



STEP 2: GUARDIAN VISA APPLICATION / RENEWAL **(Updated as of 24 August 2020)**

Upon granted a Student Visa, one of the parents (either mother or father) can proceed with applying a Guardian Visa. The Father can apply for a Guardian Visa provided he is not working or having a business in Malaysia. Additional documents will be required as indicated in the Guardian Visa Application Form.

Visa Representative

Visa applications are out-sourced to a service provider who liaises with the Immigration authority throughout the Visa application. The Admissions officer will pass all relevant documents and fees to the Visa service provider on your behalf and thereafter, the service provider shall liaise with parents directly. The school will not issue a receipt for fees paid in relevance to a Visa application. It is also not liable in any way for the actions of the Visa service provider or the application process. The service provider's contact is detailed below:

Name: Wallace Ong
Mobile Number: 016-485 4337

Guardian Visa Application Lead Time & Renewal

It takes approximately 3-4 weeks to grant a Guardian Visa. All Guardian Visas need to be renewed on a yearly basis. The renewal of Guardian Visa can be submitted only after being granted the renewal of the Student Visa.

Personal Bond

All international schools in Malaysia are required to sign a Personal Bond on behalf of the student and guardian as prescribed under Regulation 18 of the Immigration Regulations 1963 as a guarantee that the student and guardian to whom such pass is issued upon will comply with the provisions of the Ordinance and of any regulations made thereunder. To comply with this requirement, the school requires the family to lodge with the school the Security Deposit paid upon enrolment for this purpose hereof. In the event the student and guardian who holds a Student or Guardian Pass violates any regulations made thereunder, the school shall have the right to deduct and forfeit the sum of personal bond fee from the refundable security deposit.

The personal bond fee varies according to the country of origin as stated below:

Country of Origin	Personal Bond Fee (RM)
Singapore	200
Thailand	300
Indonesia	500
Bangladesh , Philippines, India, Myanmar, Nepal, Pakistan, Sri Lanka	750
Japan, South Korea, Macao, Hong Kong	1000
Saudi Arabia, Africa, Australia, British C.I, Brunei, China, Europe, Iran, Iraq, Portugal, Taiwan, Tunisia, Vietnam	1500
Canada, USA, Colombia, Angola, Burkina Faso, Burundi, Cameroon, Central African Republic, Republic Congo, Republic Democratic Congo, Cote D'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Guinea-Bissau, Ghana, Liberia, Mali Mozambique, Niger , Nigeria, Rwanda, Western Sahara	2000

Read and acknowledged by: _____
(Parent's/ Guardian's Signature)

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Open Bank Account in Malaysia

Effective 5 March 2019, all Guardian Visa applicants are required to submit a bank account statement from local bank during the new and renewal applications. Please see the form behind for details. For new applicants who face the difficulty of opening a bank account without having a visa to stay in Malaysia, please request a letter from Admissions and visit our corporate bank – Maybank at I-Avenue branch to proceed the application of opening a bank account.

Younger Sibling Visa

Upon being granted a Guardian Visa, younger siblings who are below 6 years old they can apply for a Younger Sibling Visa.

Special Pass

In the event that an Entry/ Student/ Guardian/ Younger Sibling Visa is going to expire, parents can apply a Special Pass to extend stay in Malaysia while waiting for the issuance of visa. Issuance of Special Pass is subject to the approval from The Malaysian Immigration Authority.

Disclaimer

- Granting of a Student/Guardian/Younger Sibling Visa is at the discretion of the Malaysian Immigration Authority who holds the final decision in issuing Visas. The School and the service provider cannot guarantee successful issuance of a Visa.
- In the event that a new Visa application has being rejected, the school will refund all school fees by pro-rating the tuition fee based on the number of school days attended by the student. An administrative fee of RM150 applies.
- Straits International School reserves the right to CANCEL any Visa due to a breach of any existing Malaysian law or discrepancy arising before/after the issuance of the VISA.

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GUARDIAN VISA APPLICATION / RENEWAL FORM

New Application

Renewal

Applicant's Name (As per passport): _____

Relationship: _____ Mother

Student's Name (As per passport): _____

Local Mobile Number: _____ Email Address: _____

Documents for Visa Submission

After obtaining a Student Visa, please submit the following documents & fees to the Admissions officer to proceed with the Guardian Visa application.

No.	Documents Needed	Qty	Check by Admissions
1	Student's Passport - Photostat copy of details page & Student Visa page	1	
2	Guardian's Passport (Mother) - Original - Photostat copy of details page & social visa page	1 1	
3	Father's Passport - Photostat copy of details page & visa page	1	
4	Passport Size Photos (Blue colour background)	2	
5	Parent's Marriage/ Divorce Cert - Photostat copy of original cert - Photostat copy of English version cert (Translated & certified by the country government / embassy) * Must attach along the original copy	1 1	
6	Student's Birth Cert - Photostat copy of original cert - Photostat copy of English version cert (Translated & certified by the country government / embassy) * Must attach along the original copy	1 1	
7	Medical Insurance Letter & Receipt for Applicant (at least 1 year) * The letter must indicate student's name, annual premium amount and the policy coverage date from this year's date next to year's date. * Must attach along the original copy	1	
8	Bank Account Statement from Local Bank - Photostat copy of original bank account statement: <u>For new application:</u> With at least RM10,000 deposited into the bank account. This account will be used for monthly expenses in Malaysia. <u>For renewal application:</u> 3 months bank account statement with active transactions and at least RM2,000 balance each month. * Must attach along the original copy	1	

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Important: Please note that The Malaysian Immigration Authority may require additional documents to be provided to support along with your application.

Fees for Visa Submission (Please tick the appropriate boxes accordingly.)

No.	Description	Fee (RM)	Tick
1	Application Fee	350	<input checked="" type="checkbox"/>
2	Student Visa Fee (1 Year)		
	Thailand / Singapore	90	<input type="checkbox"/>
	Indonesia	105	<input type="checkbox"/>
	Japan/ Iran/ Saudi Arabia/ Philippine/ Vietnam	110	<input type="checkbox"/>
	Korea	120	<input type="checkbox"/>
	India	140	<input type="checkbox"/>
	Other Country	130	<input type="checkbox"/>
3	Personal Bond Stamping	50	<input type="checkbox"/>
4	Sticker (For New Application Only)	30	<input type="checkbox"/>
5	Journey Pass (For New Application Only)	500	<input type="checkbox"/>
6	Special Pass (Only if required)	150	<input type="checkbox"/>
7	Transfer of Visa from Old to New Passport (Only if required)	120	<input type="checkbox"/>
	Total:		

Indemnity

I/ We being the parent(s) of _____

1. hereby certify that I/ We have read and fully understand the terms and disclaimers in regards to Student Visa application or renewal. I/ We agree to be bound by them and by any subsequent amendments as notified from time to time by the School, and undertake to indemnify SG Straits International Education Sdn. Bhd., its holding and related companies, Board of Governors, Board of Directors, employees and agents from and against all responsibility, losses, damage and liabilities occasioned by the possession, use or dealing by my child of/with any illegal or prohibited material or substance including but not limited to alcohol, prohibited drugs, tobacco, cigarettes or any other sedative or stimulative substances or materials; or in the event that that my child possesses, uses, deals or abets the use of any kind of items or has in his/her possession any weapon(s) or any item which can cause bodily harm and injury to others including but not limited to sticks, rods, explosives, firearm, or fireworks.

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2. I/We also undertake to indemnify SG Straits International Education Sdn. Bhd., its holding and related companies, and its Board of Governors, Board of Directors, employees and agents against all loss, damage and liabilities including but not limited to the exercise of/call on the Personal Bond provided by SG Straits International Education Sdn. Bhd occasioned by the breach of any applicable law by myself/ourselves and/or our child.

3. I/We consent to the collection and processing of the personal data required for the Student Visa application or renewal by SG Straits International Education Sdn. Bhd. and the transfer of such personal data to third party service provider(s) appointed by SG Straits International Education Sdn. Bhd. in regards to Student Visa application or renewal.

Parents / Guardians Name: _____

Signature: _____

Date: _____

For Office Use Only – Acknowledge Received

Documents & Fees Received by Admissions Officer	Documents & Fees Received by Service Provider	Passport & Original Cert Returned to Admissions Officer	Passport & Original Cert Returned to Parents
Name:	Name: Wallace Ong	Name:	Name:
Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:

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