



ST JOSEPH'S INSTITUTION
INTERNATIONAL SCHOOL

"Enter to Learn, Leave to Serve"

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/white background (2 pcs).
2. A4 coloured copy of the student's passport: **PRINT/PHOTOCOPY all pages**, including the front and back covers. (For autogate users, please provide MDAC)
3. Student's original passport (upon arrival at the school).
4. A4 coloured copy of the mother's passport bio page, father's passport bio page and:
 - Latest entry/exit stamp page, or
 - MDAC (for autogate users)

*If the non-guardian parent is in Malaysia, please provide the MDAC + 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. Kindly provide the main information page with the effective date & payment receipt.**

Guardian Pass Application:

1. Passport size photo: blue/white background (2 pcs).
2. A4 coloured copy student's passport: **PRINT/PHOTOCOPY all pages**, including the front and back covers. (For autogate users, please provide MDAC)
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 or,
 - MDAC + exit flight ticket (for autogate users)



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*If the spouse is in Malaysia, please provide his/her MDAC and exit flight ticket (for autogate users).

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:

- The applicant's spouse's employment letter (original and translated)
- 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 for 2 children).

Second Guardian Pass Application:

APPLICATION CAN ONLY BE SUBMITTED 3 MONTHS AFTER THE 1ST GUARDIAN PASS IS OBTAINED (1st guardian: 3 months of bank statement stamped by the bank)

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

1. Passport size photo: blue/white 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. (For autogate users, please provide MDAC)
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. Kindly provide the main information page with the effective date & payment receipt.**
8. Proof of Income: **Must be in English**
9. For a new second guardian pass application:
 - The applicant's employment letter (original and translated) must state that work is flexible and can be done online



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- 3 months' pay slips with a monthly salary of more than RM20,000 for 1 child and more than RM30,000 for 2 children.
- Overseas original bank statement with bank stamp (3 months with a minimum balance of more than RM30,000)
- First guardian's 3-month local Malaysian bank statement with a balance of more than RM20,000 (stamped by the bank)
- Rental agreement – signed by both guardians with validity of at least 1 year
- 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.*

