



ADMISSION DOCUMENTS CHECKLIST

Academic Year 2025/2026

Important Information:

This checklist outlines all documents required for student registration at Baseerah International School. Please ensure all documents are complete, accurate, and properly attested before submission. For international students, additional visa-related documents may be required.

1. DOCUMENTS REQUIRED DURING REGISTRATION

✓	Document	Description
■	Academic Certificate & Transcripts	Copy of student previous certified academic certificate and transcripts
■	Passport Photos (3 pcs)	Passport size color photos with blue background
■	Student Passport/IC	Copy of student passport (data page & visa page) OR copy of I/C for Malaysian
■	Birth Certificate	Copy of birth certificate (original & translated & attested by embassy)
■	Parents' Passport/IC	Copy of both parents passport (data page & visa page) OR I/C for Malaysian
■	School Leaving Certificate	Copy of school leaving certificate from previous school (if applicable)
■	Health Record	Copy of student health record (immunization records)

2. DOCUMENTS FOR STUDENT VISA APPLICATION

(For International Students Only)

✓	Document	Description
■	Processing Fees	Refer to the visa application form



■	Passport Photos (3 pcs)	Passport size color photos with blue background
■	Student Passport (All Pages)	Copy including blank pages and covers
■	Birth Certificate	Original, translated & attested by embassy
■	Parents' Passport	Data page & visa page
■	Marriage Certificate	Original, translated & attested by embassy
■	Health Insurance Policy	Recognized by Malaysian Government
■	*Divorce Certificate	If applicable - original, translated & attested
■	*Death Certificate	If applicable - original, translated & attested



3. DOCUMENTS FOR DEPENDENT VISA APPLICATION

(For Mother/Guardian and Younger Siblings Under 4 Years)

✓	Document	Description
■	Processing Fees	Refer to visa application form
■	Passport Photos (3 pcs)	Passport size with blue background
■	Dependent's Passport	All pages including blank pages & covers
■	Birth Certificate	Original, translated & attested
■	*Sibling Birth Certificate	For younger sibling only
■	Parents' Passport	Data page & visa page
■	Marriage Certificate	Original, translated & attested
■	*Divorce Certificate	If applicable
■	*Death Certificate	If applicable
■	Health Insurance	Recognized by Government
■	Proof of Financial Ability	Bank statement (min. RM 10,000/month x 3 months)
■	Affidavit of Undertaking	For younger sibling only

IMPORTANT NOTES



Visa Reminders:

- The school grants visa to students and their mothers & younger siblings (under 4 years old)
- Submit all required documents to Student Registration Department
- Pay all school fees including visa processing fees

Document Requirements:

- All foreign documents must be translated to English
- Attestation by embassy required for foreign documents
- Submit hard copies to school office OR email to admin@baseerah.edu.my

Processing Time:

- Student/Dependent visa: 8-12 weeks (approximately)
- *Items marked with asterisk are only applicable in specific situations



REGISTRATION AGREEMENT & DECLARATION

Please read carefully and confirm your agreement before proceeding

School Policies & Procedures

By registering your child at our institution, you acknowledge and agree to comply with all school policies, procedures, and regulations as outlined in the Student Handbook and Parent Guide.

- Academic policies and assessment procedures
- Attendance requirements and absence notification procedures
- Discipline policy and behavioral expectations
- Health and safety protocols
- Technology use and digital citizenship guidelines

Academic Integrity

We maintain high standards of academic integrity and expect all students to demonstrate honesty in their academic work. This includes original work on assignments, proper citation of sources, and adherence to examination protocols.

Financial Obligations

Registration constitutes acceptance of all financial obligations including tuition fees, activity fees, and any additional charges. Payment schedules and refund policies are detailed in the Fee Structure document.

Medical Information & Emergency Contacts

You agree to provide accurate and current medical information, emergency contacts, and authorize the school to seek emergency medical treatment if necessary. Any changes to this information must be reported immediately.

Photography & Media Consent

The school may photograph or record students during school activities for educational, promotional, or documentation purposes. These images may be used in school publications, website, or social media platforms.

Important Notice: All information provided during registration must be accurate and complete. False or misleading information may result in cancellation of enrollment. You have the right to review and update your child's records as per our Privacy Policy.



DECLARATION

By proceeding with registration, I confirm that:

- I have read and agree to comply with all school policies and procedures
- I understand and accept all financial obligations
- I authorize emergency medical treatment and will provide accurate medical information
- I consent to photography/recording of my child for school purposes
- I declare that all information provided is true, accurate, and complete

Parent/Guardian Signature

Date

CONTACT INFORMATION

Student Registration Department
Email: admin@baseerah.edu.my | Tel: +60 3-6185 9560
Office Hours: Monday - Friday, 8:00 AM - 4:00 PM

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