



Student Pass and Permission to Study Stamp Requirement by the Malaysian Immigration Department

Who requires a Student Pass or Permission to Study stamp?

All expatriate students enrolled in ISKL are required to have either a Student Pass or the Permission to Study stamp. Student Pass and the Permission to Study stamp is a requirement by the Malaysian Immigration when traveling in and out of Malaysia on a school sponsored trip.

Parent or parent's company representative or authorized agent will be able to apply for the Student Pass or Permission to Study Stamp directly with the Immigration Department.

Who are exempted?

Expatriate students who have one of the following do not require a Student Pass or the Permission to Study stamp:

- Malaysian Exemption stamp (diplomatic passport)
- Permanent Residents of Malaysia (PR)
- Resident Pass Holders

PERMISSION TO STUDY STAMP (and application at Immigration Department)

The Permission to Study stamp is an endorsement stamped by the Immigration Department inside the student's passport, allowing the student to study at ISKL for a defined period of time (as per Dependent Pass validity date).

Dependent Passes are issued by the Immigration Department to expatriate children who are under 18 years old, whose parent(s) hold an Employment Pass.

The documents needed for the Permission to Study Stamp application at the Immigration Department are:-

1. A covering letter from Parent's company stating name, designation and passport number. If parent is under the Malaysia My Second Home (MM2H) program, a covering letter from parent.
2. The *Permission to Study* letter from ISKL addressed to the respective Immigration Department where the Dependent Pass was issued. Please contact your child's school division as follows to request for the letter:

Elementary School:

Ms Uma Esvaran at +603 4813 5030 or email uesvaran@iskl.edu.my

Middle School:

Ms Teepa Cheelathurai at +603 4813 5256 or email tcheelathurai@iskl.edu.my

High School:

Ms Chee May-Kuen at +603 4813 5274 or email mkchee@iskl.edu.my

3. A copy of Parent's passport information page (with photo) and a copy of the current Work Permit page. If parent is under the Malaysia My Second Home (MM2H) program, a copy of Parent's passport information page (with photo) and a copy of the MM2H visa page.
4. A copy of student's passport information page (with photo) and a copy of the current Dependent Pass page. New applicant will need copy of all the pages of the passport (including blank pages).
5. Student's original passport.
6. Student Personal Data Form* (completed in duplicate).

*Parent or parent's company representative or authorized agent need to acquire the forms from the Immigration offices.

STUDENT PASS (and application at Immigration Department)

A letter of approval from the Ministry of Education (MOE) is necessary for the Student Pass application. ISKL Admissions Office will forward the application for the MOE Approval Letter upon request from parents.

Documents required for the MOE Approval Letter application

- Copy of student's passport information page (with photo)
- Copy of student's current visa page (renewal)

The process at MOE takes two (2) to four (4) weeks and can be longer during peak periods. For a timely application or extension of the Student Pass, parents need to ensure that:

- student's current pass has three (3) months validity
- student's passport has six (6) months validity
- student's passport has sufficient pages for the Visa endorsement

Once the MOE Approval Letter has arrived at ISKL, the Admissions Office will contact parents for its collection. The documents that will be forwarded to parents are:

- MOE Approval Letter
- ISKL Enrollment Letter addressed to the respective Immigration Department

The documents needed for the Student Pass application at the Immigration Department are:

1. A covering letter from parent's company stating parent's name, designation and passport number.
2. The ISKL Enrollment Letter addressed to the respective Immigration Department and a copy of latest ISKL school report (renewal).
3. A copy of parent's passport information page (with photo) and a copy of the current visa/pass page or Work Permit page.
4. A copy of student's passport information page (with photo) and a copy of the current visa/pass page or Student Pass page or Dependent Pass page. New applicant will need copy of all the pages of the passport (including blank pages).
5. Student's original passport.
6. Student Personal Data Form* (completed in duplicate).
7. A copy of birth certificate and a copy of parents' marriage certificate and/or family registry certification.
8. Four (4) recent passport-sized color photographs (size: 3.5 x 5.0cm).

9. Student Pass Application Form (IM.14)*, to be completed in duplicate.
10. Visa Application Form (IM.38)*, to be completed in duplicate.
11. The MOE Approval Letter.

* Parent or parent's company representative or authorized agent need to acquire the forms from the Immigration offices.

Please note that as soon as the Student Pass is made available, it is required that a copy of the valid Student Pass be forwarded to ISKL Admissions Office to be updated in the student's file. The Student Pass and Visa endorsed in the student's passport by the Immigration Department states:

- the visa type
- length of stay in Malaysia
- number of entries permitted into Malaysia
- validity of the Student Pass

Cancellation of Student Pass and Permission to Study stamp

ISKL will need to issue a cancellation letter to inform the Malaysian Immigration Department when a Student Pass or Permission to Study stamp holder is leaving the school before its expiry. Therefore, we require parents to notify our Admissions Office if a student is withdrawing from the school, whether to leave the host country or to transfer to another educational institution locally. Please note that the Student Pass or the Permission to Study stamp granted to a student to attend ISKL cannot be used for another institution locally as there may be complications with the Immigration when the student re-enter Malaysia at any time in the future.

ISKL is not responsible for the expiry of a student's Student Pass or Permission to Study stamp. Parents would need to settle their overstay issues with the Immigration Department on their own accord.

ISKL is not liable for any policy change at the Malaysian Immigration Department. Kindly contact the Admissions Office (+603 4813 5004) if there are exceptional circumstances or if you require any further information.

Please contact Ms. Bavani Velaiyathan in the Admissions Office with any questions regarding Student Passes. She can be reached +603 4813 5227 or email bvelaiyathan@iskl.edu.my

Addresses of Departments of Immigration, Malaysia:

Jalan Duta Immigration
Bahagian Pas Pelajar
Jabatan Imigresen Malaysia
Kompleks Kementerian Dalam Negeri (KDN)
No. 69, Jalan Sri Hartamas 1,
Jalan Duta, 50480 Kuala Lumpur.
Tel: 603 6205 7400

Unit Pas Pelajar
Bahagian Visa, Pas dan Permit
Jabatan Imigresen Negeri Selangor
Shah Alam
Tel: 603 5519 0653 ext 239

Unit Imigresen di MIDA
MIDA Sentral, Tingkat 17
No.5 Jalan Stesen Sentral 5
Jalan Travers, KL Sentral
50470 Kuala Lumpur