



## NOTICE

Our Ref : SGS/SC/P/831  
Date : 9<sup>th</sup> July, 2018  
To : All Parents & Guardians of Foreign Students

### RENEWAL OF STUDENT PASS FOR THE YEAR 2019

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

All applications must 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 2019 onwards) or copy of IC for local/Brunei PR sponsors. For diplomat sponsors please provide a copy of your diplomat ID.
- iii) Copy of student's passport with Dependent Pass (valid from March 2019 onwards).
- iv) Copy of this year's (2018) Student Pass.

Once Student Pass is approved, 3 copies (white, blue & green) will be given to the parents. These copies must 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

