



**KING'S REIGN INTERNATIONAL SCHOOL**  
*Where Excellence Reigns, and Futures Begin*

**VISA APPLICATION INFORMATION, GENERAL GUIDELINES & PROCESS**

**Introduction**

King's Reign International School (KRIS) assists eligible international students and their parents or legal guardians with the preparation and submission of Student Pass and Guardian Pass applications, subject to the prevailing requirements and approval of the Ministry of Education Malaysia (MOE/KPM) and the Immigration Department of Malaysia. The School's role is to guide families, verify the required school-related documentation and facilitate submission through the authorised process. Final approval, visa duration and any additional documentary requirements remain at the discretion of the relevant Malaysian authorities.

**General Guidelines**

- Applicants should ensure that passports have sufficient validity for the full application and endorsement process. The earlier form states a minimum of 18 months' passport validity upon entry to Malaysia for new applications.
- New international students are advised to complete the required school admission and visa documentation process early. Where applicable, families should wait for the MOE/KPM Support or Approval Letter and follow the School's guidance before making travel arrangements.
- All required forms and supporting documents must be complete. Incomplete applications may be delayed, returned or rejected by the relevant authority.
- Original documents must be available for verification together with clear A4 photocopies.
- Documents not in English may require an English translation and certification, endorsement or notarisation by the relevant Embassy, High Commission, Malaysian mission, notary or other competent authority, depending on nationality and the document concerned.
- Relationship documents may include the student's birth certificate, parents' marriage certificate, legal custody documents, adoption certificate or other evidence requested by the authorities.
- Students transferring from another school may be required to provide a School Leaving Certificate and/or Release Letter.
- A valid medical insurance policy must be maintained for the required visa duration.
- Guardian Pass applications are processed in connection with the eligible student and are generally undertaken after the Student Pass has been issued, subject to Immigration requirements.
- Parents and guardians must immediately inform KRIS of any change to passport details, immigration status, contact details or other information that may affect the application.

- Only authorised school representatives may facilitate or submit applications where school submission is required.
- MOE/KPM and Immigration Malaysia may request additional documents, interviews, verification or further processing at any stage. Published processing periods are estimates and are not guaranteed.

### Simple Visa Application Flow

| STEP | PROCESS                                                       | FLOW |
|------|---------------------------------------------------------------|------|
| 1    | School Admission & Document Preparation                       | ↓    |
| 2    | KRIS Reviews Checklist & Supporting Documents                 | ↓    |
| 3    | MOE/KPM Support or Approval Letter Application                | ↓    |
| 4    | Student Pass Application Submitted for Immigration Processing | ↓    |
| 5    | Student Pass Approval / Endorsement                           | ↓    |
| 6    | Guardian Pass Application Submitted, Where Applicable         | ↓    |
| 7    | Guardian Pass Processing / Endorsement                        | ↓    |
| 8    | Visa Records Maintained & Renewal Prepared Before Expiry      | ✓    |

### Indicative Application Timeline

| Application Stage             | Indicative Processing Period         |
|-------------------------------|--------------------------------------|
| MOE/KPM Support Letter        | <b>Minimum 4 weeks</b>               |
| New Student Pass Application  | <b>Minimum 14 working days</b>       |
| New Guardian Pass Application | <b>Approximately 30 working days</b> |
| Student / Visa Renewal        | <b>Minimum 14 working days</b>       |

**Timeline Notice:** The above periods are indicative minimum or estimated processing periods based on the earlier visa checklist. Actual processing time may vary according to MOE/KPM and Immigration Department Malaysia application volume, document verification, nationality, further information requests and prevailing government procedures. Families should not make non-refundable travel arrangements based solely on these estimated timelines.



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**SEGMENT 1 – NEW STUDENT VISA APPLICATION WITH NEW GUARDIAN VISA CHECKLIST**

|                                        |  |                        |  |
|----------------------------------------|--|------------------------|--|
| <b>Student Name (as per Passport)</b>  |  | <b>Passport Number</b> |  |
| <b>Guardian Name (as per Passport)</b> |  | <b>Passport Number</b> |  |

**A. NEW STUDENT PASS APPLICATION**

| <b>No.</b> | <b>Document / Requirement</b>                                                                                            | <b>Checked</b>           |
|------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1          | Authorization letter from the authorised school representative.                                                          | <input type="checkbox"/> |
| 2          | School Offer Letter.                                                                                                     | <input type="checkbox"/> |
| 3          | One (1) copy of IM.14 Form – new application.                                                                            | <input type="checkbox"/> |
| 4          | IM.38 Visa Form – for countries requiring a visa.                                                                        | <input type="checkbox"/> |
| 5          | One (1) copy of the student's passport – ALL pages. Passport should have sufficient validity for Immigration processing. | <input type="checkbox"/> |
| 6          | Two (2) recent passport-sized photographs with blue background.                                                          | <input type="checkbox"/> |
| 7          | Student Personal Information Form.                                                                                       | <input type="checkbox"/> |
| 8          | Support / Approval Letter from the Ministry of Education Malaysia (for private schools).                                 | <input type="checkbox"/> |
| 9          | One (1) copy of parent's passport – non-Malaysian parent.                                                                | <input type="checkbox"/> |
| 10         | One (1) copy of parent's Malaysian Identity Card (IC) – Malaysian parent, where applicable.                              | <input type="checkbox"/> |
| 11         | One (1) copy of parents' marriage certificate.                                                                           | <input type="checkbox"/> |
| 12         | Student birth certificate / adoption certificate, where applicable.                                                      | <input type="checkbox"/> |
| 13         | Personal Bond, duly stamped by LHDN.                                                                                     | <input type="checkbox"/> |

|    |                                                                                                                                                |                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 14 | Valid medical insurance policy covering the required visa duration.                                                                            | <input type="checkbox"/> |
| 15 | School leaving certificate / release letter, if transferring from another school. English translation may be required.                         | <input type="checkbox"/> |
| 16 | Relationship documents and supporting certificates, translated into English and certified / endorsed where required by the relevant authority. | <input type="checkbox"/> |

## B. NEW GUARDIAN PASS APPLICATION

| No. | Document / Requirement                                                                                                                   | Checked                  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1   | Authorization letter from the authorised school representative.                                                                          | <input type="checkbox"/> |
| 2   | School Offer Letter / confirmation of the student's enrolment.                                                                           | <input type="checkbox"/> |
| 3   | Guardian passport – biodata page and relevant Malaysian visa / entry endorsement pages.                                                  | <input type="checkbox"/> |
| 4   | Recent passport-sized photographs with blue background.                                                                                  | <input type="checkbox"/> |
| 5   | Guardian / Parent Personal Information Form.                                                                                             | <input type="checkbox"/> |
| 6   | Student passport and Student Pass supporting documents.                                                                                  | <input type="checkbox"/> |
| 7   | Support / Approval Letter from the Ministry of Education Malaysia, where applicable.                                                     | <input type="checkbox"/> |
| 8   | Marriage certificate and student birth certificate / proof of relationship.                                                              | <input type="checkbox"/> |
| 9   | Latest five (5) months' bank statements showing at least RM10,000, verified by the bank in English, subject to Immigration requirements. | <input type="checkbox"/> |
| 10  | Valid medical insurance policy covering the required visa duration.                                                                      | <input type="checkbox"/> |
| 11  | Additional supporting or relationship documents requested by Immigration Malaysia.                                                       | <input type="checkbox"/> |

**Important Notes:** Original documents must be presented together with A4 photocopies for verification. Incomplete applications may be rejected or delayed. Additional documents may be requested by the Ministry of Education Malaysia or Immigration Department Malaysia. Guardian Pass processing is undertaken after the Student Pass has been issued and is subject to prevailing Immigration requirements.



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**SEGMENT 2 – RENEWAL OF STUDENT VISA APPLICATION WITH RENEWAL OF GUARDIAN VISA CHECKLIST**

|                                        |  |                        |  |
|----------------------------------------|--|------------------------|--|
| <b>Student Name (as per Passport)</b>  |  | <b>Passport Number</b> |  |
| <b>Guardian Name (as per Passport)</b> |  | <b>Passport Number</b> |  |

**A. STUDENT PASS RENEWAL APPLICATION**

| <b>No.</b> | <b>Document / Requirement</b>                                                               | <b>Checked</b>           |
|------------|---------------------------------------------------------------------------------------------|--------------------------|
| 1          | Authorization letter from the authorised school representative.                             | <input type="checkbox"/> |
| 2          | School Continuation Letter.                                                                 | <input type="checkbox"/> |
| 3          | One (1) copy of IM.55 Form – renewal application.                                           | <input type="checkbox"/> |
| 4          | IM.38 Visa Form – for countries requiring a visa.                                           | <input type="checkbox"/> |
| 5          | One (1) copy of the student's passport – biodata page and latest Student Pass page.         | <input type="checkbox"/> |
| 6          | Student Personal Information Form.                                                          | <input type="checkbox"/> |
| 7          | Support / Approval Letter from the Ministry of Education Malaysia (for private schools).    | <input type="checkbox"/> |
| 8          | One (1) copy of parent's passport – non-Malaysian parent.                                   | <input type="checkbox"/> |
| 9          | One (1) copy of parent's Malaysian Identity Card (IC) – Malaysian parent, where applicable. | <input type="checkbox"/> |
| 10         | One (1) copy of parents' marriage certificate.                                              | <input type="checkbox"/> |
| 11         | Birth certificate / adoption certificate, where applicable.                                 | <input type="checkbox"/> |
| 12         | Valid medical insurance policy covering the required visa duration.                         | <input type="checkbox"/> |
| 13         | Any additional documents requested by Immigration Malaysia.                                 | <input type="checkbox"/> |

**B. GUARDIAN PASS RENEWAL APPLICATION**

| No. | Document / Requirement                                                                                                                                    | Checked                  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1   | Authorization letter from the authorised school representative.                                                                                           | <input type="checkbox"/> |
| 2   | School Continuation Letter / confirmation of the student's continued enrolment.                                                                           | <input type="checkbox"/> |
| 3   | Guardian passport – biodata page and latest Guardian Pass / visa page.                                                                                    | <input type="checkbox"/> |
| 4   | Guardian / Parent Personal Information Form.                                                                                                              | <input type="checkbox"/> |
| 5   | Student passport biodata page and latest valid Student Pass page.                                                                                         | <input type="checkbox"/> |
| 6   | Support / Approval Letter from the Ministry of Education Malaysia, where applicable.                                                                      | <input type="checkbox"/> |
| 7   | Marriage certificate and student birth certificate / proof of relationship.                                                                               | <input type="checkbox"/> |
| 8   | Local bank account statements for the latest three (3) months showing credit / incoming funds of RM10,000 per month, subject to Immigration requirements. | <input type="checkbox"/> |
| 9   | Valid medical insurance policy covering the required visa duration.                                                                                       | <input type="checkbox"/> |
| 10  | Any additional supporting documents requested by Immigration Malaysia.                                                                                    | <input type="checkbox"/> |

**Important Notes:** Please submit renewal documents early to allow sufficient processing time. Original documents and A4 photocopies must be available for verification. Medical insurance must remain valid throughout the visa duration. Processing timelines remain subject to the Ministry of Education Malaysia and Immigration Department Malaysia.



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**SEGMENT 3 – STUDENT PERSONAL BOND FEES BY COUNTRY**

| Personal Bond Fee | Country / Nationality                                                                                                                                                                                                                                                                                    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RM 2,000</b>   | Canada; U.S.A.; Colombia; Angola; Burkina Faso; Burundi; Cameroon; Central African Republic; Republic of Congo; Democratic Republic of the Congo; Côte d'Ivoire; Djibouti; Equatorial Guinea; Eritrea; Ethiopia; Guinea-Bissau; Ghana; Liberia; Mali; Mozambique; Niger; Nigeria; Rwanda; Western Sahara |
| <b>RM 1,500</b>   | Saudi Arabia; Australia; British C.I.; Brunei; China; Iran; Iraq; Portugal; Taiwan; Tunisia; Vietnam; Other countries not otherwise listed                                                                                                                                                               |
| <b>RM 1,000</b>   | Japan; South Korea; Macao; Hong Kong                                                                                                                                                                                                                                                                     |
| <b>RM 750</b>     | Bangladesh; Philippines; India; Myanmar; Nepal; Pakistan; Sri Lanka                                                                                                                                                                                                                                      |
| <b>RM 500</b>     | Indonesia                                                                                                                                                                                                                                                                                                |
| <b>RM 300</b>     | Thailand                                                                                                                                                                                                                                                                                                 |
| <b>RM 200</b>     | Singapore                                                                                                                                                                                                                                                                                                |

**Personal Bond Notice:** The personal bond amount is based on nationality and is subject to the prevailing requirements of Immigration Malaysia. The personal bond is refundable after completion of the student's withdrawal and visa cancellation process, subject to applicable procedures and deductions, if any.

**KING'S REIGN INTERNATIONAL SCHOOL VISA PROCESSING FEES**

| Application Type                            | KRIS Visa Processing Fee |
|---------------------------------------------|--------------------------|
| Student Pass – New Application              | <b>RM 700</b>            |
| Student Pass – Renewal                      | <b>RM 450</b>            |
| Guardian / Dependant Pass – New Application | <b>RM 1,400</b>          |
| Guardian / Dependant Pass – Renewal         | <b>RM 700</b>            |

**Fee Notice:** King's Reign International School visa processing and renewal fees are non-refundable once processing has commenced. Government charges, Immigration fees, LHDN stamp duty, insurance, translation, certification, embassy / consular charges, personal bond and any other third-party costs are separate unless expressly stated otherwise by the School.

**Read and acknowledged by Parent / Guardian:**

Name: \_\_\_\_\_ Passport / ID No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_