CHILD DEPENDENT PASS (INTERNATIONAL STAFF)

PROCESS	REMARKS
1 International Students/ Staff Prepare and submit the documents to International Centre.	The following document required: • Copy of the child's passport • Passport of the International Students or Staff and his wife/ husband • Copy of Marriage Certificate • Child's Birth Certificate • Two (2) passport sized photographs (softcopy and hardcopy) • A school approval letter from the National Registration Department (JPN).
2 International Centre Prepares the student pass application letter, completes Form IM14 and 1M38 and the student information form.	
3 International Centre Process the application and submit to Kuala Terengganu Immigration Office.	
4 Immigration Office Receives the application documents and processes the application.	NO
5 Immigration Office Inform the IC Staff regarding the acknowledgement of receipt of the application.	
6 International Centre IC Staff file the application and the acknowledgement receipt in the student/ staff personel file.	
7 International Students/ Staff Submit the real child's passport at the International Centre and make the payment as determined according to the student's country.	

YES

S1

CHILD DEPENDENT PASS (INTERNATIONAL STAFF)

PROCESS	REMARKS
8 International Centre Receive the child's passport and record it in the log book after 7 working days for sticker endorsement at the Immigration Office.	
9 International Centre IC Staff make the payment as determined according to the student's country at Immigration Office.	
10 International Centre Collect the passport & update to International Students/ Staff after the process is completed.	
11 International Students/ Staff Collect their child passport from International Centre.	
12 International Centre Update the data in the International Student/ Staff database.	

COMPLETED