



## Westlake International School

### International Administration Fee

Visa Type	Fees
<b>Student Pass</b>	<b>RM2500.00 (Not refundable)</b>
<b>Permission to Study</b> <ul style="list-style-type: none"> <li>- Parent is working in Malaysia</li> <li>- Parent is working in Malaysia but requires the school to apply Permission to Study</li> <li>- Malaysia My Second Home (MM2H)</li> </ul>	<b>RM700.00</b> <ol style="list-style-type: none"> <li>1. The International Administration Fee will be refunded after the parent submits a copy of passport with the Permission to Study page to the school.</li> <li>2. The International Administration Fee will <b>NOT</b> be refunded if the parent requires the school to apply Permission to Study.</li> </ol>
<b>Guardian Pass</b>	<p><b>Estimated Personal Accident Insurance Fee:</b></p> <ol style="list-style-type: none"> <li>1. Parent only: RM129.80</li> <li>2. Parent with one sibling below 7 years old: RM249.55</li> <li>3. Parent with more siblings below 7 years old: Quote by insurance agent</li> </ol> <p><b>Guardian Pass fee will be collected by the Immigration Office:</b></p> <ol style="list-style-type: none"> <li>1. First time application for Malaysia's Visa: Estimated around RM500-RM1000 per person.</li> <li>2. Holding any other visas before: Estimated around RM60-RM500 per person.</li> </ol>

## Documents Required for New Student Pass

No	Subject	Check
1	3 passport sized photos ( <i>For student pass application</i> ).	
2	Student's <b>original passport</b> with at least 15 months validity.	
3	A copy of <b>father and mother's passport</b> bio-data page and latest visa page ( <i>Airport entry stamp/other visas</i> ).	
4	Original <b>Parents' marriage cert</b> ( <i>translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country</i> ).	
5	Original <b>Student's Birth Cert</b> ( <i>translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country</i> ).	
6	If parents are divorced, Original <b>Divorce and Custody Certificate</b> must be attached. If divorce cert is not available, a confirmation letter from the Embassy must be obtained ( <i>translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country</i> ).	
7	Original <b>Adoption Certificate</b> ( <i>if applicable and translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country</i> ).	
8	Either one of the parents has passed away, Original <b>Death Certificate</b> must be attached , if death cert is not available, a confirmation letter from the Embassy must be obtained ( <i>translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country</i> ).	

**For students from People Republic of China, the following additional requirement apply:**

1. All original documents must be translated to English with a **DOUBLE** endorsement by respective “**公证处**” in China.

**Note: ALL original documents will be returned to parents/student after the student pass application process is completed.**

## Documents Required for New Guardian Pass

No	Subject	Check
1	2 guardian passport sized photos <i>(For Guardian pass application)</i> .	
2	Guardian's <b>original passport</b> with at least 15 months validity.	
3	A copy of <b>father and mother's passport</b> bio-data page and latest visa page <i>(Airport entry stamp/other visas)</i> .	
4	Original <b>Parents' marriage cert</b> <i>(translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country)</i> .	
5	Original <b>Student's Birth Cert</b> <i>(translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country)</i> .	
6	If parents are divorced, Original <b>Divorce and Custody Certificate</b> must be attached. If divorce cert is not available, a confirmation letter from the Embassy must be obtained <i>(translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country)</i> .	
7	Original <b>Adoption Certificate</b> <i>(if applicable and translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country)</i> .	
8	Either one of the parents has passed away, Original <b>Death Certificate</b> must be attached, if death cert is not available, a confirmation letter from the Embassy must be obtained <i>(translated into English if the original is not written in English and endorsed/stamped by the respective Embassy in Malaysia or Malaysia Embassy in respective country)</i> .	
9	<b>Proof of Financial Status</b> must be provided in terms of bank statement <i>(online banking printout is acceptable)</i> or bank book.	

### For students from People Republic of China, the following additional requirement apply:

1. All original documents must be translated to English with a **DOUBLE** endorsement by respective “公证处” in China.

#### Note:

1. ALL original documents will be returned to parents/student after the Guardian Pass application is completed.
2. Guardian Pass depends on the Student Pass; therefore the application of Guardian Pass will start after the child successfully receives the Student Pass.
3. Guardian is required to purchase Personal Accident insurance in order to apply Guardian Visa.
4. Each family can only apply ONE Guardian Pass.
5. Only Father or Mother can apply for Guardian Pass.
6. Application of Guardian Pass for siblings below 7 years old is attached to the Guardian Pass of the parent.

## Application of Permission to Study

Visa Status	Procedures
<b>Parent is working in Malaysia</b>	<ol style="list-style-type: none"> <li>1. Parent is required to pay International Administration Fee.</li> <li>2. The school will issue relevant documents to the parent.</li> <li>3. The parent shall submit the prepared documents to their company's respective department.</li> <li>4. The company will apply Permission to Study for the child.</li> <li>5. The parent shall submit a copy of passport with the Permission to Study page to the school.</li> <li>6. The International Administration Fee will be refunded to the parent.</li> </ol>
<b>Parent is working in Malaysia but requires the school to apply the Permission to Study</b>	<ol style="list-style-type: none"> <li>1. Parent is required to pay International Administration Fee.</li> <li>2. Parent shall submit the following documents to the school:               <ol style="list-style-type: none"> <li>a. Parent's company employment letter.</li> <li>b. A copy of parent's passport with working visa page.</li> <li>c. Original student passport</li> </ol> </li> <li>3. The International Administration Fee will <b>NOT</b> be refunded.</li> </ol>
<b>Malaysia My Second Home (MM2H)</b>	<ol style="list-style-type: none"> <li>1. Parent is required to pay International Administration Fee.</li> <li>2. The school will issue relevant documents to the parent.</li> <li>3. The parent shall submit the prepared documents to their MM2H agent.</li> <li>4. The agent will apply Permission to Study for the child.</li> <li>5. The parent shall submit a copy of passport with the Permission to Study page to the school.</li> <li>6. The International Administration Fee will be refunded to the parent.</li> </ol>
<b>Parent study in Malaysia (Master/PhD)</b>	The child <b>MUST</b> apply for Student Pass. Kindly refer to " <i>Documents Required for New Student Pass</i> ".

## Duration required for the applications

Visa Type	Estimated duration needed for respective agency
Student Pass	1. Ministry of Education* : 30 days 2. Immigration Office : 15 days  Total: 45 days
Guardian Pass	1. Application of Student Pass : 45 days 2. Application of Insurance: 7 days (while pending for Student Pass) 3. Immigration Office : 15 days  Total: 60 days
Permission to Study ( <i>if apply by the school</i> )	1. Immigration Office: 15 days

**\*It is not necessary for the student to be in Malaysia when the school is in the process of applying for approval from Ministry of Education. Therefore, for the parent and student holding Travel Visa of 30 days, they are advised to purchase air ticket and enter Malaysia after the process of Ministry of Education process is completed.**

### Note:

1. The duration count of day start from the day the parent makes payment and submits the complete required documents required.
2. The applicant is expected to stay in Malaysia after the school submits application to the Immigration Office.
3. The school will provide transport when the applicant is required to be at Immigration Office.
4. If there is shortage of time for the visa application due to any unforeseen reason, the student/parent is expected to apply Special Pass to extend the stay for another 15-30 days in Malaysia in order to complete the visa application. This will cost RM100/person and shall be borne by the parent.