Documents and fees to submit when applying for student pass (For international students):

- Personal Data Form\* duly completed
- Copy of applicants' passport (all pages with stamps)
- Copy of parents' passports (inner cover page)
- Copy of applicant's birth certificate
- Copy of parents' marriage / divorce documentation (legal custody letter require if parents are divorced)
- Adoption papers if required
- Six passport sized photos (blue background)
- Kartu Keluarga (Family card) for Indonesian applicants

All documents not in English language must be translated and verified at the respective embassy, high commission or certified bodies.

\*Form can be downloaded at the ECiM website.

## Student Visa & Pass Processing Fee

A Student Visa & Pass Processing fee of RM2000 is payable upon acceptance of placement offer for international students who would require a student visa and pass to study with Epsom College in Malaysia.

The fee covers processing costs for application of the international student's endorsement, visa and pass with the Malaysian Ministry of Education and Immigration Department of Malaysia.

All international student visa and pass applications will only be processed if they are accompanied by all necessary required documents stated above together with any other document(s) required by the Admissions Office & International Student Office of Epsom College in Malaysia.

The payment of the above can be made via cheque made payable to *Epsom College Malaysia Sdn Bhd* or after receipt of a bank transfer (account details available on request).

The international student Visa & Pass fee is non-refundable.

The international student visa & pass fee is applied only once for each successful applicant. The fee is applicable and payable at the same rate should the first application be rejected for whatever reasons and a second application is requested.

Renewal of student visa & pass on expiry is charged at RM800.00 and is non-refundable if the application is rejected for whatever reasons.