DEPENDENT PASS APPLICATION INTERNATIONAL STAFF FAMILY

PROCESS	REMARKS
01 International Staff Submit the family member's passport to International Centre and make the required payment based on your country.	1
02 International Centre International Centre Staff receive the family member's passport from the International Staff and record it in the logbook.	2
03 International Centre Prepare and sign the dependent pass application letter.	3
04 International Centre Take the passport to the Immigration Office for sticker endorsement and make the required payment according to the respective country.	4
05 Immigration Office Receive and process the application.	5
06 International Centre Return the passport to the International Staff.	6
07 International Centre Update the data in the International Staff database.	7

COMPLETED