



ST JOSEPH'S INSTITUTION  
INTERNATIONAL SCHOOL

*"Enter to Learn, Leave to Serve"*

# 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/white 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/MDAC (for autogate users).  
\*If the non-guardian parent is in Malaysia, please provide MDAC + 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. Kindly provide the main information page with the effective date & payment receipt.**

## **Guardian Pass Renewal:**

1. Passport size photo: blue/white 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/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.**
8. Proof of Income: Must be in English. Local Malaysian bank statement stamped by the bank (3 months with a minimum balance of more than RM10,000 for 1 child or more than RM20,000 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.*



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