

Document required for submission: -

| NO | DETAIL | DESCRIPTION | TICK |
|---|--|--|------|
| DETAIL STUDENT (STUDENT VISA APPLICATIONS) | | | |
| 1 | TWO (2) PCS PHOTO PASSPORT SIZE | <ul style="list-style-type: none"> ● BLUE BACKGROUND OR WHITE BACKGROUND | |
| 2 | TWO (2) SETS OF FULL PASSPORT COPY | <ul style="list-style-type: none"> ● INCLUDING FRONT, BACK AND EMPTY PAGES ● COPY OF PASSPORT MUST BE CLEAR AND COLOR ● PASSPORT MUST BE VALID MORE THAN 12 MONTH <i>(If not, we can't proceed with the application. Kindly notify the school about any new passports to avoid errors in data entry. Parents are required to pass the old passports to school for immigration submission.)</i> ● PASSPORT, VISA & ENTRY STAMP MUST VALID | |
| 3 | TWO (2) SETS BIRTH CERTIFICATE | <ul style="list-style-type: none"> ● ENGLISH TRANSLATION ● MUST ENDORSED/CTC FROM EMBASSY OR MINISTRY OF FOREIGN AFFAIRS (MOFA) | |
| 4 | TWO (2) SET OF SCHOOL LEAVING CERTIFICATE FROM PREVIOUS SCHOOL | <ul style="list-style-type: none"> ● ENGLISH TRANSLATION ● MUST ENDORSED/CTC FROM PREVIOUS SCHOOL | |
| 5 | TWO (2) SET RELEASE LETTER FROM PREVIOUS SCHOOL | <ul style="list-style-type: none"> ● ENGLISH TRANSLATION ● MUST ENDORSED/CTC FROM PREVIOUS SCHOOL | |
| 6 | INSURANCE POLICY | <ul style="list-style-type: none"> ● MUST VALID AND UPDATED ● NEED TO PROVIDE COVER NOTE IF HAVE PERSONAL INSURANCE ● COMPULSORY TO TAKE INSURANCE PROVIDED FROM IMMIGRATION IF NO PERSONAL INSURANCE | |
| 7 | TWO (2) SET FULL PASSPORT COPY | <ul style="list-style-type: none"> ● FULL PASSPORT FOR FATHER & MOTHER INCLUDING FRONT, BACK AND EMPTY PAGES - 2 SET COPY FOR MOTHER - 1 SET COPY FOR FATHER ● COPY OF PASSPORT MUST BE CLEAR AND COLOR ● PASSPORT MUST BE VALID MORE THAN 12 MONTH <i>(If not, we can't proceed with the application. Kindly notify the school about any new passports to avoid errors in data entry. Parents are required to pass the old passports to school for immigration submission.)</i> ● PASSPORT, VISA & ENTRY STAMP MUST VALID | |
| 8 | TWO (2) SET OF MARRIAGE CERTIFICATE | <ul style="list-style-type: none"> ● ENGLISH TRANSLATION ● MUST ENDORSED/CTC FROM EMBASSY OR MINISTRY OF FOREIGN AFFAIRS (MOFA) ● DATE OF ISSUE CTC/ ENDORSE MUST BE A LATEST DATE | |

DETAIL PARENT /GUARDIAN/DEPENDANT (GUARDIAN/DEPENDANT VISA APPLICATIONS)

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|---|--|--|--|
| 1 | TWO (2) PCS PHOTO PASSPORT SIZE | <ul style="list-style-type: none"> ● BLUE OR WHITE BACKGROUND ● ONLY GIVE MOTHER/GUARDIAN PHOTO | |
| 2 | TWO (2) SET FULL PASSPORT COPY | <ul style="list-style-type: none"> ● FULL PASSPORT FOR FATHER & MOTHER INCLUDING FRONT, BACK AND EMPTY PAGES - 2 SET COPY FOR MOTHER - 1 SET COPY FOR FATHER ● COPY OF PASSPORT MUST BE CLEAR AND COLOR ● PASSPORT MUST BE VALID MORE THAN 12 MONTH <i>(If not, we can't proceed with the application. New passports need to be informed to school to avoid errors in data entry. Old passports are required to pass to school for immigration submission.)</i> ● PASSPORT, VISA & ENTRY STAMP MUST VALID | |
| 3 | GUARDIAN MALAYSIA CITIZEN | <ul style="list-style-type: none"> ● NEED TO SUBMIT COPY OF IC | |
| 4 | TWO (2) SET OF PARENTS/GUARDIAN MARRIAGE CERTIFICATE | <ul style="list-style-type: none"> ● ENGLISH TRANSLATION ● MUST ENDORSED/CTC FROM EMBASSY OR MINISTRY OF FOREIGN AFFAIRS (MOFA) ● DATE OF ISSUE CTC/ ENDORSE MUST BE A LATEST DATE | |
| 5 | TWO (2) SETS OF PARENTS/GUARDIAN BIRTH CERTIFICATE | <ul style="list-style-type: none"> ● ENGLISH TRANSLATION ● MUST ENDORSED/CTC FROM EMBASSY ● IF CANNOT PROVIDE BIRTH CERTIFICATE, REQUEST FROM THE EMBASSY IDENTIFICIAL CERTIFICATE OR ANY SUPPORTING DOCUMENTS THAT SHOWN APPLICANT DETAILS. | |
| 6 | TWO (2) SETS OF BANK STATEMENT | <ul style="list-style-type: none"> ● MUST GIVE THE LATEST THREE (3) MONTH BANK STATEMENT <i>(Bank statement balance should be RM 30,000.00 above as a proof of subsistence in Malaysia.)</i> ● THE APPLICANT SHOULD BE INFORMED THAT A BALANCE OF RM30,000 IS MEASURED AT THE BEGINNING AND END OF EACH MONTH. ● THE BANK STATEMENT MUST TRANSLATION IN ENGLISH ● THE BANK STATEMENT MUST BE UNDER HUSBAND OR WIFE | |
| 7 | COPY OF AFFIDAVIT FOR EACH CHILD UNDER DEPENDANT BY COMMISSIONER OF OATH | <ul style="list-style-type: none"> ● MUST GET ENDORSED BY COMMISSIONER OF OATH OR MINISTRY OF FOREIGN AFFAIRS (MOFA)- <i>(Mention that the child is not attending any school and still underage- this only for application under dependent pass)</i> | |

ADDITIONAL DOCUMENT REQUIRED FOR SUBMISSION (OPTIONAL IF APPLICABLE)

| | DETAIL | DESCRIPTION | TICK |
|---|--|---|------|
| 1 | DIVORCE LETTER (IF ANY RELATED CASES) | <ul style="list-style-type: none"> ENGLISH TRANSLATE AND ENDORSE OR CTC BY EMBASSY | |
| 2 | CUSTODY LETTER (IF ANY RELATED CASES) | <ul style="list-style-type: none"> ENGLISH TRANSLATE AND ENDORSE OR CTC BY EMBASSY | |
| 3 | DEATH CERTIFICATE (IF ANY RELATED CASES) | <ul style="list-style-type: none"> ENGLISH TRANSLATE AND ENDORSE OR CTC BY EMBASSY | |

*****PLEASE NOTE THAT EVERY DOCUMENT MUST BE A COPY OF THE ORIGINAL DOCUMENT AND MUST BE GIVEN IN HARDCOPY TO THE SCHOOL*****

NOTES:

1) Please ensure that all tuition fees are paid before submitting a visa application.

2) Payment Visa Fee :

- New Application & New student : RM1,000
- Guardian & Dependant New : RM1,200
- Renew Student : RM600
- Guardian & Dependant Renew : RM800
- Special pass : RM200 (to extend the staying in Malaysia) if any
- Cancellation & Shorten : RM200 per passport (Withdraw or graduated)
- Insurance (if any) : RM200 per passport