



Ever Radiant Sdn Bhd (200901033574)(876687-U)
St. Joseph's Institution International School

NEW – INTERNATIONAL STUDENTS' VISA & PASS APPLICATION CHECKLIST

PLEASE DO NOT RENEW YOUR PASSPORT AFTER RECEIVING THE MOE ENDORSEMENT LETTER.

STUDENT PASS APPLICATION:

1. Passport size photo: blue background (2 pcs).
2. A4 coloured copy of the student's passport: **PRINT/PHOTOCOPY all pages**, including the front and back covers.
3. Student's original passport (upon arrival at the school).
4. A4 coloured copy of the mother's passport bio page and latest entry/exit stamp page.
5. A4 coloured copy of the father's passport bio page and latest entry/exit stamp page.
*If the non-guardian parent is in Malaysia, please provide the exit flight ticket.
6. Original CTC Marriage Certificate (1 copy). **Must be in English and a Certified True Copy by the embassy.**
7. Original CTC Birth Certificate of Student (1 copy). **Must be in English and a Certified True Copy by the embassy.**
8. Health Insurance (full insurance policy). **Purchased in Malaysia with at least 1 year's validity upon submission**

GUARDIAN PASS APPLICATION:

1. Passport size photo: blue background (2 pcs).
2. A4 coloured copy student's passport: **PRINT/PHOTOCOPY all pages**, including the front and back covers.
3. Guardian's original passport and A4 coloured copy. **PRINT/PHOTOCOPY all pages**, including the front and back covers.
4. A4 coloured copy of spouse's passport bio page and latest entry/exit stamp page.
*If the spouse is in Malaysia, please provide his/her exiting flight ticket
5. Original CTC Marriage Certificate (1 copy). **Must be in English and a Certified True Copy by the embassy.**
6. Original CTC Birth Certificate of Student (1 copy). **Must be in English and a Certified True Copy by the embassy.**
7. Health Insurance (full insurance policy). **Purchased in Malaysia with at least 1 year's validity upon submission.**
8. Proof of Income: **Must be in English.**
For a new guardian pass application:
 - a) The applicant's spouse's employment letter (original and translated)
 - b) Overseas bank statement with bank stamp and translation company stamp (3 months with a minimum balance of more than RM10,000 for 1 child or more than RM20,000.00 for 2 children).



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SECOND GUARDIAN PASS APPLICATION:

APPLICATION CAN ONLY BE SUBMITTED 3 MONTHS AFTER THE 1ST GUARDIAN PASS IS OBTAINED.

Please prepare the documents as per the checklists below for submission to our appointed visa agent:

1. Passport size photo: blue background (2 pcs).
2. A4 coloured copy student's passport: bio and current student pass pages.
3. Applicant's original passport and A4 coloured copy. **PRINT/PHOTOCOPY all pages, including the front and back covers.**
4. A4 coloured copy of spouse's passport bio page and guardian visa page.
5. Original CTC Marriage Certificate (1 copy). **Must be in English and a Certified True Copy by the embassy.**
6. Original CTC Birth Certificate of Student (1 copy). **Must be in English and a Certified True Copy by the embassy.**
7. Health Insurance (full insurance policy). **Purchased in Malaysia with at least 1 year's validity upon submission.**
8. Proof of Income: **Must be in English**
For a new second guardian pass application:
 - a) The applicant's employment letter (original and translated) must state that work is flexible and can be done online
 - b) 3 months' pay slips with a monthly salary of more than RM20,000.00 for 1 child and more than RM30,000.00 for 2 children.
 - c) Overseas original bank statement with bank stamp and notarised by the embassy (3 months with a minimum balance of more than RM30,000.00)
 - d) First guardian's 3-month local Malaysian bank statement with a balance of more than RM20,000.00\
 - e) Rental agreement – signed by both guardians with validity of at least 1 year
 - f) House photos with students that show the name of the residence, the unit number and the living room

****The above standard checklist is subject to change based on the case scenario. Please contact the visa agent directly should you have any queries.***

****All submitted documents are not returnable.***