



## NOTICE

Our Ref : SGS/SC/P/786  
Date : 29<sup>th</sup> July, 2017  
To : All Parents & Guardians of Foreign Students

### RENEWAL OF STUDENT PASS FOR THE YEAR 2018

Please be informed that the school has received a memorandum from Department of Schools, Ministry of Education with reference no. KP/JSS/UPB/A/6/2017 informing that all renewal of Student Passes for 2018 should be processed within the months of July - December 2017.

All applications have to be submitted through the school. Kindly submit the following documents to the school office as soon as possible;

- i) Completed Student Pass Form.
- ii) Copy of parent's/sponsor's passport with Employment Pass (valid from March 2018 onwards) or copy of IC for local/Brunei PR sponsors.
- iii) Copy of student's passport with Dependant Pass (valid from March 2018 onwards).
- iv) Copy of this year's (2017) Student Pass.

Once Student Pass is approved, 3 copies (white, blue & green) will be given to the parents. These copies have to be submitted by the parents to Immigration Department for endorsement. The stamped green copy should be returned back to the school office for record purposes. **Only the green copy with the Immigration stamp will be considered a valid Student Pass.**

Please take note that, it is against Immigration Law of Brunei Darussalam to allow foreign students to study in any schools without valid Student Pass.

Your kind attention and cooperation on this matter is very much appreciated.

*'Honour and Labour'*

JANIDI JINGAN  
Principal

