate General in respective country **OR** respective Embassy in Malaysia.

For COLOMBIA and AFGHAN Nationalities

- To submit Original Certified True Copy (CTC) of Birth Certificate by the nearest Malaysian Embassy to Colombia/Afghanistan e.g. Malaysian Embassy in Peru/Pakistan **OR** respective Embassy in Malaysia

For approval purposes, the original certified true copy certificate(s) MUST be submitted after submission of online application. The certificate(s) will be RETAINED and shall NOT BE RETURNED.

Letter from Commissioner of Oaths

- An original Letter from Commissioner of Oaths with regard to latest status (single, unemployed and under custodian of EP holder) is required for every renewal. The letter must be dated with the current date.

Proof of Relationship with EP holder i.e. Affidavit issued by respective embassy in Malaysia, applicable for Parents/Parents in-Law ONLY

- Affidavit refers to "Proof of Relationship".
Affidavit issued by respective Embassy/High Commission/Consulate General in Malaysia and copy of Employment Pass holder's Marriage / Birth Certificate.

If in OTHER LANGUAGES, it MUST be translated into English and certified by a recognized agency, such as the Malaysian Embassy, Consulate General, or High Commission in the respective country, or the relevant Embassy, Consulate General, or High Commission within Malaysia.

For CHINA Nationalities

- To submit Original Certified True Copy (CTC) of Proof Relationship with EP holder by the respective Malaysian Embassy/High Commission/Consulate General in respective country.

For BANGLADESHI, PAKISTAN, IRAN, IRAQ and NIGERIA Nationalities

- To submit Original Certified True Copy (CTC) of Proof Relationship with EP holder by the Malaysian Embassy/High Commission/Consulate General in respective country **OR** respective Embassy in Malaysia.

For COLOMBIA and AFGHAN Nationalities

- To submit Original Certified True Copy (CTC) of Proof Relationship with EP holder by the nearest Malaysian Embassy to Colombia/Afghanistan e.g. Malaysian Embassy in Peru/Pakistan **OR** respective Embassy in Malaysia

For approval purposes, the original certified true copy certificate(s) MUST be submitted after submission of online application. The certificate(s) will be RETAINED and shall NOT BE RETURNED.

Custody Letter is applicable for step children/ adopted children (18 - 25 years old)

- Custody Letter : Legal arrangement under which one person (a guardian) has the legal right and duty of care for another.
 Issued by Court and if in other languages, please translate into English before certification by the respective embassy in Malaysia.

If in OTHER LANGUAGES, it MUST be translated into English and certified by a recognized agency, such as the Malaysian Embassy, Consulate General, or High Commission in the respective country, or the relevant Embassy, Consulate General, or High Commission within Malaysia.

For CHINA Nationalities

- To submit Original Certified True Copy (CTC) of Custody Letter by the respective Malaysian Embassy/High Commission/Consulate General in respective country.

For BANGLADESHI, PAKISTAN, IRAN, IRAQ and NIGERIA Nationalities

- To submit Original Certified True Copy (CTC) of Custody Letter by the Malaysian Embassy/High Commission/Consulate General in respective country **OR** respective Embassy in Malaysia.

For COLOMBIA and AFGHAN Nationalities

- To submit Original Certified True Copy (CTC) of Custody Letter by the nearest Malaysian Embassy to Colombia/Afghanistan e.g. Malaysian Embassy in Peru/Pakistan **OR** respective Embassy in Malaysia

For approval purposes, the original certified true copy certificate(s) MUST be submitted after submission of online application. The certificate(s) will be RETAINED and shall NOT BE RETURNED.

Letter from respective Embassy/High Commission in Malaysia/Consulate General for Common-Law Spouse

Letter issued by the respective embassy in Malaysia for "Proof of Relationship".

If in OTHER LANGUAGES, it MUST be translated into English and certified by a recognized agency, such as the Malaysian Embassy, Consulate General, or High Commission in the respective country, or the relevant Embassy, Consulate General, or High Commission within Malaysia.

For CHINA Nationality

To submit Original Certified True Copy (CTC) of Proof of Relationship with EP holder by the respective Malaysian Embassy/High Commission/Consulate General in respective country.

For IRAN and NIGERIA Nationalities

To submit Original Certified True Copy (CTC) of Proof of Relationship with EP holder by the Malaysian Embassy/High Commission/Consulate General in respective country **OR** respective Embassy in Malaysia.

For COLOMBIA and AFGHAN Nationalities

To submit Original Certified True Copy (CTC) of Proof of Relationship with EP holder by the nearest Malaysian Embassy to Colombia/Afghanistan e.g. Malaysian Embassy in Peru/Pakistan **OR** respective Embassy in Malaysia

For approval purposes, the original certified true copy certificate(s) MUST be submitted after submission of online application. The certificate(s) will be RETAINED and shall NOT BE RETURNED

Renewal Application

New letter from respective Embassy in Malaysia as Proof of Relationship is required for **every renewal**.

Passport Sized Photo

File upload requirements:

- a. Photo must have blue background with photo size of 35mm x 50mm
- b. Size of photo must be in 99 x 142 pixels
- c. File size photo must be less than 20kb
- d. File format must be in JPG or JPEG only

Please upload latest photo for renewal application

If Submit Separately:

i. SEPARATE submission from Principal/EP holder (common-law spouse/children/parents/parents in-law)

- a. Copy of Identity (ID) page of the Principal/EP holder passport
- b. Copy of a valid Employment Pass sticker (EP)/Approval Letter

ii. SEPARATE submission without either ONE of the parents in Malaysia (children ONLY)

- Consent Letter either from a father/mother is required.
- Copy of Employment Pass (EP) sticker **OR** any other valid pass of a father/mother in Malaysia
- Copy of parent's Marriage Certificate/Divorce Letter

Personal Bond affixed with RM10.00 revenue stamp and endorsed by Inland Revenue Board (IRB) with payment receipt

- Personal Bond : A bond required of a trustee, administrator, executor, guardian, conservator, or other fiduciary to protect against the loss caused by misconduct during the performance of the person A's duties.
- Personal Bond must be stamped by Inland Revenue Board (IRB) and RM10.00 revenue stamp/e-stamping must be in coloured and signed by a Local Sponsor (Malaysian).

For sample and security amount of Personal Bond, please visit eXpats website under document library : Personal Bond.