

DOCUMENT AND PROCESS FOR EMPLOYMENT PASS (EP) / DEPENDANT PASS (DP) APPLICATIONS

New Case (If you are not holding any employment pass in Malaysia)

Copy of:

- 1) Passport (all pages including blank pages)
- 2) Birth Certificate*
- 3) Marriage Certificate*
- 4) Academic Certificate*
- 5) Personal Resume
- 6) Health Report (medical checkup letter will be provided)
- 7) **8 passport sized photographs** (3.5cm x 5.0cm) with blue background – (hardcopy to be mailed to HR Department). Address is available at the end of this document.

** All non-English Language Certificates need to be translated and certifies true copy by the relevant High Commission*

Transfer Case (If you are holding an employment pass in Malaysia)

Copy of:

- 1) Passport (all pages including blank pages)
- 2) Birth Certificate*
- 3) Marriage Certificate*
- 4) Academic Certificate*
- 5) Personal Resume
- 6) Health Report
- 7) **8 passport sized photographs** (3.5cm x 5.0cm) with blue background – (hardcopy to be mailed to HR Department). Address is available at the end of this document.
- 8) Copy of Resignation Letter
- 9) Copy of Cancelled or Shortened employment pass from your employer**
- 10) Original Cancellation and Release Letter from your employer**

** All non-English Language Certificates need to be translated and certifies true copy by the relevant High Commission*

*** Please ensure the dates in item 9 and 10 correspond with each other. Please also ensure your shortened visa has a validity of not less than 30 days to allow our application to be processed whilst your visa is valid. You may be required temporarily should your visa expires during this period.*

1. Dependant Pass (DP) Application

For married applicant, please provide item 1, 2, 3 and 7 of your spouse's and children's for dependant pass application. Spouse is defined as the staff's legal spouse.

2. Marriage Certificate

Please have your original marriage certificate upon arrival. The document may be required by the Malaysian Immigration Department (MID) during the EP and DP endorsement stage.

3. Passport's validity and blank pages

Please ensure that your passport (as well as your dependant's) has a validity of **not less than two (2) years** and blank pages of **not less than six (6) continuous pages**.

Staff's Signature

4. Entering Malaysia

Applicant may enter Malaysia upon approval of stage 1 (see Employment Pass Application stages below). Approval to enter is to facilitate the application and endorsement of Employment Pass and Dependant Pass. Your passport will be collected as soon as practical for this purpose. It is best to ensure that you will not be travelling within the first month of your arrival to allow sufficient time for endorsement.

4a. Employment Status

Please be advised until your EP is endorsed, you are yet official a staff member of the University. The date of your EP will be recognized as the official start date of employment

4b. Staff Card

You may be issued with a staff card upon you passing the first stage employment pass application.

4c. Opening of Bank Account

Opening of bank account can be done as soon as your EP is endorsed. The bank will require a copy of your employment pass for this purpose.

Employment Pass Application Stages

Stage	Action	Processing Time
1.	To obtain permission from approving authority (MDeC) in Malaysia for foreign knowledge worker application. Letter will be issued by MDeC to notify successful application. The letter is valid up to six (6) months from the date of issuance. Thereafter, a re-application has to be made.	Up to 15 working days
1a.	In addition, you may be subject to security clearance check by the authority. When this happens, the processing time will be longer.	Additional 14 working days
1b.	For nationalities requiring visa to enter Malaysia, you will need to apply for an entry visa at the nearest Malaysian Embassy. To check whether you will need an entry visa, please visit: http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country	Additional 7 working days
2.	To obtain approval from the Malaysia Immigration Department (MID).	Up to 15 working days

Staff's Signature

Important Notice:

1. This document is subject to changes as determined by the relevant authorities. Employment Pass issuance is strictly at the approval of the Malaysian Immigration Department (MID).
2. It is important that you have sufficient fund to sustain yourself and your dependants for at least 30days upon arrival. You will need to place deposit for your housing rental, car purchase, children's school deposit and other essentials.

Should you require further information regarding this document, please contact any of the personnel below:

Ms. Siti Farah Binti Aziz – siti.farah@nottingham.edu.my

Ms. Dian Hafini Binti Yusoff – dian.yusoff@nottingham.edu.my

HR's Address

The Human Resource Department
The University of Nottingham Malaysia Campus
Jalan Broga
43500 Semenyih
Selangor
Malaysia

**** IMPORTANT REMINDER ****

Applicant will not be allowed to enter Malaysia until the 1st stage application of Employment Pass has been approved.

To obtained 1st stage approval application, all listed documents stated in the info EP application has to be submitted to HR Department **within 2 weeks** after the acceptance of offer.

Under the Malaysia Immigration Department law, it is illegal to work in Malaysia without an appropriate employment pass.

I,, Passport No. hereby confirm my understanding and acceptance of the information given in the 'Document and process for Employment Pass/Depend ant Pass application.

Signature:

Date: