

# 吉隆坡臺灣學校<總務處>重要公告通知

## 學生簽證申請程序

2017/03/31 馬來西亞教育部來文，翻譯其要意如下：

所有申請教育部批准信的學生簽證案必須在3個月前提出申請。

故本校於2017/04/03行政會議決議學生簽證辦理之規範如下：

1. 請所有學生務必在學生簽證過期前3個月以上，向本校總務處申請辦理學生簽證批准信。

2. 申請學生簽證作業時稱包括兩階段，學校代辦費用如下所示：

(1) 申請教育部批准信：需1-2個月

- i. 簽證到期日期前90天以上提出申請者，校內代辦費用及印花稅，共RM100。
- ii. 簽證到期日期前30-90天以內提出申請者，校內代辦費用及印花稅及急件處理費用，共RM350。（但無法保證是否能在簽證到期前獲得教育部批准信，家長須自行承擔低度風險）
- iii. 簽證到期日期前1-30天以內提出申請者，校內代辦費用及印花稅及急件處理費用，共RM350。（但無法保證是否能在簽證到期前獲得教育部批准信，家長須自行承擔高度風險）

教育部批准信所需文件：

1. 護照影本（資料+簽證頁）
2. 父母護照影本（資料+簽證頁）
3. 藍底照片-2張

(2) 至移民廳辦理學生簽證：需要簽證過期前1個月前提出申請學生家長可等拿到教育部批准信後自行到移民廳辦理申請，或交由學校總務處文書組辦理，代辦費用如下表所示：

項目	國別	代辦費 (RM)
新辦學生簽證	臺籍	RM450
	外籍（不包括中國籍）	RM450
延辦學生簽證	任何	RM400
陪讀簽證	臺籍	RM1140
	外籍（不包括中國籍）	RM1140
其他簽證費用 (Special Pass, Cancel Visa, Transfer Endorsement)	任何	代辦費不包含移民廳 其他各項收費， 一律收費 RM200。

(3) 申請第二階段由學校代辦移民廳學生簽證應備齊下列文件，請家長及學生注意辦理時程（簽證過期前1個月提出申請）：

(新辦) 學生簽證	<ol style="list-style-type: none"><li>1. 護照有效期至少2年</li><li>2. 申請者護照正本</li><li>3. 申請者出生證明+戶籍謄本/其他相關文件-英文翻譯正本（認證）</li><li>4. 父及母護照影本（資料+簽證）</li></ol>
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	5. 藍底護照規格照片 (2 張) 6. 申請者保險保單 (英文版, 全球適用) 7. 在學證明 (校方處理)
(延辦) 學生簽證	1. 護照有效期至少 2 年 2. 申請者護照正本 3. 申請者出生證明+戶籍謄本/其他相關文件-英文翻譯正本 (認證) 4. 父及母護照影本 (資料+簽證) 5. 藍底護照規格照片 (2 張) 6. 申請者保險保單 (校方處理) 7. 在學證明 (校方處理) 8. 成績證明 (校方處理)
陪讀簽證	1. 護照有效期至少 2 年 2. 申請者護照正本 3. 申請者結婚證明+戶籍謄本+學生出生證明/其他相關文件-英文翻譯正本 (認證) 4. 學生護照影本 (資料+簽證) 5. 藍底護照規格照片 (2 張) 6. 申請者保險保單 (英文, 全球適用) 7. 申請者銀行月結-至少 RM5000 (英文, 全球適用) 8. 陪讀證明信 (校方處理)
簽證轉移新護照	1. 申請者護照正本 2. 轉移簽證證明 (校方處理) 3. 藍底護照規格照片 (2 張)
取消學生簽證/陪讀簽證	1. 申請者護照正本 2. 取消簽證證明 (校方處理) 3. 藍底護照規格照片 (2 張)
Special Pass	1. 申請者護照正本 2. Special Pass 證明 (校方處理) 3. 藍底護照規格照片 (2 張)

(4) 家長可以提出自行辦理移民廳程序, 費用計算如下:

移民廳申請文件	文件 (校方準備)	費用共計
1 (新辦) 學生簽證	1. 在學證明	各項文件申請將按項目收費: RM10@一項
2. (延辦) 學生簽證	1. 在學證明 2. 成績證明 3. 學生保險保單	
4. 陪讀	1. 陪讀證明信	
5. 取消學生簽證/陪讀簽證	1. 取消簽證證明	
2. Special Pass	1. Special Pass 證明	



由於移民廳修改條例，即日起（2020/01/21）凡申請學生簽證（新/延辦）都需要提供文件的英文版正本。

1. 戶籍謄本-英文版，認證
2. 出生證明-英文版，認證
3. 結婚證明-英文版，認證
4. 其他相關證明-英文版，認證

\*\*其他相關證明如：離婚證明、撫養判決書、死亡證明，皆因移民廳需要父及母雙方之護照影本，若無法提供家長雙方之護照影本，必須提供文件證明，以符合移民廳的申請規定。

\*\*\*臺籍正本文件認證

- 第一：先到戶政事務所及民間公正人辦理文件翻譯
- 第二：再到臺灣外交部認證翻譯文
- 第三：將文件帶到駐馬來西亞代表處再認證
- 第四：將其雙認證文件繳交至總務處文書組辦理

\*\*\*其他國籍可到駐馬來西亞的大使館進行認證

以上公告通知所有需要辦理學生簽證之學生及家長。希望學生及家長都能夠清楚學校辦理所需期限及申請費用。希望大家能夠在簽證到期三個月以前，向學校總務處文書組提出辦理教育部批准信。如果因為個人疏忽，導致簽證預期，都需家長及學生自行負責。

總務處文書兼出納組 2020/01/22



# Chinese Taipei School (KL)<Admin Office> Notice

## Student Visa Application Procedure

*According to the Ministry of Education (MOE) on 2017/03/31*

All MOE approval letter should be applied 3 months in advance.

The S.O.P of Student Visa Application as shown below was decided during the teachers' meeting on 2017/04/03.

All student must apply submit the MOE application letter 3 months before the expiry date of the visa.

There are 2 stages for the application, charges is shown as below:

(1) MOE Approval Letter, which takes at least 1-2 months to approve

- i. For more than 90 days before the expiry date of visa, a total of RM100 will be charged for the processing fee and the personal bond.
- ii. For 30-90 days before the expiry date of visa, a total of RM350 will be charged for the processing fee, personal bond and the emergency processing, total. (Reminder: The school can't confirm that the parents would get the approval letter within the timeframe, thus, parents need to bear for the risk)
- iii. For 1-30 days before the expiry date of visa, a total of RM350 will be charged for the processing fee, personal bond and the emergency processing, total. (Reminder: The school can't confirm that the parents would get the approval letter within the timeframe, thus, parents need to bear for the risk)

Documents for MOE Approval Letter:
1. Passport Copy(first page + visa)
2. Parents' Passport Copy(first page + visa)
3. Passport Size Photo – Blue B/G -2pcs

(2) As for the application for Student Visa at Immigration, parents are required to apply 1 month before the expiry date. Parents' can request to apply for the renewal by own after getting the approval letter from MOE or request to school to apply for the renewal. Charges is shown as below:

Item	Nationality	Charges (RM)
New Application- Student Visa	Taiwanese	RM450
	Other(China not include)	RM450
Renewal Application- Student Visa	Any	RM400
Guardian Visa	Taiwanese	RM1140
	Other(China not include)	RM1140
Other Pass ( Special Pass , Cancel Visa , Transfer Endorsement )	Any	Not included in other charges, RM 200 for application



(3) Second stage of application, please prepare the documents for the renewal of student visa. Parents need to apply 1 month before expiry date:

( New ) Student Visa	<ol style="list-style-type: none"> <li>1. Passport validation for at least 2 years</li> <li>2. Applicant passport</li> <li>3. Applicant Birth Cert + Household Registration/ any relevant documents – English, Certified ( Original certified copy)</li> <li>4. Parents' Passport Photocopy ( 1st page + visa )</li> <li>5. Passport size photo- Blue B/G- 2pcs</li> <li>6. Applicant Insurance Policy – English , Worldwide)</li> <li>7. Offer Letter ( school )</li> </ol>
( Renew ) Student Visa	<ol style="list-style-type: none"> <li>1. Passport validation for at least 2 years</li> <li>2. Applicant passport</li> <li>3. Applicant Birth Cert + Household Registration/ any relevant documents – English, Certified ( Original certified copy)</li> <li>4. Parents' Passport Photocopy ( 1st page + visa )</li> <li>5. Passport size photo- Blue B/G- 2pcs</li> <li>6. Applicant Insurance Policy ( school )</li> <li>7. Offer Letter ( school )</li> <li>8. Academic Transcript ( school )</li> </ol>
Student Guardian Visa	<ol style="list-style-type: none"> <li>1. Passport validation for at least 2 years</li> <li>2. Applicant passport</li> <li>3. Applicant Marriage Cert + Household Registration + Principle Birth Cert/ any relevant documents – English, Certified ( Original certified copy)</li> <li>4. Student Passport photocopy(1st page + visa )</li> <li>5. Passport size photo- Blue B/G- 2pcs</li> <li>6. Applicant Insurance Policy – English , Worldwide)</li> <li>7. Applicant Bank Statement- &gt; RM 5000 ( English , Worldwide )</li> <li>8. Guardian Letter(school)</li> </ol>
Transfer Endorse	<ol style="list-style-type: none"> <li>1. Applicant Passport</li> <li>2. Transfer Endorse Letter (school)</li> <li>3. Passport size photo- Blue B/G- 2pcs</li> </ol>
Cancellation of Students Visa/ Student Guardian Visa	<ol style="list-style-type: none"> <li>1. Applicant Passport</li> <li>2. Cancellation Letter (school)</li> <li>3. Passport size photo- Blue B/G- 2pcs</li> </ol>
Special Pass	<ol style="list-style-type: none"> <li>1. Applicant Passport</li> <li>2. Special Pass Letter(school)</li> <li>3. Passport size photo- Blue B/G- 2pcs</li> </ol>

(4) The charges for parents self-application is shown as below:

Immigration	Documents ( School)	Charges
1. (New) Student Visa	1. Statements of student's status	Charges will be implied accordingly : RM10 @ pcs
1. (Renew) Student Visa	1. Statements of student's status	
	2. Student's academic transcript	
	3. Student's insurance	
2. Guardian Visa	1. Guardian letter	
3. Cancellation	1. Cancellation Letter	
3. Special Pass	1. Special Pass Letter	

Due to the changes made by the Immigration, starting from 2020/01/21, Student and Guardian visa (new & renewal) are required to provide original certified copy. Documents is as shown :

- (1) Household Registration – English , Certified
- (2) Birth Certificate – English , Certified
- (3) Marriage Certificate – English , Certified
- (4) Other relevant documents - English , Certified

\*\*Other relevant documents such as Divorce Cert , Dependency Verdict, Death Cert , Immigration requires both passport photocopy of parents, if failed to provide both passport photocopies, please provide the documents in order to fulfill the requirement of Immigration.

\*\*\* For Taiwanese Documents Endorsement

1st : Translated document at Household Registration Office and the nearest Civil Notary

2nd : Certify the translated document to the Bureau of Consular Affairs, MOFA

3rd : Certify at the Taiwan Embassy in Malaysia

4th : Submit the certified document to the Administration Office of CTS(KL)

\*\*\* Other nationalities can certify their documents at the respective embassy in Malaysia

The above notice is inform parents and students who need to apply for the student visa. We hope that parents and students are aware of the deadlines and charges. Please apply the MOE approval letter 3 months in advance. Parents and students are responsible to always check the expiry date of student visa. The school is not taking any responsibilities of own negligence.

Administration Office – Secretary cum Teller

