



Alnoor International Schools

Guidelines For Student Pass Application

Non-Malaysian students who are **6 years old and before 18 years of age** holding a Social Visit Pass and have completed the enrolment procedure in Alnoor International School can proceed to apply for a Student Visa. AIS will NOT accept the application of students with an **EXPIRED Social Visa, Special Pass, and category 3 Employment Pass**. Students who are holding a Dependent Visa/ MM2H Visa/PR Status are allowed to study without the need to apply for a student visa.

All International Student Visa and/or Guardian Pass applications can only be processed after successfully completed AIS's compulsory entry assessment test and once the Registration Fees have been paid in full. A provisional Letter of Acceptance from AIS will only be issued. The application process will begin with the following regulations:

- All necessary required documents listed in the International Student Application checklist form together with any other document(s) required by the Admissions Office of AIS.
- The International Student Visa and/or Guardian Pass application service fee/s which is/are **non-refundable**.
- The service fee is applied only **once** for each successful applicant. It is applicable and payable at the same rate should the first application be rejected for whatever reason(s) and a second application is requested by the parent.
- A service fee for the renewal of the Student's Visa and/or Guardian Pass on expiry is also payable (when needed) and is also **non-refundable if the application is rejected for whatever reasons**.
- If the applicant is currently studying at another international school in Malaysia, a copy of the passport page with the current student visa/pass is required. Applicants must cancel their current student visa/pass with their former school **BEFORE** they can apply for a new one. Student visa/pass from any previous international schools in Malaysia are **NOT** transferable. Failure to comply with this ruling will affect the student's stay in Malaysia.



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STUDENT VISA APPLICATION / RENEWAL

It is a requirement by the Malaysian Immigration Authority that all foreign students are to obtain a Student Visa or Dependent's / MM2H's Visa (with Student Endorsement Stamp) upon acceptance by the School.

This is a two-step process:

- 1) All new and renewal Student Visa applications need to be granted approval from Ministry of Education Kuala Lumpur (MOE KL) before documents can be submitted to the Malaysian Immigration Authority. The estimated approval lead time from MOE KL is one (1) to three (3) months. Renewal applicants are advised to submit approval to MOE KL 4 months before the Student Visa expiry date to avoid overstay. New applicants are advised to submit approval to MOE KL upon application of admission test to expedite the application procedure. AIS School will compile all documents needed and submit to MOE KL. No fees required for this submission.

The required documents for MOE application are:

- Student's Passport Page
 - Student's previous school transcript & Release letter
 - AIS Offer Letter
 - AIS supporting letters / documents
- 2) After approval granted from MOE KL, applicant may hand in the required documents and fees along with the form BPSIII to school. Our International officer or visa service provider will submit it to the Immigration with an appointment. This process usually takes up to 14 working days but can be longer during peak periods. After the submission of application, it takes approximately 3-4 weeks to grant a Student Visa. All Student Visas are required to be renewed on a yearly basis. No new visa application and/or renewal of visa can be made without the consent/ approval from the MOE by means of the Letter of Support/Surat Sokong.

Once AIS has submitted the application to the MOE for a Letter of Support for the Student Visa application, parents are **NOT** allowed to submit a similar application through another school as it will create confusion within the MOE and the Department of Immigration, Malaysia, which may result in a delay in the processing of your Student Visa application.



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The AIS International Office through its Appointed Agent will solely be in charge of this application process. We will, of course, notify and keep parents up to date throughout the process. Parents are encouraged to touch base with the School as well.

If you wish to withdraw your children from AIS, whether to leave the host country or to transfer to another educational institution locally, please notify AIS Front Desk Office **ONE TERM** in advance of your intention as you would with the Withdrawal Notification. Our International Office is required by the Department of Immigration, Malaysia to then issue a Letter of Cancellation of the Student Visa for the Immigration Department's necessary action.

It is important for you to be informed that the above course of action is necessary to prevent you from encountering any problem should you re-enter Malaysia at any time in the future. It is also equally important for you to be informed that a Student Visa granted for your children to attend school in one local institution **IS NOT TRANSFERABLE** to another institution.

GUARDIAN PASS

Certain families members of student pass holders are allowed to accompany students in Malaysia on a Long Term Social Pass (for the duration of 12 months or according to the duration of studies, whichever comes first.)

The types of family members include the following:

- Parents of students, either 1 only – generally it's for the Mother
- Legally Court-Appointed Guardians
- Parent or Legally Court-Appointed Guardian can apply for a Guardian Pass only AFTER their children's Student Visa application is approved. The Father can apply for a Guardian Visa provided he is not working or having a business in Malaysia.
- Parent /Guardian ia not allowed to work or having a business in Malaysia for the entire visa period granted.



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YOUNGER SIBLING VISA

Upon granted a Student Visa & Guardian Visa, younger siblings who are below 6 years old can apply for a Younger Sibling Visa. As soon as the younger siblings reach 6 years old (as according to the date of birth), he/she must apply for a Student Visa.

Terms and Conditions

The Immigration department requires a **Personal Bond** for Student and Guardian Pass applicants who need to be filled by a Malaysian and stamped by the Inland Revenue Department. AIS will provide assistance on this matter.

Granting of a Student/Guardian/Younger Sibling Visa is at the discretion of the Malaysian Immigration Authority who holds the final decision in issuing Visas. At all material times, the School and the service provider shall not and are not in a position to guarantee the successful issuance of a Visa.

In the event that a new Visa application is unsuccessful and the family has decided to withdraw, the school will refund **50% of tuition fees within one semester** attended by the student.

AIS reserves the right to CANCEL any Visa due to a breach of any existing Malaysian law and/or regulations or any discrepancy arising before/after the issuance of the VISA.

Family Members of student visa holders who are allowed to stay in Malaysia are allowed entry solely at the discretion of the Department of Immigration Malaysia. AIS cannot offer advice or guarantee the successful application of any Guardian Pass application. AIS is not liable for any policy change at the Malaysian Immigration Department.

The student's passport must be kept valid for the duration of the student's stay and for travel purposes. Maintaining a valid passport and the appropriate visa for the student is the responsibility of Parents.



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AIS will not be held responsible for parents or students who overstay in Malaysia, even though you may have registered with us. Students with expired visas will be advised to approach the Department of Immigration on their own accord to settle their overstay issues.

If the family of a student visa holder does not respond to any correspondence regarding visa cancellation from the Finance department within 14 working days, AIS will write to MOE to request that the student pass be revoked, and will thereafter file a police report on the visa holder. Furthermore the security bond will be forfeited.

Important: Please note that Ministry of Education (MOE) or Immigration Malaysia may require additional documents to be provided to support along with your application.

Please see the required documents needed below:



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VISA APPLICATION

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/MFA)	1 set
4	Student Birth Certificate (Certified by Embassy/MFA)	1 copy
5	Parents' Marriage Certificate (Certified by Embassy/MFA)	1 copy
6	Parents Passport Copy + Visa / pass page (Certified by Embassy/MFA)	1 copy
7	Family Confirmation Letter/Next of Kin Letter (From Embassy/MFA)	1 copy
8	Health Insurance Policy (bought in Malaysia)	1 copy
9	House Tenancy Agreement (must be parent's name)	1 set
10	Photos of the house inside & outside	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) upon submission date	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 (already in Malaysia) or Ministry of Foreign Affair (from residential country).
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 vary for every application.
9. **Each** applicant must do a full set of **Photostat copy for submission to AIS.**

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



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STUDENT PASS APPLICATION FEES

Visa Holder	Type of Pass	Processing Fee
Student	NEW / RENEWAL	RM 1,600
Guardian		RM 1,800
Sibling (below age of 6)		RM 1,800
Student /Guardian / Sibling (below age of 6)	Special Pass	RM700
	Endorsement (Visa Transfer)	RM450 (Change of Passport)
	Cancellation	RM450 (Return to Home Country)
	Late Submission	RM150 (Doc submitting late to AIS)

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	Others	
COTE D'IVOIRE	PORTUGAL	INDONESIA	RM 500
EQUATORIAL GUINEA	TAIWAN	SINGAPORE	RM 200
ERITREA	TUNISIA	THAILAND	RM 300
ETHIOPIA	VIETNAM		
GUINEA – BISSAU	SUDAN	Country Not Listed	
GHANA		RM 1,500	
LIBERIA			
MALI			
NIGERIA			
RWANDA			
WESTERN SAHARA			

NOTE:

Security bond is payable for student, parent/
guardian and sibling