

# HOW TO APPLY FOR A **STUDENT PASS** AT SERI BOTANI INTERNATIONAL SCHOOL?

## 👉 **Step 1** (Complete the checklist of documents as follows).

No	Subject	Check (Required documents)
1	<b>(3) Passport-sized photos</b> (For Student Pass application)	✓
2	<b>Student's original passport</b> with at least 18 months' validity	✓
3	<b>A copy of the parents' (Father and Mother) passport</b> front-page detail and current valid passport, or the Latest date of entry stamp	✓
4	<b>An original copy of the parents' marriage certificate and a Copy of the official document/certificate must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</b>	✓
5	<b>An original copy of the Student's birth certificate and a Copy of the official document/certificate must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</b>	✓
6	<b>An original copy of the divorce and marriage certificate <u>MUST</u> be submitted together for the case of a divorced parent. A copy of the official document/certificate must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</b>	✓
7	<b>An original copy of the Foster Child certificate (IF), and a Copy of the official document/certificate must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</b>	IF ANY
8	<b>An original copy of the declaration of unmarried/single status (IF) by the birth mother and father, never officially registered for their marriage. Copy document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</b>	IF ANY
9	<b>An original copy of the Legal document or an Official acknowledgment document of the child custodian (IF) status of an unmarried or divorced parent. Copy document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</b>	IF ANY
10	<b>An original Death certificate (IF) of either the father or the mother was issued when they passed away. Kindly provide a verification letter issued by the Embassy (IF) the certificate is unavailable. A copy of the official document/certificate must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</b>	IF ANY

→ **Step 2** (*Attestation of official documents at the Ministry of Foreign Affairs in Malaysia (Wisma Putra) is required for immigration procedures to apply for a student visa.* **APPLICABLE TO ALL COUNTRIES.**

### **How do you get documents attested?**

The attestation of documents at the Consular Division, Wisma Putra operates on a walk-in basis\*. The document is to be submitted in person or by a representative. The attestation service requires the applicant to present an Identification Card/ Passport – Authorization letter, if necessary. Under normal circumstances, documents submitted can be collected on the same day or, at the latest, the following working day.

Details of the Attestation of the Document Unit are as follows:

**Consular Division**

**Ministry of Foreign Affairs, Malaysia**  
**Wisma Putra No 1, Jalan Wisma Putra**  
**Precinct 2, 62602 Putrajaya**  
**Telephone No: (603)-8000 8000**

→ **Step 3** (*Submit the physical Passport and the original official documents/ certificates for the Student visa process).*

The student visa application process at the Immigration Office will take 14 working days from submission. Please be sensitive to the expiry date of the social visit visa on your passport to avoid being overstayed.

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**Note:**

1. *The official document/certificate will be returned to parents/students after the process of application for Student Pass is completed.*

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# HOW TO APPLY FOR A **GUARDIAN PASS** FOR A STUDENT OF SERI BOTANI INTERNATIONAL SCHOOL?

→ **Step 1** (Complete the checklist of documents as follows).

No	Subject	Check
1	<b>2 Passport-sized photos</b> (for Guardian Pass application)	
2	<b>Guardian's original passport</b> with at least 15 months' validity	
4	<b>A copy of the spouse's passport and the child/student's passport</b> for the front-page detail, and a current valid visa pass, or the Latest date of entry stamp	
5	<b>An original Parent's marriage certificate</b> and a <i>Copy of the document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</i>	
6	<b>An original Student's birth certificate.</b> <i>Each applicant for the Guardian Pass must be named as the applicant on the endorsed document of the birth certificate.</i> And a ( <i>Copy of the document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</i> )	
7	<b>An original certificate of divorce</b> (for parents who have divorced). Kindly provide a confirmation letter issued by the Embassy if the pertinent certificate is not available. ( <i>A copy of the document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country</i> )	
8	<b>An original Foster Child certificate</b> and a <i>Copy of the document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</i>	
9	<b>An original copy of a Certificate of Death</b> if one of your parents passed away. Kindly obtain a confirmation letter issued by the Embassy if the pertinent certificate is not available. The <i>Copy document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</i>	
10	<b>An original declaration document of an unmarried/single status</b> if the birth mother and father never officially registered for their marriage ( <i>Copy document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</i> )	
11	<b>An original copy of the document for a court order or a verification document of the child custodian for unmarried and divorced parents.</b> ( <i>Copy document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</i> )	
12	<b>Prove the ability to self-sustain in Malaysia / Bank statement</b> – ( <i>latest statement of 3 months, and each month must have a transaction, and the minimum balance must be a total of RM10000/ USD3000</i> ). ( <i>Copy document must be written and translated into English and endorsed/stamped by the respective Embassy in Malaysia or the Malaysian Embassy in the respective country.</i> )	

→ **Step 2** (*The guardian/parent must be present at the Immigration Office for the thumb-print process during the submission of the visa application*).

**IMPORTANT NOTE:**

1. The application for a guardian visa can only be submitted after the student visa has been approved by the Immigration department.
2. The student visa application process will take 10 working days from the date of submission to the Immigration department.
3. Bank statements must be updated with the latest 3 months when submitted to the Immigration department. If a gap of more than 20 days in the bank transaction, it may cause the bank statement to be rejected.
4. Advisable to the student and the parent to submit the passport and documents to the school once they have entered the country (Malaysia). Should you fail to comply, it will affect the application visa process at the Immigration department.