

Guardian Visa (New and Renewal application)

No	Document	Remark
1.	1 passport-size photo with blue background	
2.	Copy of Guardian, spouse's and student and dependant passport personal information page certified true copy by Embassy.	
3.	Copy of Student's birth certificate (translated into English and certified true by Embassy)	
4.	Copy of parent's marriage certificate (translated into English and certified true by Embassy)	
5.	Copy of parent's divorce certificate/ child's custody certificate (translated into English and certified true by the Embassy)	
6.	Health insurance policy	
7.	Latest House Tenancy Agreement with LHDN stamping (Stamping by The Inland Revenue Board of Malaysia and with at least 6 months validity.	
8.	<p>Mother's Bank Statement (Latest Three-Month Statement with at least RM 30,000 and above verified by the Bank)</p> <p>SPOUSE THE SPONSPOR</p> <p>a) Work with a company</p> <ul style="list-style-type: none"> ➤ Must provide Certificate of Employment (translated into English) ➤ Latest 3 months' salary slip and bank statement (as proof of employment) -Latest 3 months bank statements where salary is credited with available balance of RM60,000.00 and above. - Spouse personal bank account Latest 3 months with available balance RM60,000.00. <p>b) Self-employed</p> <ul style="list-style-type: none"> ➤ Must submit business license/business registration details (translated into English) ➤ Company bank statement and personal bank statement with more than RM60,000.00 and above every month(Latest 3 month). ➤ For partnership business ,please provide director fees ,salary slip Latest 3 months. ➤ Letter of confirmation on income and position signed by the Human Resource (HR). ➤ A copy of income tax declaration paper and payment receipt. ➤ A copy of Any agreement or contract signed with your clients. ➤ Business profit and loss account used to declare income tax. <p>Please provide husband's bank statement proof of money transaction from husband to Guardian account for New and Renewal application)</p> <p>Note: For renewal of Guardian Visa (Malaysia bank Statement compulsory). The money must be transferred from a father / legal money changer.</p>	
9.	House Picture	

	<ul style="list-style-type: none"> ✓ Condo signage ✓ Unit number ✓ Living room ✓ Kitchen <p>(please include the applicant in the picture)</p>	
10.	<p>Remark 2: For citizens of China (PRC), the following additional requirement applies:</p> <ul style="list-style-type: none"> a) All original documents must be translated to English with a DOUBLE endorsement by a representative notary public in China. b) Notarized documents (marriage, birth etc.) WILL NOT be returned. c) Need to obtain confirmation of affinity from the Malaysia Representative office in China. Family Relationship / Next of Kin Letter from Embassy / High Commission (if deemed necessary) 	
11.	<ul style="list-style-type: none"> a) Spouse - Work with a company <ul style="list-style-type: none"> ➤ Must provide Certificate of Employment (translated into English and certified true by the Embassy) ➤ Latest 3 months' salary slip and bank statement (as proof of employment) b) Spouse - Self-employed <ul style="list-style-type: none"> ➤ Must submit business license/business registration details (translated into English and certified true by Embassy) ➤ Company bank statement or personal bank statement <p>C) Additional Documents</p> <ul style="list-style-type: none"> ➤ School fee payment receipt ➤ Rental payment receipt or house or Sales and Purchase agreement ➤ Maintenance and utility bills ➤ Online transaction from sponsor (proof of money transaction from husband for New and Renewal application) ➤ Declaration of not working ➤ House picture with the applicant 	

Note:

1. Student visa applications and Guardian visa applications should submit at the same time for new and renewal applications.

2. The final decision of granting the student pass lies with the Ministry of Education and Immigration Department of Malaysia. The school is not held liable as the school is only applying for the student pass on behalf of parents.

Please take note 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.