



CRANBRIDGE INTERNATIONAL SCHOOL

Owned and operated by Cranbridge Education Group Sdn Bhd (1130496-P)

VISA APPLICATION DOCUMENT CHECKLIST

No.	Document	Student	Guardian
1	Photocopy of 's Passport with at least 12 months validity – every page	✓	✓
2	Original and Copy of Both Parents' MYKAD / MYPR / Passports (All printed pages) (Certified by JPN / Embassy) (including the latest endorsement of social pass and return ticket/exit stamp from Malaysia for spouse)	✓	✓
3	Passport size photos	4	2
4	<p>Evidence of affinity certified by Embassy/ Representative/High Commissioner (Original and Copy) (translated to English)</p> <ul style="list-style-type: none"> i. Marriage Certificate (wife/husband) ii. Divorce Certificate & Custody Certificate (if parents are divorced) iii. Birth Certificate (child) (for biological parents application) iv. Letter of Custody/ Adoption Certificate (for step child/ adopted child only) v. Death Certificate (if either one of the parents has passed away) <p>Remark 1: For copies that have to be translated into English, the translation & certified true copy (CTC) verification has to be done by the country of origin's Embassy in Malaysia or Malaysia Embassy in respective origin country.</p> <p>Remark 2: For citizens of China (PRC), the following additional requirement apply:</p> <ul style="list-style-type: none"> a) All original documents must be translated to English with a DOUBLE endorsement by representative notary public 公证处 in China. b) Notarised documents (marriage, birth etc) WILL NOT be returned. c) Need to obtain confirmation of affinity from Malaysia Representative office in China. 	✓	✓
5	Family Relationship / Next of Kin Letter from Embassy / High Commission (if deemed necessary)	✓	
6	School Leaving Certificate – translated and printed with school logo	✓	
7	Health Insurance – refer to student agent	✓	✓



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8	Parents Bank Statement (latest 3 months* statement with at least RM10,000 and verified by bank, in English) * after the student has obtained the Letter of Support from MOE and begin to apply for student pass and guardian pass.		✓
9	Tenancy agreement (photocopy & original) – stamped by lawyer and Malaysia Income Tax Department		✓
10	Photos of unit number and name of building		✓
11	IMMI 14, IMMI 38, IMMI 12, IMMI 55	Prepared by Agent & School	
12	Approval Letter from Ministry of Education (MOE)	Prepared by Agent & School	
13	Student Pass Application Letter to Immigration	Prepared by Agent & School	

Requirement from Malaysian Immigration:

1. Original and photocopy documents must be presented at the counter
2. Notarized documents (marriage, birth cert etc) will not be returned