



ST CHRISTOPHER'S INTERNATIONAL PRIMARY SCHOOL

GUIDE TO IMMIGRATION MATTERS

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-

Definition :

International Student – Children of Non Residents of Malaysia, residing in Malaysia between the ages of 3 and 11 years of age.

STUDENT PASS

- International students who are **6 years old and above** are required by the Immigration Department of Malaysia to have a valid Student Pass during their schooling period in Malaysia.
- A checklist will be provided by the school upon request when you apply / renew your child/ren's Student Pass. The school will assist you in the application by issuing a cover letter from the school. This cover letter will then be attached together with the other documents (please refer to checklist provided below). **Please ensure that your applications are submitted together with the complete set of documents. Incomplete documents will result in applications being rejected.**
- Please be mindful that the Immigration Department, at their discretion, may request for more documents other than the standard documents.
- The Student Pass, if approved, is valid only for **one (1)** year.
- In order for students to attend school, all international students must have a valid Student Pass. The School does not take responsibility in reminding parents or guardians on the expiry dates. The School advises parents and guardians to set appropriate reminders in your calendar. It is mandatory to submit applications at least **two (2) months** in advance of the expiry date so that there will be ample time for the applications to be processed. The processing of the Student Pass Application may take two (2) to three (3) weeks.
- Parents/Guardians who fail to renew the Student Pass of their child/charge on time will run the risk of having their child/charge being in the country illegally, which is a federal offence and may face



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prosecution by the relevant authorities. The penalty, if found guilty, ranges from a penalty to immediate deportation. Therefore, parents and guardians to the students are strongly encouraged to be alert and wary of their child/ren's Student Pass expiry date in order to avoid this.

- The School would like parents/guardians to be aware that all charges for Application/Renewal of Student Passes, Guardian Visas and other types of passes required by the Immigration Department of Malaysia are **NOT** included as part of the school term fees.
- All payments in connection with the Student Pass applications/renewals and other types of passes/visas are to be paid directly to the school representative nominated by the School (external) – Mr Jet Lee of JKMD Enterprise (contact provided below) who is recognised by the Immigration Department. He will then issue an official receipt upon receiving your payment.
- Included with this is a list of different types of passes and visas that you may be required to apply for with its corresponding charges. A fee for servicing the applications will be charged by the school representative.
- Parents are required to provide a photocopy of the latest and valid Student Pass to the school office for records.
- In the event of any change in policies and guidelines with regards to the application for Student Pass by the Immigration Department, the School will not be held liable.

CANCELLATION OF STUDENT PASS

Transferring to another school :

- When your child/ren have completed his/her/their studies and wish to continue in another school locally, you need to cancel their current Student Pass. The School will assist you with the cover letter and the school representative will process the cancellation on your behalf.
- Please be informed that the Student Pass granted for your child/ren to attend St. Christopher's **cannot** be transferred to another school locally.

Leaving Malaysia :

- In the case where you have to withdraw your child/ren from school and are leaving Malaysia, it is important that you need to cancel their current Student Pass in order to prevent them from having any problems when re-entering Malaysia in the future.



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- In order to cancel the Student Pass, the School will assist by issuing a cover letter. Please inform the School of your departure dates **OR** provide a copy of your flight tickets, itinerary or boarding pass.
- Kindly notify the School as least six (6) weeks in advance of your intention to withdraw your child/ren to avoid time sensitive complications.

DEPENDANT PASSES

- Students who are below the age of 6 years, a Dependant's Pass is required. In order to qualify for a Dependant's Pass, one parent must be gainfully and legally employed in Malaysia. Application for Dependant's Pass is usually undertaken by the employer. The entire family can also apply for the Dependant Pass under the parent's employer ; OR
- The younger sibling is allowed to apply for a Dependant's Pass under the elder sibling's Student Pass.
- Students who are below the age of 6 years old do not need a Student Pass, but they require a Dependant Pass.

Permission to Study : (applicable for those above 3 years, below 6 years of age)

- With the approval the Dependant Pass, the Malaysian Immigration Department will stamp "Permission to Study" on the passport, indicating that the student has been given permission to study, up to one (1) year.
- If the application for Dependant Pass is done by a parent's employer/company, the School will assist the parents with the application by issuing them with a supporting letter. (Student Acceptance Letter) upon request by the company.
- "Permission to Study" is only applicable to children holding a Dependant Pass (whose parent holds an Employment Pass) in Malaysia.
- For parents under the MM2H programme, your children are allowed to study without the need to apply for a Student Pass but still need the "Permission to Study" stamp by the Immigration Department. The School will assist in providing a cover letter as such.



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GUARDIAN VISA

- Parents/family members and Legally Court-Appointed Guardians of the International students (who do not have an Employment Pass) are allowed to accompany their child/charge here in Malaysia for the duration of their studies. This is known as **Guardian Visa**.
- You may submit your application to the Immigration Department **after** the application for the Student Pass has been approved.
- Please be aware that applications granted to parents/family and legal guardians are solely at the discretion of the Immigration Department. The School cannot offer any guarantee that the application for the Guardian Visa will be successful.

CHECKLIST FOR APPLICATION FOR NEW STUDENT VISA/RENEWAL

- Cover letter from the School
- Photocopy of student's passport and latest visa
- Photocopy of parents' passports and latest visas / Malaysian Identity Card
- Parents' Marriage Certificate (certified and in English version)
- Student's Birth Certificate (certified and in English version)
- Two (2) passport sized photographs with **BLUE** background
- Photocopy of Letter of Divorce / Letter from Court / Death Certificate / Adoption Certificate
- * Any other necessary documents as and when required by the Immigration Department

Please take note :

- Kindly make sure that current visa is one (1) month before expiry date
- Application for Renewal / New Student Pass takes two (2) to three (3) weeks to process
- Student Pass approved is valid only for one (1) year.

CHARGES

Student Visa Fee : Depends on Nationality
Student Visa Application Service Charges : RM250

(only if necessary and optional)

Special Pass : RM100.00
Special Pass Application Service Charges : RM150.00 RM250

Please contact Mr Jet Lee @ 016 422 8850 for processing your applications. Thank you.



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CHECKLIST FOR CANCELLATION OF STUDENT VISA

- Cover letter from the School
- Student's original passport
- Letter of Offer / Acceptance from new school or Flight Ticket
- * Any other necessary documents as and when required by the Immigration Department

Please take note :

- Kindly inform school office earlier to facilitate cancellation process of Student Visa
- Cancellation of Student Visa process takes around five (5) working days

CHARGES

Student Visa Cancellation (Immigration)	:	No charge
Student Visa Cancellation Service Charges	:	RM80

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CHECKLIST FOR APPLICATION FOR GUARDIAN VISA

- Cover letter from the School
- Photocopy of student's passport and latest visa
- The guardian's **original** passport.
- Parents' Marriage Certificate (certified and in English version)
- Student's Birth Certificate (certified and in English version)
- One (1) passport sized photograph of the guardian with **BLUE** background
- Proof of Medical Insurance (Malaysia)
- * Any other necessary documents as and when required by the Immigration Department

Please take note :

- Kindly make sure that current visa is one (1) month before expiry date before submission of application
- Application for Guardian Visa takes three (3) weeks to process
- Guardian Visa is only approved for mother of the child/ren
- Guardian Visa approved is valid only for one (1) year

CHARGES

Guardian Visa Fee	:	Depends on Nationality
Student Visa Application Service Charges	:	RM350
Journey Pass	:	RM500

(this applies to only new Guardian Visa)

(only if necessary and optional)

Special Pass	:	RM100.00
Special Pass Application Service Charges	:	RM150.00 = RM250

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CHECKLIST FOR APPLICATION FOR TRANSFER ENDORSEMENT OF STUDENT VISA

- Cover letter from the School
- Student's **original** NEW and OLD passport, if any.
- * Any other necessary documents as and when required by the Immigration Department

Please take note :

- This is to inform the Immigration Department :
 - If your child/ren has changed to a new passport and the current Student Visa is still in the old passport so that they can transfer the Student Visa to the new passport
 - in the event that your child/ren is applying for a New Student Pass and the old passport is about to expire
- The Transfer Endorsement will take around five (5) working days to process.

CHARGES

Student Visa Fee	:	Depends on Nationality
Student Visa Transfer Endorsement Service Charges	:	RM100

Please contact Mr Jet Lee @ 016 422 8850 for processing your applications. Thank you.