



**Tropicana SJII Education Management Sdn. Bhd.** (876687-U)  
St. Joseph's Institution International School Malaysia (Tropicana PJ Campus)

## **INTERNATIONAL STUDENTS VISA & PASS APPLICATION CHECKLIST**

1. Student Visa & Pass Application Service Reimbursement Charge – RM 2,100.00
2. SJIIIM 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 2-year 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' 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 or the Malaysian Embassy in the applicant's country of origin.**
6. 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 or the Malaysian Embassy in the applicant's country of origin.**
7. 8 passport sized photographs (Blue background)

**As of January 2019, the Immigration Department of Malaysia has implemented the following additional clauses pertaining to new student pass and renewal applications:**

- 1) **All new student pass applications are to be accompanied by a personal bond form which requires the applicant to be guaranteed by a local Malaysian citizen (above 21 years of age) according to a prescribed personal bond rate by the Immigration Department of Malaysia. This personal bond guarantee will then have to be witnessed by a separate local Malaysian citizen (above 21 years of age).**

**\* The completed personal bond form will need to be officially stamped by LHDN Malaysia. A copy of the Personal Bond Form and Rates can be viewed through the link below:**

**[PERSONAL BOND FORM AND RATES](#)**

A SCHOOL OF THE LA SALLE BROTHERS

SCHOOL ADDRESS: NO. 1 JALAN PJU 3/13 | 47410 | PETALING JAYA | SELANGOR } MALAYSIA

TEL 603 86053605 | EMAIL [ENQUIRIES@SJI-INTERNATIONAL.COM](mailto:ENQUIRIES@SJI-INTERNATIONAL.COM) | WEBSITE [WWW.SJI-INTERNATIONAL.EDU.MY](http://WWW.SJI-INTERNATIONAL.EDU.MY)



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- 2) All new student pass and renewal applications are subject to the applicants being covered by an existing or new health insurance. For applicants who existing health insurances 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 or the Malaysian Embassy in the applicant's country of origin.**

**The additional clauses above as per the latest rulings from the Immigration Department of Malaysia. Details on this along with possible associated costs involved can be obtained through our Admissions Department.**

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