

## INTERNATIONAL STUDENTS VISA & PASS APPLICATION CHECKLIST

1. Student Visa & Pass Application Service Reimbursement Charge – RM 2,000.00
2. SJIIM Confirmation of Acceptance/Offer/Admission Letter
3. A copy of the student's passport in colour (all pages including outer covers). The student's passport must have at least a 3 years validity period in it at point of submission. **Another copy of the same passport with the latest Malaysian immigration entry stamp into Malaysia in it will be collected on the student's first day of school.**
4. A copy of the parents' passport (inner cover page and outer covers). **Another copy of the same passport with the latest Malaysian immigration entry stamp into Malaysia in it will be collected on the student's first day of school.**
5. A copy of the parents' work permit (if relevant)
6. A copy of the parents' marriage / divorce paper / Legal certificate. **The original cert will have to be collected on the first day of school and will be returned back to the parents by the next day after viewing by the immigration. For copies that have to be translated into English, the translation & certified true copy (CTC) verification has to be done by the country of origin's Embassy in Malaysia.**
7. Child custody Letter (if relevant)
8. Adoption papers (if required)
9. A copy of the guardian's passport (if applicable)
10. A copy of the student's Birth Certificate. **The original cert will have to be collected on the first day of school and will be returned back to the parents by the next day after viewing by the immigration. For copies that have to be translated into English, the translation & certified true copy (CTC) verification has to be done by the country of origin's Embassy in Malaysia.**
11. A copy of Current /Previous School Record (if applicable)
12. A copy of Forecast /Actual IGCSE results (if applicable)
13. 8 passport sized photographs (Blue background)
14. Kartu Keluarga (Family card) for Indonesian applicants
15. Personal Data Form \* duly completed

\*Form can be downloaded at SJIIM website.