Ever Radiant Sdn Bhd (200901033574)(876687-U)

St. Joseph's Institution International School

RENEWAL – INTERNATIONAL STUDENTS' VISA & PASS APPLICATION CHECKLIST

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

STUDENT PASS RENEWAL:

1. Passport size photo: blue background (2 pcs).
2. A4 coloured copy of student passport: bio and current student pass pages.
3. Student's original passport.
4. A4 coloured copy of the guardian's passport bio page and visa page.
5. A4 coloured copy of the non-guardian'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 RENEWAL:

1. Passport size photo: blue background (2 pcs).
2. A4 coloured copy student's passport: bio and current student pass pages.
3. Guardian's original passport and A4 coloured copy: bio and current guardian pass pages.
4. A4 coloured copy of the non-guardian's passport bio page and latest entry/exit stamp page
   *If the non-guardian parent is in Malaysia, please provide the exit 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. Local Malaysian bank statement (3 months with a minimum balance of more than RM10,000 for 1 child or more than RM20,000.00 for 2 children)

*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.