



## **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](mailto:uesvaran@iskl.edu.my)

Middle School:

Ms Teepa Cheelathurai at +603 4813 5256 or email [tcheelathurai@iskl.edu.my](mailto:tcheelathurai@iskl.edu.my)

High School:

Ms Chee May-Kuen at +603 4813 5274 or email [mkchee@iskl.edu.my](mailto: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 must acquire the forms from the Immigration office..

### **STUDENT PASS (and application at Immigration Department)**

A letter of approval from the Ministry of Education (MOE) is necessary for the Student Pass application. The 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 eight (8) to ten (10) 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 five (5) months validity
- student's passport has one year, six months (18) 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 and will provide the following documents:

- MOE Approval Letter
- Details of the ISKL preferred agent - La Paz Consultancy SDN BHD who can provide the required Immigration forms

***La Paz Consultancy SDN BHD will manage the Immigration process for the Student Pass application.***

The ISKL Admissions Office will provide the contact details for La Paz for parents to contact directly. The agent will meet the family to ensure that all documents are in order and will submit the documents on behalf of the family. This process can take 1-2 weeks from the date of submission. **\*Please note that there are fees for this process (listed below).**

### **DOCUMENTS NEEDED FOR STUDENT PASS - NEW APPLICATION**

1. A cover letter from the parent's company stating parent's name, designation and passport number if the application is submitted by a company representative.
2. Student Pass Approval Form (completed by parents in duplicate)

3. IM.14 Student Pass Application Form + Passport Size Photo (4 copies) - (completed by parents in duplicate)
4. IM.38 Visa Application Form (completed by parents in duplicate)
5. Student's Personal Data Form\* (completed in duplicate) – 2 copies
6. The Ministry of Education (MOE) Approval Form
7. Approval Letter from KDN (Kementerian Dalam Negeri)
8. School offer letter (ISKL Acceptance letter)
9. Authorization letter from ISKL and a copy of MYKAD (School Representative)
10. Student Pass Application Letter (ISKL Enrolment Letter)
11. Copy of Applicant's Passport (All Printed Pages)
12. Personal Bond Form (completed by parents in duplicate) – Form needs to be Stamp duty(RM10) & Copy of certified MYKAD (School Representative)
13. Copy of Applicant's Birth Certificate (Certified by Embassy / High Commission)
14. Copy of Marriage Certificate of Applicant's Parent (Certified by Embassy / High Commission)
15. Copy of Parent's MYKAD / MYPR / Passport (Certified by Embassy / High Commission)
16. Next of Kin Letter from Embassy / High Commission
17. Divorce Certificate / Death Certificate / Applicant's Custody Paper (if related) – (Certified by Embassy / High Commission)
18. Copy of Adoption Certificate (if related)
19. Valid Health Insurance Policy (Local or International Health Insurance which has a branch in Malaysia)

#### **DOCUMENTS NEEDED FOR STUDENT PASS - RENEWAL APPLICATION**

1. Student Pass Approval Form (completed by parents in duplicate)
2. IM.14 Student Pass Application Form + Passport Size Photo (1 copy) - (completed by parents in duplicate)
3. IMM.55 Extension of Visit Pass Form (completed by parents in duplicate)
4. IM.38 Visa Application Form (completed by parents in duplicate)
5. The Ministry of Education (MOE) Approval Form
6. Approval Letter from KDN (Kementerian Dalam Negeri)
7. Confirmation Letter From School (ISKL Enrolment Letter)
8. Student Attendance (Parents to print from PowerSchool)
9. Copy of Applicant's Passport (Passport Holder's Personal Information and Valid Pass)
10. Copy of Applicant's Birth Certificate
11. Copy of Parent's MYKAD / MYPR / Passport
12. Copy of Marriage Certificate of Applicant's Parent
13. Next of Kin Letter from Embassy / High Commission
14. Divorce Certificate / Death Certificate / Applicant's Custody Paper (if relevant)
15. Copy of Adoption Certificate (if relevant)
16. Valid Health Insurance Policy (Local or International Health Insurance with a branch in Malaysia)

Please note that as soon as the Student Pass endorsement is in the passport, it is required that a copy of the valid Student Pass be forwarded to the ISKL Admissions Office and that parents update the information in PowerSchool.

### **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.

### **Eligibility to apply for Student Pass (non-company sponsored) and Guardianship Visa**

- If an enrolled student's status changes (ie. parent's employment ends in Malaysia), the family can request a Student Pass from ISKL pending the following:
  - The student has been enrolled at ISKL for 2 full academic years
  - The student is in good standing at ISKL
  - There are no outstanding financial obligations to the school
- ISKL's preferred agency, LaPaz Consultancy SDN BHD will support parents in completing any other required forms for Immigration. There is a fee required for this service.

#### **\*La Paz FEES for the Student Pass process as below:**

- |                            |   |
|----------------------------|---|
| 1. La Paz service charge   | RM900 (exclusive of 6% SST)                               |
| 2. Immigration Fees        | RM60 for one year   |
| a. Multiple entry visa     | RM rates depending on nationality                         |
| b. Personal Bond stamp fee | RM10  |
| c. Single entry visa fees  | RM rates depending on nationality (NEW applications ONLY) |

*Process Duration = 2-3 weeks from date of submission*

#### **\*La Paz FEES for the Guardianship Vias process as below:**

- |                                     |   |
|-------------------------------------|---|
| 1. La Paz service charge            | RM1200 (exclusive of 6% SST)                              |
| 2. Immigration Fees                 | RM90 for one year   |
| a. Multiple entry visa              | RM rates depending on nationality                         |
| b. Personal Bond stamp fee          | RM10  |
| c. Commissioner of Oath stamp fee   | RM10  |
| d. JP Visa & Single entry visa fees | RM rates depending on nationality (NEW applications ONLY) |

*Process Duration = 2-3 weeks from date of submission*

***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](mailto:bvelaiyathan@iskl.edu.my)***

*Last update: 15 July 2021*