

# SPECIAL PASS – OVERSTAY APPLICATION (ENFORCEMENT CASE)

 UPDATED: April 2024  
 AASC/UPPA/BR011/2022

STUDENT'S DETAILS (PLEASE WRITE IN CAPITAL LETTER)			
Name of applicant (as shown in passport) :			
Phone Number:		Passport Number:	
Country:		Student ID Number:	
Faculty:		Level of Study: (Please Circle)	BACHELOR / MASTER / PhD
Email:			
Documents Checklist			/ For office used
1.	<b>ORIGINAL PASSPORT</b>		Passport expiry date:  ..... Latest entry date:  ..... Current pass validity:  .....
2.	<b>PASSPORT COPY – ALL PAGES (2 copies)</b>		
3.	<b>ACADEMIC RESULTS, ATTENDANCE REPORT – FOR UG &amp; PG BY COURSEWORK STUDENT PROGRESS REPORT – FOR PG BY RESEARCH STUDENT</b>		
3.	<b>Payment Receipt:</b> RM50.00 for Visa Processing Fee. (Not refundable) (payable through UM EPAY at <a href="http://epay.um.edu.my">epay.um.edu.my</a> )		Total amount paid:  .....
4.	<b>REASON AND CHRONOLOGY FOR OVESTAY (MANDATORY)</b> Must state the reason and chronology for overstay write in <b>official letter</b> in Microsoft Word addressed to:  <b>HEAD OF ENFORCEMENT UNIT</b> Duta Immigration Office - Kuala Lumpur Federal Territory Complex KDN Jalan Duta, 69, Jalan Sri Hartamas 1, Sri Hartamas, 50480 Kuala Lumpur Federal Territory of Kuala Lumpur		
5.	<b>FORMAT A FORM</b>		

## IMPORTANT NOTE:

1. Your application will be brought to the **ENFORCEMENT PROCESS by appointment** with the Immigration Department at Jalan Duta. You will be charged a minimum of **RM 1,100.00** for the overstay case. The amount is solely at the Immigration Discretion. The process will take **4 - 6 months minimum**.
2. Student/Dependent is **NOT ALLOWED TO PURCHASE OR BOOK ANY FLIGHT TICKET(S)** prior to submission of the Special Pass application and upon approval from the Department of Immigration Malaysia. We will not be liable for any cost incurred due to flight ticket cancellation or amendment.