

## VISA APPLICATION DOCUMENTS CHECKLIST

NO	ITEM	Student	Guardian
<b>Prepared by the applicant</b>			
1	Offer letter of applicant from the school and school fee payment receipt	✓	✓
2	Original and Copy of Applicant's Passport (All printed pages) with at least 18 months validity and 6 empty pages (Certified by Embassy) (including the latest endorsement of social pass)	✓	✓
3	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)	✓	✓
4	Passport sized photographs	✓ (2)	✓ (1)
5	<p>Evidence of affinity certified by Embassy/ Representative/High Commissioner (Original and Copy) (translated to English) (Attestation validity 6 months only)</p> <p>I. Marriage Certificate (wife/husband)            II. Divorce Certificate &amp; Custody Certificate from the court (if parents are divorced)            III. Birth Certificate (child)            IV. Letter of Custody/ Adoption Certificate (for step child/ adopted child only)            V. Death Certificate (if either one of the parents has passed away)            VI. Single / Unmarried status document (for single parent)</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>            a) All original documents must be translated to English with a <u>DOUBLE endorsement*</u> by representative notary public 公证处 in China. (*For documents in No. 2, 3, and 5)            b) Notarised documents (passport, marriage cert, birth cert etc) <b>WILL NOT</b> be returned.            c) Need to obtain confirmation of affinity from Malaysia Representative office in China.</p>	✓	✓
6	Family Relationship / Next of Kin Letter from Embassy / High Commission (if deemed necessary)	✓	
7	<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 worldwide, immigration only accept overseas insurance if the company has a branch in Malaysia</li> </ul>	✓	✓
8	School leaving certificate / release letter (If transferring to another school) (Translated to English and printed with school logo)	✓	

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9	<p>Guardian's (mother) Bank Statement (Translated into English and verified by the Bank)</p> <ol style="list-style-type: none"> <li>I. Latest 3 months* statement with balance of at least RM30,000 and above</li> <li>II. Proof of sponsor transferring RM15,000 to RM20,000 per month to the guardian's bank account</li> <li>III. For renewal of Guardian Pass, Malaysia's bank statement is compulsory. The money must be transferred from father (sponsor) / legal money changer.</li> </ol> <p><i>* Starting date of the bank statement should be after the student has obtained the Letter of Support from MOE and begin to apply for student pass and guardian pass.</i></p>		✓
10	<p>Sponsor's (usually father) Documents</p> <ol style="list-style-type: none"> <li>a) <b>Work with a company</b> <ol style="list-style-type: none"> <li>I. Must provide Employment Contract (translated into English and certified by the Embassy)</li> <li>II. Latest 3 months' salary slip (translated into English and certified by the Employer)</li> <li>III. Latest 3 months' bank statement where salary is credited and with available balance of RM60,000 and above (translated into English and verified by the Bank)</li> </ol> </li> <li>b) <b>Self-Employment / Partnership Business</b> <ol style="list-style-type: none"> <li>I. Must submit business license / registration details (translated into English and certified by the Embassy)</li> <li>II. Latest 3 months' Company / Personal bank statement with at least RM60,000 balance for every month (translated into English and verified by the Bank)</li> <li>III. For partnership business, please provide director fees and the latest 3 months of salary slip</li> <li>IV. Letter of confirmation on income and position signed by the Human Resource (HR)</li> <li>V. A copy of income tax declaration paper and payment receipt</li> <li>VI. A copy of any agreement or contract signed with your clients</li> <li>VII. Business profit and loss account that is used to declare income tax</li> </ol> </li> </ol>		✓
11	<p>Latest house tenancy agreement (Original and Copy) with LHDN stamping (The Inland Revenue Board of Malaysia and with at least 6 months of validity)</p> <ol style="list-style-type: none"> <li>I. Rental payment receipt of the house or Sales and Purchase Agreement</li> <li>II. Maintenance and utility bills</li> </ol>		✓
12	<p>Photos of the house - applicant to be included in the photo</p> <ul style="list-style-type: none"> <li>• Condo signage (name of the building), unit number, living room, kitchen</li> </ul>		✓
<b>Prepared by school or agent</b>			
13	Approval letter from Ministry of Education Malaysia	✓	
14	Student Pass application approval form with school stamp	✓	
15	Student Pass and Guardian Pass application letter from school to immigration	✓	✓

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NO	ITEM	Student	Guardian
16	IM 14 - Student Pass Application Form, Student's Personal Information Form	✓	
17	IM 38 - Visa Application Form	✓	✓
18	IM 55 - Application for Extension of Visit Pass Form	✓ (renewal)	✓

- *The required documents above are subject to change under the discretion of Immigration Department of Malaysia.*
- *This checklist is revised by the school's admission department on 19 March 2024.*

**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.*
4. *Only registered/authorised school representatives are allowed to submit the application.*
5. *Student Pass and Guardian Pass applications should submit at the same time for new and renewal applications.*
6. *The final decision of granting the Student Pass lies with the Ministry of Education (MOE) and Immigration Department of Malaysia (JIM). The school is not held liable in the decision-making process as the school is solely acts as a facilitator by submitting the application on behalf of parents.*
7. *Please take note the policies of the Immigration Department of Malaysia change from time to time, and the school is not held liable for any changes in the future.*



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