



# 吉隆坡臺灣學校

CHINESE TAIPEI SCHOOL (KUALA LUMPUR)

No. 1, Persiaran Sungai Selangor, Bukit Rimau, Seksyen 32, 40460 Shah Alam, Selangor Darul Ehsan, Malaysia.

Tel: 603 5121 3100

Fax: 603 5121 3108

Email: [admin@cts.edu.my](mailto:admin@cts.edu.my)

Website: [www.cts.edu.my](http://www.cts.edu.my)

## 申請學生及陪讀簽證延簽

APPLICATION FOR STUDENT AND GUARDIAN VISA EXTENSION

於現有簽證即將失效的四個月前主動向學校提出延辦簽證的申請

Apply for visa extension four months before the current visa expiry date

申請批准信及簽證（分為兩個階段）

Application For MOE Approval Letter and Visa (Divided into Two Stages)

### 第一階段：申請教育部批准信

First Stage: Application for Ministry of Education

(MOE) Approval Letter

1. 此階段時長約為 1-2 個月。  
The duration of this stage is about 1 to 2 months.
2. 所需資料可參考以下表格。  
Please refer to the following pages for the required information.
3. 此階段申請等待批准時，請準備第二階段所需資料。  
While waiting approval during this stage, please prepare the documents required for the second stage.
4. 獲得教育部批准後，將會通知家長到校繳交第二階段的文件。  
After obtaining the MOE approval letter, you will be notified to submit the required documents for the second stage to the school representative.

### 第二階段：申請簽證延簽

Second stage: Application for Visa Extension

1. 此階段根據移民局的審查時間，學生及陪讀簽證延簽獲批預計時長約為 1-2 個月。  
The duration of this stage for student and guardian visa extension is about 1 to 2 months depending on the review and approval process by the Immigration Department of Malaysia.
2. 所需資料可參考以下表格。  
Please refer to the following pages for the required document.



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申請日期 <i>Date of Application (DD/MM/YY)</i>	
<b>A. 學生資料 (由於以下資料需填寫表格至政府部門，所以請用英文填寫所有資料。)</b> <i>Student Information (Please fill out all the details in English, as the information will be used for government forms.)</i>	
1. 學生姓名 (中): <i>Student's Name (Chinese)</i>	
2. 學生姓名 (英): <i>Student's Name (English)</i>	
3. 護照號碼: <i>Passport Number</i>	
4. 學生年齡: <i>Student's Age</i>	
5. 學生國籍: <i>Student's Nationality</i>	
6. 父母是否在馬來西亞工作: <i>Is the parent working in Malaysia?</i>	<input type="checkbox"/> 是 YES (若是，家長可請雇主協助伴侶及學生辦理依親簽證) <i>If YES, parents can apply dependent visa for husband/wife and student through employer.</i> <input type="checkbox"/> 否 NO
7. 父親國籍: <i>Father's Nationality</i>	
8. 母親國籍: <i>Mother's Nationality</i>	
9. 是否需要陪讀: <i>Do you need to apply for a Guardian visa?</i>	<input type="checkbox"/> 是 YES (若是，請參閱 D. 申請陪讀簽證) <i>If YES, please refer to section D: Application of Social Visa for Guardian.</i> <input type="checkbox"/> 否 NO
10. 原國籍居住地址 (英): <i>Home address in the country of origin (English)</i>	
11. 聯絡電話: <i>Contact Number</i>	
<b>B. 第一階段: 申請教育部批准信</b> <i>Stage 1: Application for the MOE Letter</i>	
1. 學生護照影印本 (個人資料頁 + 最新簽證頁) <i>Copy of the student's passport (biodata page + the latest visa pass)</i>	若學生的國籍並非中華民國或中華人民共和國，請提供以下文件影印本： 1. 學生的出生證明 2. 父母的結婚證書 3. 父母的護照  If the nationality of student is neither Republic of China nor People's Republic of China, please provide a copy of the following document: 1. Child's Birth Certificate 2. Parents' Marriage Certificate 3. Parents' Passport
2. 費用：每位申請者為 MYR 100，請轉賬至學校銀行戶口。 <i>Fee: MYR 100 per applicant, please transfer to the school bank account.</i>  銀行 <i>Bank</i> : CIMB BANK 銀行帳戶名 <i>Account Name</i> : CHINESE TAIPEI SCHOOL (KL) 銀行帳號 <i>Account Number</i> : 8009390906 銀行 SWIFT 代碼 <i>Bank Swift Code</i> : CIBBMYKL 電話號碼 <i>Telephone</i> : 603-5121 3100  * 繳費後請把繳費憑據電郵至 <a href="mailto:doc1@cts.edu.my">doc1@cts.edu.my</a> * <i>Kindly email the remittance slip/banking slip to <a href="mailto:doc1@cts.edu.my">doc1@cts.edu.my</a> after completing the payment.</i>	申請會在完成付款及資料齊全後開始進行。  The application process will begin only when the payment has been made and the required information and document are provided.



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## C. 第二階段：申請學生簽證延簽

Stage 2: Application for Student Visa Extension

文件 1 至 3 需經【當地外交部】及【馬來西亞大使館】或【駐台馬來西亞友誼及貿易中心】雙重認證。

Documents 1 to 3 require dual authentication by [Local Ministry of Foreign Affairs] and [Embassy of Malaysia] or [Malaysia Friendship and Trade Centre, Taipei].

\*若為臺籍人士，文件 1 至 3 需先經民間公證人公證，再送台灣外交部文件驗證科驗證，才送駐台馬來西亞友誼及貿易中心覆驗。請查閱以下網址以獲得更多資訊。\*

\*For Taiwan nationality, documents 1 to 3 require notarization before proceeding for dual authentication. Please refer to the links below for more information.\*

List of the notary public: <https://www.judicial.gov.tw/tw/lp-152-1.html>

Ministry of Foreign Affairs: <https://www.boca.gov.tw/np-44-1.html>

1. 學生的出生證明 *Child's Birth Certificate*

2. 父母的結婚證書 *Parents' Marriage Certificate*

\*若無結婚證書，需提供離婚證書/單身證明以及子女監護權證明

\*If marriage certificate is not available, provide divorce certificate/single status certificate and proof of child custody

3. 戶籍謄本/戶口本 *Household Registration Transcript / Household Book*

4. 父母親護照影印本（個人資料頁 + 最新入境蓋章或電子入境卡）

*Copy of parents' passport (biodata page + the latest entry stamp or digital arrival card)*

5. 申請者護照（有效期限至少 18 個月）（附最新入境蓋章或電子入境卡）

*Applicant's passport (validity for at least 18 months) (the latest entry stamp or digital arrival card to be included)*

6. 申請者照片（2 張藍底/白底護照規格照片）

*Applicant's photos (2 pcs passport size with blue or white background)*

7. 費用：每位申請者為 MYR 500（中國籍為 MYR 550），請轉賬至學校銀行戶口。

*Fee: MYR 500 per applicant (MYR 550 per applicant from People's Republic of China), please transfer to the school bank account.*

銀行 *Bank* : CIMB BANK  
銀行帳戶名 *Account Name* : CHINESE TAIPEI SCHOOL (KL)  
銀行帳號 *Account Number* : 8009390906  
銀行 SWIFT 代碼 *Bank Swift Code* : CIBBMYKL  
電話號碼 *Telephone* : 603-5121 3100

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- 若文件 1 至 3 內容為華文，則需要英文翻譯後進行認證。
- 文件 1 至 3 可提供認證後的影印本。
- 每一位申請者一份完整的文件。
- If the contents of documents 1 to 3 are in Chinese, it needs to be translated into English for authentication.
- Photocopy of authenticated documents 1 to 3 can be provided.
- One complete set of documents for each applicant.

- 申請會在完成付款及資料齊全後開始進行。  
The application process will begin only when the payment has been made and the required information and document are provided.
- 移民局對不同國籍的簽證申請收費不一，所以費用有所不同。  
The Immigration Department charges different fees for visa application from various nationalities, hence the differences in the above fees.



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## D. 申請陪讀簽證延簽

*Application of Social Visa Extension for Guardian*

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\*若為臺籍人士，文件 1 至 4 需先經民間公證人公證，再送台灣外交部文件驗證科驗證，才送駐台馬來西亞友誼及貿易中心覆驗。請查閱以下網址以獲得更多資訊。\*

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*\* If marriage certificate is not available, provide divorce certificate/single status certificate and proof of child custody*

### 3. 戶籍謄本/戶口本 *Household Registration Transcript / Household Book*

### 4. 申請者本地（馬來西亞）銀行月結單 - 三個月（每個月至少 MYR 10,000, 總額不少於 MYR 30,000）

*Applicant's Malaysia local bank account statement for the latest 3 months (minimum MYR 10,000 per month, with a total minimum of MYR 30,000 over 3 months).*

### 5. 丈夫/妻子護照影印本（個人資料頁 + 最新入境蓋章或電子入境卡 / 最新簽證頁）

*Copy of Husband/Wife's passport (biodata page + the latest entry stamp or digital arrival card / the latest visa pass)*

### 6. 申請者護照（有效期限至少 18 個月）（附最新入境蓋章或電子入境卡）

*Applicant's passport (validity for at least 18 months) (the latest entry stamp or digital arrival card to be included)*

### 7. 申請者照片（2 張藍底/白底護照規格照片）

*Applicant's photos (2 pcs passport size with blue or white background)*

### 8. 費用：每位申請者為 MYR 820（中國籍為 MYR 900），請轉賬至學校銀行戶口。

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- 文件 4 需要銀行蓋章認證。
- 每一位申請者一份完整的文件。
- If the contents of documents 1 to 4 are in Chinese, it needs to be translated into English for authentication.
- Photocopy of authenticated documents 1 to 3 can be provided.
- Document 4 needs to be certified by bank.
- One complete set of documents for each applicant.
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