



SRI BESTARI  
INTERNATIONAL SCHOOL

## VISA APPLICATION DOCUMENTS CHECKLIST

NO	ITEM	Student	Guardian
1	Original and Copy of Applicant's Passport (All printed pages) with at least 12 months validity (including the latest endorsement of social pass)	✓	✓
2	Original and Copy of Both Parents' MYKAD / MYPR / Passports (All printed pages) (Certified by JPN / Embassy) (including the latest endorsement of social pass and return ticket/exit stamp from Malaysia for spouse)	✓	✓
3	Passport sized photographs	✓ (4)	✓ (2)
4	<p>Evidence of affinity certified by Embassy/ Representative/High Commissioner (Original and Copy) (translated to English)</p> <p>i. Marriage Certificate (wife/husband)</p> <p>ii. Divorce Certificate &amp; Custody Certificate (if parents are divorced)</p> <p>iii. Birth Certificate (child) (for biological parents application)</p> <p>iv. Letter of Custody/ Adoption Certificate (for step child/ adopted child only)</p> <p>v. Death Certificate (if either one of the parents has passed away)</p> <p><i>Remark 1: For copies that have to be translated into English, the translation &amp; certified true copy (CTC) verification has to be done by the country of origin's Embassy in Malaysia or Malaysia Embassy in respective origin country.</i></p> <p><i>Remark 2: For citizens of China (PRC), the following additional requirement apply:</i></p> <p>a) All original documents must be translated to English with a <b>DOUBLE</b> endorsement by representative notary public 公证处 in China.</p> <p>b) Notarised documents (marriage, birth etc) <b>WILL NOT</b> be returned.</p> <p>c) Need to obtain confirmation of affinity from Malaysia Representative office in China.</p>	✓	✓
5	Family Relationship / Next of Kin Letter from Embassy / High Commission (if deemed necessary)	✓	
6	<p>Valid original health insurance policies with details below: (for confirmation please refer to agent)</p> <ul style="list-style-type: none"> <li>Validity period (usually 1 year), benefits schedule like coverage amount if admitted in a hospital, must be stated in the policy that it can be used world wide, immigration only accept overseas insurance if the company has a branch in Malaysia</li> </ul>	✓	✓

7	School leaving certificate / release letter (If transferring to another school) (Translated to English and printed with school logo)	✓	
8	Parents Bank Statement (latest 3 months* statement with at least RM10,000 and verified by bank, in English)  <i>* after the student has obtained the Letter of Support from MOE and begin to apply for student pass and guardian pass.</i>		✓
9	Tenancy agreement (Original and Copy) - stamped by lawyer and Malaysia Income Tax Department		✓
10	Photos of unit number with door and name of building		✓
Prepared by school or agent			
11	Approval letter from Ministry of Education Malaysia	✓	
12	Student Pass application letter from school to immigration	✓	
13	IM 14 - Student Pass Application Form, Student's Personal Information Form	✓	
14	IM 38 - Visa Application Form	✓	✓
15	IM 12 - Visit Pass Application Form, IM 55 - Application for Extension of Visit Pass Form		✓

- *Subject to change under the discretion of Immigration Malaysia*

**Remark:**

1. *Original and photocopy documents must be presented at immigration.*
2. *Immigration officer is entitled to ask for additional documents not stated in the checklist if necessary.*
3. *Only completed application will be accepted and processed.*



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