



STEP 1: STUDENT VISA APPLICATION / RENEWAL **(Updated as of 24 August 2020)**

It is a requirement by the Malaysian Immigration Authority that all foreign students are to obtain a Student Visa or Dependent's / MM2H's Visa (with Student Endorsement Stamp) upon acceptance by the School. The School will provide the necessary correspondence to assist in your Student Visa application to the authority.

Who Can Apply?

Non-Malaysian students who are **6 years old and above** and have completed the enrolment procedure in Straits International School can proceed to apply for a Student Visa. Students who are holding a Dependent Visa/ MM2H Visa or parents who hold a Labour Pass are **NOT** allowed to proceed with the application of Student Visa.

Visa Representative

Visa applications are out-sourced to a service provider whom liaises with the Immigration authority throughout the entire 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 the parents directly. The School will not issue a receipt for fees paid for the Visa applications. The School shall also not be held liable and held responsible in any way whatsoever for the actions and/or conducts 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

Part 1: Submission to Ministry of Education (MOE)

Effective 24 January 2019, all Student Visa new and renewal applications need to be granted approval from Ministry of Education Kuala Lumpur (MOE KL) before documents can be submitted to the Malaysian Immigration Authority. The estimated approval lead time from MOE KL is **one (1) to three (3) months**. Renewal applicants are advised to submit approval to MOE KL 3 months before the Student Visa expiry date to avoid overstay. New applicants are advised to submit approval to MOE KL upon application of admission test to expedite the application procedure. School compiles all documents needed and the colleague in Kuala Lumpur will submit to MOE KL. No fees required for this submission. Please complete the attached form "Part 1: Submission to MOE KL" for application.

Part 2: Submission to Malaysian Immigration Authority

After approval granted from MOE KL, applicant may hand in the required documents and fees along with the form "Part 2: Submission to Malaysian Immigration Authority" to school and the visa service provider will submit it to the Immigration soonest possible. After the submission of application, it takes approximately **3-4 weeks** to grant a Student Visa. All Student Visas are required to be renewed on a **yearly basis**.

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.

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

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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

Guardian Visa & Younger Sibling Visa

Upon being granted a Student Visa, either one of the parents (preferably the mother of the applicant) can proceed with applying a Guardian Visa. The father of the applicant can also apply for a Guardian Visa provided that both the parents are not working in or having a business in Malaysia. Additional documents will be required as indicated in the Guardian Visa Application Form. If the Student Visa's holder has younger siblings who are below the age of 6 years old, they can apply for a Younger Sibling Visa after the parents have been granted the Guardian Visa.

Special Pass

In the event that an Entry/ Student/ Guardian/ Younger Sibling Visa is going to expire, applicant can apply for a Special Pass to extend stay in Malaysia after submitted the visa application to the Malaysian Immigration Authority. 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. At all material times, the School and the service provider shall not and are not in a position to guarantee the successful issuance of a Visa.
- In the event that a new Visa application is unsuccessful and the family has decided to withdraw, 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 RM150.00 applies.
- Straits International School reserves the right to CANCEL any Visa due to a breach of any existing Malaysian law and/or regulations or any discrepancy arising before/after the issuance of the VISA.

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

STUDENT VISA APPLICATION / RENEWAL

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Part 1: Submission to Ministry of Education, Kuala Lumpur (MOE KL)

New Application

Renewal

Student's Name (As per passport): _____

Existing Visa Expiry Date: _____ Year Group: _____

Parent's Name: _____ Relationship: _____

Local Mobile Number: _____ Email Address: _____

Home Address in Penang: _____

Documents for Submission to MOE KL

To grant the approval from MOE KL, please submit the following documents & fees to the Admissions officer.

No.	Documents Needed	Qty	Check by Admissions
1	Student's Passport - Photostat copy of details page (with at least 1 year of passport expiry date)	1	

Important: Please note that Ministry of Education (MOE) may require additional documents to be provided to support along with your application.

I/ We being the parent(s) of _____

Have read and fully understand the details and disclaimers in regards to Student Visa application or renewal. I/ We agree to be bound by it and by any subsequent amendments as notified from time to time by the School. I/We also declare that all details & documents provided to Straits International School are true and correct.

Parents / Guardians Name: _____

Signature: _____

Date: _____

For Office Use Only – Acknowledge Received

Documents & Fees Received by Admissions Officer	Documents & Fees Received by Service Provider	Approval Letter Received by Admissions Officer
Name:	Name: Wallace Ong	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:

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STUDENT VISA APPLICATION / RENEWAL

Part 2: Submission to Malaysian Immigration Authority

Student's Name (As per passport): _____

Year Group: _____ Date of Enrolment: _____

Do you need to apply/ renew a Guardian Visa after granted a Student Visa? Yes / No

Documents for Visa Submission

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

No.	Documents Needed	Qty	Check by Admissions
1	Student's Passport		
	- Original	1	
	<u>For new application:</u> Photostat copy of all pages included cover page <u>For renewal application:</u> Photostat copy of passport detail and existing visa page only.	1	
2	Parent's Passport (Mother & father) (For New Application Only) - Photostat copy of details page & social visa page	1	
3	Passport Size Photos (Blue colour background) (For New Application Only)	2	
4	Parent's Marriage/ Divorce Certificate (For New Application Only)		
	- Photostat copy of original certificate	1	
	- Photostat copy of English version certificate (Translated & certified by the country government / embassy) * Must attach original copy	1 1	
5	Student's Birth Cert (For New Application Only)		
	- Photostat copy of original certificate	1	
	- Photostat copy of English version certificate (Translated & certified by the country government / embassy) * Must attach original copy	1	
6	Medical Insurance Letter & Receipt for Applicant (at least 1 year)	1	
	* 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 original copy & photocopy		

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

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

No.	Description	Fee (RM)	Tick
1	Application Fee	250	<input checked="" type="checkbox"/>
2	Student Visa Fee (1 Year)		
	Thailand / Singapore	60	
	Indonesia	75	
	Japan/ Iran/ Saudi Arabia/ Philippine/ Vietnam	80	
	Korea	90	
	India	110	
	Other Country	100	
3	Personal Bond Stamping (For New Application Only)	50	
4	Sticker (For New Application Only)	30	
5	Special Pass (Only if required)	150	
6	Transfer of Visa from Old to New Passport (Only if required)	120	
	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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