



# ZENITH INTERNATIONAL SCHOOL

(wholly owned by Akademi Krunz Sdn. Bhd. – 967343-W)

Version 6

## MULTIPLE ENTRY STUDENT PASS / GUARDIAN VISA APPLICATION CHECKLIST AND PROCESSING FEE

### 多次入境学生准证/监护人签证申请清单和手续费

	Name (As per Passport) 姓名	Passport Number 护照号码	Expiry Date 过期日期
Student 学生			
Guardian 监护人			

Immigration Malaysia only issues Multiple Entry Student Pass to students aged 7 years and above. For applicants below 7 years old, a dependant pass is required (via parent with Employment Pass or MM2H).

马来西亚移民局只向7岁及以上的学生发放多次入境学生签证。对于7岁以下的申请人，需要提供一份依附签证（需持有就业准证或“我的第二家园”计划的父母）。

New students are advised to wait for the support letter from the Malaysian Ministry of Education before entering Malaysia. 新学生在进入马来西亚之前，建议等待马来西亚教育部的支持信。

Zenith International School in Malaysia will apply for the above mentioned letter (processing time is about 4 to 7 weeks and varies) and will update parents when the letter arrives at the school. 马来西亚 Zenith 国际学校将申请上述信件（处理时间约为4至7周，可能会有所不同），并在信件到达学校后通知家长。

This is to avoid any complications during arrival at KLIA (Kuala Lumpur International Airport). 这是为了避免在抵达吉隆坡国际机场时出现任何麻烦。

NO	DOCUMENTS TO BE SUBMITTED BY APPLICANT 申请者需要提交的证件	STUDENT PASS 学生签证	GUARDIAN VISA 监护人签证
1	Recent passport-sized photos (Blue background): 近期护照尺寸照片(蓝底) Student – 3 photos      Guardian – 2 photos 学生 – 3 张照片      监护人 – 2 张照片	/	/
2	International students are required to submit a copy of their passport when they come to the school for an assessment test. Applicant's passport must have at least <b>18 months'</b> validity upon	/	/



ZENITH INTERNATIONAL SCHOOL

# ZENITH INTERNATIONAL SCHOOL

(wholly owned by Akademi Krunz Sdn. Bhd. – 967343-W)

Version 6

	<p>entry to Malaysia. Immigration Malaysia will no longer accept passport with a validity of less than <b>18 months</b>. No Special Pass or extentions to visitor passes will be issued for new student visa applications.</p> <p>国际学生来学校参加评估测试时需要提交护照复印件。申请人的护照必须在入境马来西亚时至少有 18 个月的有效期。马来西亚移民局将不再接受有效期低于 18 个月的护照。对于新的学生签证申请，不会签发特别通行证或访客通行证的延期。</p>		
3	<p>A copy of Both Parents' MYKAD / MYPR / Passports (including the latest endorsement of social visit pass)</p> <p>父母双方的 MYKAD / MYPR / 护照复印件 (包括最新的社会访问证签注)</p>	/	/
4	<p>Evidence of relationship endorsed and certified by Embassy/ Representative /High Commissioner (Original and Copy translated to English)</p> <p>由大使馆/代表/高级专员认可和证明的关系证明 (原件和复印件翻译成英文)</p> <p>i. Marriage Certificate (husband /wife) 结婚证书 (丈夫/妻子)</p> <p>ii. Divorce Certificate &amp; Legal Custody Letter is required (if parents are divorced) 需提供离婚证明及法定监护书 (如父母离异)</p> <p>iii. Birth Certificate (student) 出生证明 (学生)</p> <p>iv. Letter of Custody/ Adoption Certificate (for step child/ adopted child only) 监护书/领养证明书 (只适用于继子女/领养子女)</p> <p>v. Death Certificate (if either one of the parents has passed away)</p> <p>死亡证书 (学生父母或其一已离世)</p> <p>* For copies that have to be translated into English, the translation &amp; certified true copy (CTC) verification has to be done by the <b>country of origin's Embassy in Malaysia or the Malaysia Embassy in the applicant's country of origin.</b> 复印件需翻译去英文，并由贵国驻马来西亚大使馆或马来西亚驻贵国大使馆确认为认证真实副本 (CTC)。</p> <p><b>* For citizens of China (PRC), the following <u>additional requirement apply</u>:</b> * 如申请者为中国公民</p> <p>a) All original documents must be translated to English with an endorsement by representative notary public <b>公证处 in China.</b></p> <p>所有原件必须翻译成英文并由<b>中国公证处</b>进行公证</p>	/	/



# ZENITH INTERNATIONAL SCHOOL

(wholly owned by Akademi Krunz Sdn. Bhd. – 967343-W)

Version 6

	<p><b>b) Need to obtain confirmation of relationship from Malaysia Representative office in China.</b></p> <p>需获得马来西亚驻中国代表处的确认</p>		
5	<p>Family Relationship / Next of Kin Letter from Embassy / High Commission</p> <p>大使馆/高级专员公署认证的家属/近亲关系公证。</p>		
6	<p>School leaving certificate / release letter (If transferring from another school) (Translated to English and printed with school logo)</p> <p>毕业证书/离校证书（转校生）（需翻译去英文版本并印有学校校徽）</p>	/	
7	<p>Parent who are applying for a Guardian Visa must prepare the latest 5 monthly bank account statements with at least RM10,000 and verified by bank in English. For Guardian renewal visa must open a local bank account. The Guardian, bank statement (3 months) must show credit/incoming RM10,000 per month. ZIS will assist in producing a support letter to open local bank account. The guardian visa can only be applied for in person at Immigration Malaysia after the student pass had been issued.</p> <p>申请监护人签证的家长必须准备最近 5 个月至少 10,000 令吉的银行对账单，并由银行用英语验证。对于监护人续签签证，必须在当地银行开户。监护人，银行对账单（3 个月）必须显示每月 10,000 令吉的信用/收入。ZIS 将协助提供开立当地银行账户的支持信。监护人签证只能在学生准证签发后亲自到马来西亚移民局申请。</p>		/
8	<p>Personal Insurance Policy cover note (with 12 months coverage in Malaysia together with latest premium payment receipt ) The policy can be purchased in the home country with international coverage in Malaysia)</p> <p>个人保险保单（在马来西亚有 12 个月的保险，并附上最近的保费支付收据）该保单可以在母国购买，在马来西亚有国际保险。</p>	/	/



## **Additional Requirements for Parents who will be applying for Guardian visas.**

申请监护签证的父母的额外要求:

**1. The parent applying to be issued a Guardian Visa by Malaysian Immigration must not leave the country while the Student visa for their child is being processed.**

申请马来西亚移民局监护签证的父母，在其子女的学生签证处理期间，不得离开马来西亚

**2. The parent who has been given the Guardian Visa is not allowed to place their child under the care of any other non-related person without the approval of the School.**

已获得监护签证的父母，不得在未经学校批准的情况下，将子女交由任何无关的其他人照顾。

**3. The School must be informed at least 2 weeks in advance if the parent issued the Guardian visa needs to return to their home country urgently. The Guardian must provide plane tickets (return) as proof. The Guardian must submit a letter to the School with reasons for their absence from Malaysia.**

如果持有监护签证的父母需要紧急返回祖国，必须提前至少两周通知学校。监护人必须提供往返机票作为证明。监护人还必须向学校提交一封说明其缺席马来西亚原因的信函。

**4. The School will require the Guardian to provide the School with information on who will be caring for their child during their absence.**

学校将要求监护人提供信息，说明在监护人缺席期间，谁将照顾他们的孩子。

**5. The School will inform Immigration Malaysia if the parent does not return as per the letter submitted/ticket information provided to the School. The School cannot be held responsible for any actions taken by Immigration Malaysia which may include cancellation of Guardian/Student visas.**

如果父母未按照提交的信函或机票信息返回，学校将通知马来西亚移民局。学校对此可能采取的任何行动，包括取消监护签证/学生签证，不承担责任。



# ZENITH INTERNATIONAL SCHOOL

(wholly owned by Akademi Krunz Sdn. Bhd. – 967343-W)

Version 6

## Notes:

### 备注

**\* Please bring along original copies of documents for verification.**

请携带原版证件以供验证。

**\* All original and photocopies must be endorsed/certified by country's embassy.**

所有原件和复印件必须由所在国大使馆签字/认证。

**\* If original documents such as birth certificate, marriage certificate etc are lost, a confirmation letter MUST be obtained from country of origin's embassy.**

如遗失出生证、婚姻注册证书等原件，必须从原籍国大使馆获得丢失证明

**\* Please ensure all required documents stated on our application form checklist is completed to avoid any delays for your child's student pass application.**

请确保我们的申请表清单上所列的所有必要文件都已完成，以避免您的孩子的学生准证申请出现任何延误。

## Timeline for Applications: 申请时间

**1. MOE Support Letter – min. 4 weeks 教育部支持信- 最少 4 周**

**2. New student pass applications – min. 14 working days**

新学生签证申请-最少 14 个工作日

**3. New guardian pass applications – 30 working days**

新监护人准证申请- 30 个工作日

**4. Visa renewals – 14 working days**

签证续签- 14 个工作日

**5. \*The above timelines are subject to change based on KPM/Immigration Dept volume of applications AND further documentation requirements/verifcations.**

上述进度表会根据 KPM/移民局部门的申请量和进一步的文件审核而有所调整。



# ZENITH INTERNATIONAL SCHOOL

(wholly owned by Akademi Krunz Sdn. Bhd. – 967343-W)

Version 6

## STUDENT AND GUARDIAN VISA PROCESSING FEES AND PERSONAL BOND (DEPENDS ON COUNTRY) FEE NOTICE

学生和监护人签证处理费用和个人保证金  
(取决于国家)费用通知

STUDENT	NEW	RENEWAL
学生	第一次申请	更新
Processing fee 申请处理费	RM700	RM450
Personal bond (by country) 押金（根据国家而定）	RM	N/A

GUARDIAN/DEPENDENT	NEW	RENEWAL
监护人/家属	第一次申请	更新
Processing fee 申请处理费	RM1400	RM700
Personal bond (by country) 押金（根据国家而定）	RM	N/A

**\*Processing fee and Renewal fee is NON-REFUNDABLE**

不论录取与否，手续费和申请费不予退还

**\*Personal bond amount is REFUNDABLE after completion of withdrawal and visa cancellation process. Personal bond shall refunded approximately 4 months from the date of withdrawal.** 押金将会在完成退学和签证注销程序后退还。个人保证金自退出之日起约4个月退还。

The payment of the above can be made in cash, credit card or a bank transfer .

以上支付方式可以用现金、信用卡或银行转账。

### BANK DETAILS 银行资料

Bank : Hong Leong Islamic Bank

Account Number : Akademic Krunz Sdn.Bhd

Account Number : 32701004293

**Read and acknowledged:** 已阅读并确认

\_\_\_\_\_  
(Parent/Guardian signature) 父母/监护人

**Name** 名字:

**Date** 日期: