



**STUDENT PASS APPLICATION CHECKLIST**

(New & Renewal Application)

No	ITEMS	REMARK
1	<b>Student's Original Passport</b> ( <i>Copy of detail page of passport &amp; latest endorsement of any visa certify by relevant Embassy / High Commission in Malaysia OR Consulate General</i> )	
2	<b>Passport Size Photograph Light Blue Background</b> 3 pcs – New Application 1 pc – Renewal Application + Hostel 1 pcs – New Application	
3	<b>Copy of Parent's Passport</b> - ( <i>Copy of detail page of passport &amp; latest endorsement of any visa certify by relevant Embassy / High Commission in Malaysia OR Consulate General</i> ) <b>OR</b> <b>Copy of Parent's Identification Card (IC)</b> certify by <i>Jabatan Pendaftaran Negara (JPN)</i>	
4	<b>Copy of Parent Marriage Certificate</b> ( <i>Translate &amp; certify by relevant Embassy / High Commission / Consulate General / Jabatan Pendaftaran Negara (JPN)</i> ) <b>OR</b> <b>Single Status Letter</b> - ( <i>From relevant Embassy / High Commission / Consulate General</i> )	
5	<b>Copy of Student's Birth Certificate</b> ( <i>Translate &amp; certify by relevant Embassy / High Commission / Consulate General / Jabatan Pendaftaran Negara (JPN)</i> )	
6	<b>Family Relationship / Next of Kin Letter – If necessary</b> ( <i>From relevant Embassy / High Commission / Consulate General</i> )	
7	<b>Death Certificate / Divorce Certificate &amp; Applicant's Custody / Court Oder – If necessary</b> ( <i>Translate &amp; certify by relevant Embassy / High Commission / Consulate General / Jabatan Pendaftaran Negara (JPN)</i> )	
8	<b>Copy of Adoption Certificate / Guardian Letter by Parent or Court – If necessary</b> ( <i>Translate &amp; certify by relevant Embassy / High Commission / Consulate General / Jabatan Pendaftaran Negara (JPN)</i> )	
9	<b>Financial or Income Support (If applicable)</b>	
	<b>Sponsor by : Guardian/3<sup>rd</sup> Person</b>	<b>Sponsor's Bank Statement</b> ( <i>Latest 3 Months Bank Statement with at least RM15,000 and Verify by the Bank</i> ) and. <b>Payslip</b> ( <i>Latest 3 Months Payslip verify by the employer and confirmation letter from the employer</i> ) <b>or</b> <b>Business Ownership Certificate or Property Ownership Document</b> ( <i>Translate &amp; certify by relevant Embassy / High Commission / Consulate General</i> )
10	<b>Copy of School Leaving Certificate / Release Letter</b>	
11	<b>Malaysia Health Insurance (Medical Card)</b> - <i>Copy of Policy &amp; latest Official receipt/statement (minimum 12 months payment)</i>	

- All the original documents, such as Marriage Certificates, Birth certificates etc., must be shown to the immigration Department on submission day.
- The final decision of granting the student pass lies with the Ministry of Education and The Immigration Department of Malaysia. The school is not held liable as the school is only applying on behalf of the parent.
- Please take note that the policies of the Immigration Department of Malaysia change from time to time and the school is not held liable for any changes in the future.

FEES		
NO	TYPE OF PROCESS	TOTAL (RM)
1	NEW APPLICATION	RM500
2	RENEWAL APPLICATION	RM500
3	JOURNEY PERFORM - <i>if applicable (Guardian Visa Only)</i>	RM500
4	TRANSFER ENDORSEMENT	RM100
5	SPECIAL PASS	RM200
6	CANCELLATION / SHORTEN	N/A
7	ENFORCEMENT REFERRAL - Processing Fee (Immigration Compound fee excluded)	RM300
8	PERSONAL BOND FEE - <i>Refundable (Guardian Visa Only)</i> <i>(Fees are varies based on the country)</i>	RM500 – RM2000

All payments shall be made payable to "St. John's International Edu Group Sdn Bhd"

Name of Bank : PUBLIC BANK BERHAD  
 Bank Account Number : 3144150527  
 Bank Branch: : JLN TUN H.S.LEE, KL  
 Swift Code: : PBBEMYKLXXX



Bill Code: 77180  
 Ref-1: Student IC No. / Passport No.  
 Ref-2: Invoice No.

JomPAY online at Internet and Mobile Banking  
 with your Current, Savings or Credit Card account

### STUDENT VISA POLICY

- Student age must be 6 to 12 years old (SJIP) and 11 to 18 years old (SJIS) according to the year.
- Students & Parents must have a valid passport (validity should be over 12 months) and a visa.
- Student visa holders are not permitted to work under the Malaysian Law.
- Parents holding working permits (PLKS) are not eligible to apply for the student visa.
- The submission of student and guardian visas can only be made by the school representative.
- All documents certified/verified by Embassy/Bank/JPN/Income tax are only valid for six months.
- The immigration officer is entitled to ask for additional documents if necessary.
- The only completed application will be accepted and processed.
- The duration of time process once submitted to Immigration Department is seven working days.
- A student with an attendance problem (3 days absent without any notice or reason and below 80% per semester) will not be renewed. (Refer to Student Punctuality and Attendance).

### CANCELLATION VISA POLICY

- Any student under SJIP/SJIS student visa who intends/wishes to withdraw from the school MUST submit their passport on the last day of their scheduled class for cancellation by our Government Liaison Department.
- Cancellation of student visa for Graduate students must submit their original passport to the school before/on the day to collect their IGCSE/ GCE A Level result. All original results and school leaving certificates will be on hold until the cancellation of the student visa.
- The student who has poor attendance (refer to the student punctuality and attendance policy/procedure) must submit their original passport and proceed with the cancellation. After the student visa cancellation, the school must report to the Ministry of Education (MOE).
- Student and guardian visa holders are strictly not permitted to work.
- Failure to provide proper notice in writing to the school can lead to the Personal Bond deposit being forfeited by the Immigration Authorities, Malaysia.
- Failure to do so will result in the school make an official police report against the said student. Hence your attention and cooperation in this matter are urgently required to avoid any delay.
- Cancellation of guardian visa must do together with a student visa (if applicable)
- Duration/estimate time to process once submitted to Immigration Department is one working day.



**GUARDIAN PASS APPLICATION CHECKLIST**

(New & Renewal Application)

No	ITEMS	REMARK
1	<b>Guardian's Original Passport</b> (Copy of detail page of passport certify by relevant Embassy / High Commission in Malaysia or Consulate General)	
2	<b>Student's Original Passport</b> (Copy of detail page of passport certify by relevant Embassy / High Commission in Malaysia or Consulate General)	
3	<b>Copy of Spouse's Passport</b> (Copy of detail page of passport certify by relevant Embassy / High Commission in Malaysia or Consulate General) <b>Copy of Spouse's Malaysia Visa – if necessary</b> (Copy of Entry, exit stamp and copy of return flight ticket)	
4	<b>Copy of Sponsor's Passport -if necessary</b> (Copy of detail page of passport & latest endorsement of any visa certify by relevant Embassy / High Commission in Malaysia or Consulate General)	
5	<b>Passport Size Photograph Light Blue Background (1 pcs)</b>	
6	<b>Copy of Parent Marriage Certificate</b> (Translate & certify by relevant Embassy / High Commission / Consulate General / Jabatan Pendaftaran Negara (JPN) <b>OR Single Status Letter -if necessary</b> (From relevant Embassy / High Commission / Consulate General)	
7	<b>Copy of Student's Birth Certificate</b> (Translate & certify by relevant Embassy / High Commission / Consulate General / Jabatan Pendaftaran Negara (JPN)	
8	<b>Family Relationship / Next of Kin Letter – If necessary</b> (From relevant Embassy / High Commission / Consulate General)	
9	<b>Death Certificate / Divorce Certificate &amp; Applicant's Custody / Court Order – If necessary</b> (Translate & certify by relevant Embassy / High Commission / Consulate General / Jabatan Pendaftaran Negara (JPN)	
10	<b>Malaysia Health Insurance (Medical Card) - Copy of Policy &amp; latest Official receipt/statement (minimum 12 months payment)</b>	
11	<b>Copy of Tenancy Agreement + LHDN Stamp Duty + Proof of Rental Payment</b>	
12	<b>Photos of House with Applicant and Student</b> (Apartment Name, House Number & Family Hall)	
13	<b>Copy of House Electricity Bill (Latest)</b>	
14	<b>Financial or Income Support</b> <b>Sponsor by :</b> Guardian and Sponsor's Bank Statement (Latest 3 Months Bank Statement with at least RM15,000 and Verify by the Bank) and <b>Spouse/3<sup>rd</sup> Person Payslip</b> (Latest 3 Months Payslip verify by the employer and confirmation letter from the employer) <b>or</b> <b>Business Ownership Certificate or Property Ownership Document</b> (Translate & certify by relevant Embassy / High Commission / Consulate General)	
	<b>Self-income :</b> Guardian's Bank Statement (Latest 3 Months Bank Statement with at least RM15,000 and Verify by the Bank) and. <b>Business Ownership Certificate or Property Ownership Document</b> (Translate & certify by relevant Embassy / High Commission / Consulate General)	

- All the original documents, such as Marriage Certificates, Birth certificates etc., must be shown to the immigration Department on submission day.
- The final decision of granting the guardian pass lies with the Ministry of Education and The Immigration Department of Malaysia. The school is not held liable as the school is only applying on behalf of the parent.
- Please take note that the policies of the Immigration Department of Malaysia change from time to time and the school is not held liable for any changes in the future.

FEES		
NO	TYPE OF PROCESS	TOTAL (RM)
1	NEW APPLICATION	RM500
2	RENEWAL APPLICATION	RM500
3	JOURNEY PERFORM - <i>if applicable (Guardian Visa Only)</i>	RM500
4	TRANSFER ENDORSEMENT	RM100
5	SPECIAL PASS	RM200
6	CANCELLATION / SHORTEN	N/A
7	ENFORCEMENT REFERRAL - Processing Fee (Immigration Compound fee excluded)	RM300
8	PERSONAL BOND FEE - <i>Refundable (Guardian Visa Only)</i> <i>(Fees are varies based on the country)</i>	RM500 – RM2000

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Bill Code: 77180  
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 with your Current, Savings or Credit Card account

## GUARDIAN VISA POLICY

- Guardian Visa is only provided to either mother or father. Only one of the parent may apply for guardian visa.
- Parents must have a valid passport (validity should be over 12 months) and a visa.
- Guardian visa holders are not allowed to work in Malaysia, and any business transactions to the Malaysian bank account are strictly prohibited.
- Parents holding Professional Employment Pass must apply for a Dependent Pass.
- Parents holding working permits (PLKS) are not eligible to apply.
- The submission of student and guardian visas can only be made by the school representative.
- The school must submit a Guardian visa application together with a student visa application.
- All documents certified/verified from Embassy/Bank/JPN/Income tax are only valid for six months.
- Duration/estimate time process once submitted to Immigration Department is 5 -7 working days (30 working days for China, Nigeria & Bangladesh).
- The financial sponsor must be the spouse or a family member with a relationship letter from the Embassy.
- The only completed application will be accepted and processed.
- After the approval of the guardian visa, the parent is obligated to open a Malaysian bank account as it is required during the renewal of guardian visa.

## CANCELLATION VISA POLICY

- Any student under SJIP/SJIS student visa who intends/wishes to withdraw from the school MUST submit their passport on the last day of their scheduled class for cancellation by our Government Liaison Department.
- Cancellation of student visa for Graduate students must submit their original passport to the school before/on the day to collect their IGCSE/ GCE A Level result. All original results and school leaving certificates will be on hold until the cancellation of the student visa.
- The student who has poor attendance (refer to the student punctuality and attendance policy/procedure) must submit their original passport and proceed with the cancellation. After the student visa cancellation, the school must report to the Ministry of Education (MOE).
- Student and guardian visa holders are strictly not permitted to work.
- Failure to provide proper notice in writing to the school can lead to the Personal Bond deposit being forfeited by the Immigration Authorities, Malaysia.
- Failure to do so will result in the school making an official police report against the said student. Hence your attention and cooperation in this matter are urgently required to avoid any delay.
- Cancellation of guardian visa must do together with a student visa (if applicable)
- Duration/estimate time to process once submitted to Immigration Department is one working day