

ADMISSIONS PROCESS (FOREIGNER WHO REQUIRE VISA)

STEP 1

ADMISSIONS PROCESS STARTS

ONLINE ENQUIRY

OPEN DAY OR EXHIBITION

GENERAL ENQUIRIES

PAYMENT OF ASSESSMENT FEE
AND REGISTRATION FEE

FILL IN DIGITAL APPLICATION
FORM + UPLOAD LIST OF
SUPPORTING DOCUMENTS

Applicant Documents:

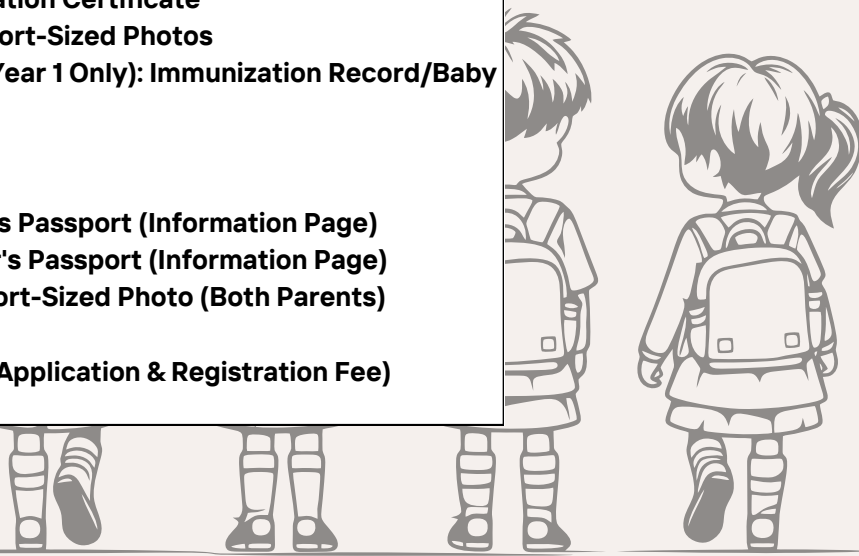
- Copy of Applicant's Passport (Information page)
- Recent School Report
- Leaving/Graduation Certificate
- 2 Recent Passport-Sized Photos
- (Primary 1 and Year 1 Only): Immunization Record/Baby Book Copy

Parent Documents:

- Copy of Father's Passport (Information Page)
- Copy of Mother's Passport (Information Page)
- 1 Recent Passport-Sized Photo (Both Parents)

Proof of Payment (Application & Registration Fee)

YES



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STEP 2

ASSESSMENT / INTERVIEW (IF NECESSARY)

ACCEPTED OR NOT

NO

REJECTION EMAIL
SENT TO APPLICANT

YES

OFFER LETTER SENT TO APPLICANT

APPLICANT ACCEPTS THE OFFER BY
SIGNING THE LETTER + UPLOAD ON
DIGITAL APPLICATION PORTAL

CONFIRM ENROLLMENT BY PAYING THE
SECURITY DEPOSIT AND VISA FEE

1 WEEK AFTER OFFER LETTER ISSUED

SCHOOL APPLIES FOR MOE LETTER

PROCESS TAKES UP TO 3 MONTHS

SCHOOL SUBMITS VISA APPLICATION

REFER TO APPENDIX FOR FULL DOCUMENT LIST
PROCESS TAKES UP TO 2 MONTHS

Receive invoice of school fee
(to pay via RinggitPay payment
gateway platform

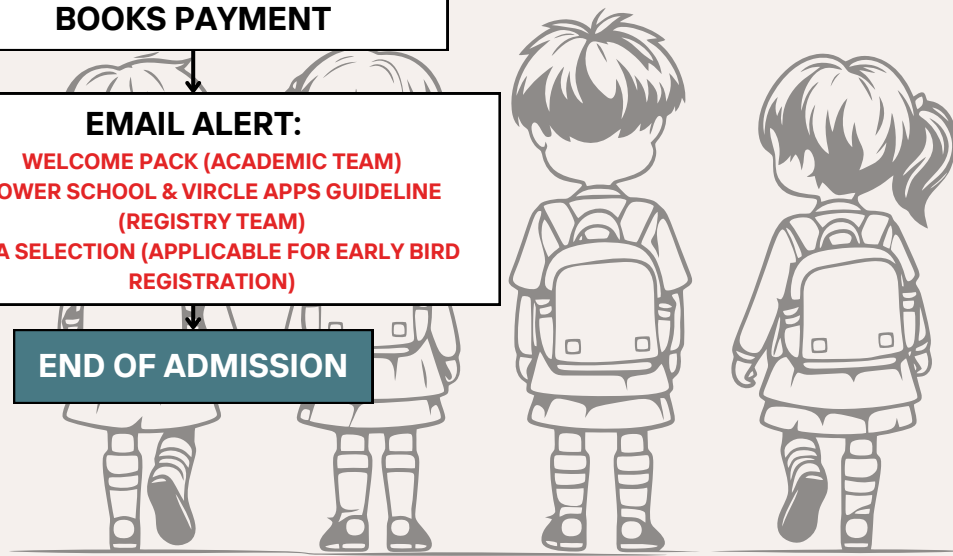
*Kindly take note only cash
and bank transfer allowed

SCHOOL FEE, UNIFORM AND
BOOKS PAYMENT

EMAIL ALERT:

- WELCOME PACK (ACADEMIC TEAM)
- POWER SCHOOL & VIRCLE APPS GUIDELINE (REGISTRY TEAM)
- CCA SELECTION (APPLICABLE FOR EARLY BIRD REGISTRATION)

END OF ADMISSION



Document Check List



Required documents for student and guardian visa application

- **Student's Passport (Copy of all pages)**
- **Guardian's Passport (Copy of all pages)**
- **Spouse's Passport & Valid Pass (Copy of all pages)**
- **Birth Certificate (Embassy-certified copy)**
- **Marriage Certificate (Embassy-certified copy)**
- **Divorce Certificate & Child Custody (Embassy-certified copy-if applicable)**
- **Four recent, passport-sized photos (blue/white background).**
- **Spouse's Employment Letter**
- **Latest 3 months of spouse's Pay Slip & Bank Statement, cumulative of RM30,000 (local or overseas bank).**
- **Insurance Cover Note: Valid for one year for both student and guardian.**

Required Documents for Requesting a Supporting Letter from MOE Putrajaya (KPM)

- **Copy of Student Passport (information page)**
- **Copy of Current Pass (Social Visit, Dependent etc)**
- **Copy of School Offer Letter**
- **Details of Accommodation (Compulsory)**
- **Home address in the Country of Origin**
- **Address of Accommodation in Malaysia**
- **Release Letter from previous School (transfer from other school only)**



The original passport must be submitted to the Registry Office before the immigration appointment

