



MEMORANDUM

In order to enhance International Office's services, please take note that all application is only to be submitted on appointment basis, effective September 2019. Kindly set an appointment in prior with International Office on "Appointment Day", for clarification or discussion. All compiled documents will then be submitted to Ministry of Education or Immigration, respectively on the given appointment date.

MINISTRY OF EDUCATION			
Appointment & Submission	Monday - Tuesday	8am – 3pm	
	Friday	8am – 2pm	
IMMIGRATION			
Appointment with Visa Dept.	Wednesday - Thursday	8am – 3pm	
Document Submission to AIS	Monday - Thursday	8am – 3pm	
	Friday	8am – 2pm	
Visa Holder	Type of Pass	Processing Fee	*Governance Fee
Student	NEW	RM 600	-
Guardian		RM 600	**RM 650
Sibling		RM 200	**RM 650
Student	RENEWAL	RM 600	-
Guardian		RM 600	**RM 150
Sibling		RM 200	**RM 150
Student /Guardian / Sibling	***Special Pass	RM 200	
	Endorsement (Visa Transfer)	RM 150	
	Cancellation	RM 150	
	Late Submission	RM 100	

NOTE:

* Governance fee is to be paid by parents directly to Immigration

** Charges are based on case by case. (Pay to immigration)

*** Compound for overstay cases depend on the duration of overstay, on case by case basis.



VISA SECURITY BOND RATE

RM2,000	RM1,500	RM1,000	RM750
ANGOLA	SAUDI ARABIA	JAPAN	BANGLADESH
CANADA	AFRICA	SOUTH KOREA	PHILIPPINES
USA	AUSTRALIA	MACAO	INDIA
COLOMBIA	BRITISH C.I	HONG KONG	MYANMAR
BURKINA FASO	BRUNEI		NEPAL
BURUNDI	CHINA		PAKISTAN
CAMEROON	EUROPE		SRI LANKA
CENTRAL AFRICAN REPUBLIC	IRAN		
REPUBLIC CONGO	IRAQ		
COTE D'IVOIRE	PORTUGAL		
EQUATORIAL GUINEA	TAIWAN		
ERITREA	TUNISIA		
ETHIOPIA	VIETNAM		
GUINEA – BISSAU	SUDAN		
GHANA			
LIBERIA			
MALI			
NIGERIA			
RWANDA			
WESTERN SAHARA			

Others	
INDONESIA	- RM 500
THAILAND	- RM 300
SINGAPORE	- RM 200

- Note:**
1. Countries that are not listed above is **RM1,500**
 2. Security bond is payable for **both** student and parent/ guardian



VISA APPLICATION CHECKLIST

NEW / Renewal		
1	School Fee Payment Receipt (photocopy)	1 copy
2	School Offer Letter (original)	1 copy
3	Student Full Passport Page + Visa / pass page (Certified by Embassy)	1 set
4	Student Birth Certificate (Certified by Embassy / Foreign Ministry)	1 copy
5	Parents' Marriage Certificate (Certified by Embassy/ Foreign Ministry)	1 copy
6	Parents Passport Copy + Visa / pass page (Certified by Embassy)	1 copy
7	Family Confirmation Letter/Next of Kin Letter (From Embassy/Foreign Ministry)	1 copy
8	Health Insurance Policy	1 copy
9	House Tenancy Agreement (must be in parent's name)	1 set
10	Photos of the house inside & outside – Malaysia address (4 copies)	4 copies
11	Student's School Leaving Certificate/ Release Letter from previous school	1 copy
12	Passport Size Photos for Student (Blue background) – 4 copies	4 copies
13	Passport Size Photos for Guardian (Blue background) – 4 copies	4 copies
14	Latest 3 months Bank Statement (over RM10,000 Balance)	1 copy
Renewal Only (If Related):		
1	Divorce Paper	1 copy
2	Custody Letter	1 copy
3	Death Certificate	1 copy

Attention:

1. Document must be submitted by parents or school representative, enclosed with authorization letter.
2. All photocopied / scanned / printed documents must be endorsed / certified by Embassy.
3. Original documents are compulsory for verification.
4. Immigration officer is entitled to ask for additional documents if necessary.
5. Only completed application will be accepted and processed.
6. Applicant and guardian may be called for interview by immigration officer.
7. AIS is not responsible for any rejection/ non-approval of application.
8. The period of application varies for every application.

Non-approval Conditions:

1. Student below age of 6. Only age 6-17 will be eligible to apply.
2. Single parent who is divorced or no official marriage certificate is not eligible to apply.
3. Student with both deceased parents is not eligible to apply.
4. Only Mother is allowed to apply as guardian.
5. Father holding temporary pass and spouse visa is not eligible to apply.
6. Parent holding student visa (PhD/Master), only student can apply.
7. Father holding:
 - i) Category 1 (salary above RM10K) – both student and parent cannot apply
 - ii) Category 2 (salary RM5-RM10K) – only student can apply
 - iii) Category 3 (salary below RM5K) – both student and parent cannot apply