

CALLING VISA APPLICATION FOR SENTIO AND 18+ PROGRAMS TO MALAYSIA

The softcopy of the following documents must be emailed to jasmin.melan@afs.org at least two months before arrival:

NO	REQUIRED DOCUMENTS	REMARKS	CHECK
1	Passport-sized photo	Only professionally taken photos in studios or photo booths are accepted. Jpeg or jpg format only. Please refer to attachment 1.	
2	Applicant's passport	Scan all passport pages in colour including the cover in one file. Passport validity must be at least 12 months. Please refer to attachment 2.	
3	Applicant's Curriculum Vitae	Please refer to attachment 3.	
4.	MoU	Memorandum of Understanding (MoU) between Sending Partner, Participants and Hosting Partner must be scanned in proper order in one file.	
5	Applicant's Academic Certificate(s)	<ul style="list-style-type: none"> Non-English certificates must be translated clearly in ENGLISH by qualified and certified translators The translated copy must be Certified True Copy by the Malaysian Embassy/High Commission or Consulate in your country Colour copy of the certificate in native language. Please ensure that every page is scanned clearly, legible and in proper order in one file. 	
6	Acceptance letter		

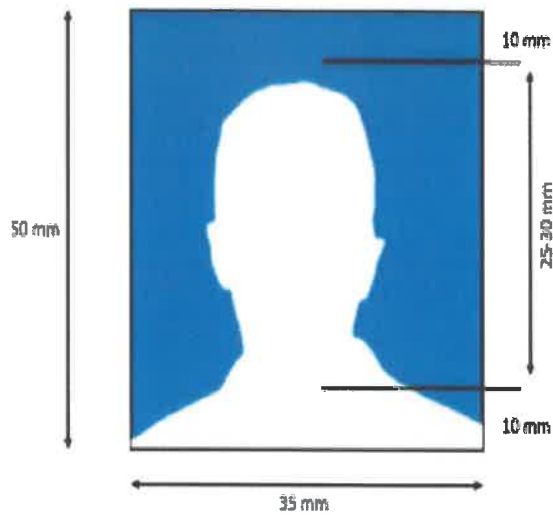
The following documents and items are to be collected by AFS Malaysia from the participants during the arrival camp:

NO	REQUIRED DOCUMENTS	REMARKS	CHECK
1	Passport-sized photo	Four pieces of passport-sized photographs (35mm x 50mm)	
2	Applicant's passport	Passport will be collected for visa sticker purposes	
3	Applicant's Academic Certificate(s)	<ul style="list-style-type: none"> Certified True Copy of translated cert Copy of the certificate in native language 	
4	Visa fee	Exact change of USD400	

30 November 2019

Sample of Photo

ATTACHMENT 1



File Upload Requirement:

1. Size of photo must be in 99X142 pixels.
2. File size of photo must be less than 20kb.
3. File format must be in JPG or JPEG only.



Background colour must be Light Blue only.

Do not wear a hat or head covering allowed which obscures hair or hairline unless worn for religious purpose.

Taken in full-face view facing straight to the camera with neutral facial expression, both eyes open and mouth

Dark coloured clothing covering shoulders and chest.

Note: Full face must be visible, and the head covering must not cast any shadow on the face.

Sample of Photo

ATTACHMENT 1

Sample of UNACCEPTABLE PHOTO

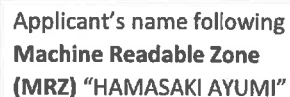
Source from:

https://assets.publishing.service.gov.uk/static/passport_photos_large.jpg

<http://i.imgur.com/8m3MTHN.png>



ATTACHMENT 2



Scan copy of passport with **color & clear version** (details readable) in a single pdf file. Please ensure:

- i. **All pages** (full booklet with front & back page) with minimum 6 empty pages
- ii. **Passport validity must be 12 months**
- iii. If file size more than 10MB, you may split up to maximum 3 files
- iv. **Old passport** (if applicable)

ATTACHMENT 2

1) Passport with Machine Readable Zone (MRZ)

2) Passport without Machine Readable Zone (MRZ)

Sample of Employment Pass:

MALAYSIA

PD8060717

MALAYSIA IMMIGRATION
(Section 2(1), Passport Act 1965)

MULTIPLE ENTRY VISA

Receipt No.
Fee Paid
Pass : MYR 40.00
Visa : MYR 60.00
Process : MYR 100.00

Good for any number of journeys to Malaysia until Date of Pass Expiry
provided the passport remains valid

Immigration Regulations, 1963

EMPLOYMENT PASS [Reg. 3(b)] Category (I)

Name
Gender
Nationality
Christianity
With
Ref No.
Date Of Issue
Place Of Issue

Director General of Immigration
VP No : PCHIE-4448/S4OR22

Signature
Date Stamp

Place of Issue for Employment Pass

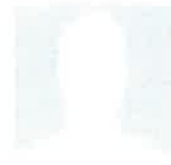
1. Go to https://www.ilovepdf.com/compress_pdf
2. Click on **"Select PDF file"**.
3. Locate and select the PDF file you want to compress.
4. Click on **"COMPRESS PDF"** at the bottom of the page.
5. The file will upload and begin compressing.
6. Once the process has been completed, please click on **"Download compressed PDF"**.
7. The smaller-sized PDF file will be saved to your computer in the location you specified.

ATTACHMENT 3

Sample of Resume – must be in color

<<Applicant's Name>>

<<Applicant's detail>>



Applicant's Photo
(optional)

Objective

Administrative support position with project management responsibilities

Experience

Office Manager

Sigma Architects, California, USA

06/2016 – Current

- Supervise large administrative staff focused on design and construction support.
- Ensure architects and designers have all materials at all times.
- Verify and track all project deadlines to facilitate smooth workflow and satisfied clients.

Employment history
Position, company, location &
year – year (up-to-date)

***Compulsory information**

*Brief Job
Description

***Compulsory Information**

Previous Working
Experience

***Compulsory Information**

Administrative Assistant

Max Growth co. , Woodlands, Singapore

02/2000 – 05/2016

- Prepared responses to business letters and submitted for approval
- Sorted and routed incoming call
- Set up meeting rooms and prepared presentation materials.
- Greeted all visitors and directed to appropriate locations.

Education

BSc (Hons) Management

Metropolitan University,UK

1995-1999

Education
Background

***Compulsory information**

Personal Skills

Passionate, Forward Thinking, Focused, Hard Working

Skills (Optional)

References

Kate Marry

Sigma Architectst, Avenue street 12, B16 03461 London

Note: Resume in different format is acceptable but must include all the required information as per sample.