

# FAMILY CALLING VISA APPLICATION (INTERNATIONAL STAFF)

## PROCESS

## REMARKS

### 01 International Staff

Prepare and submit the documents to International Centre.

1

The following document required:

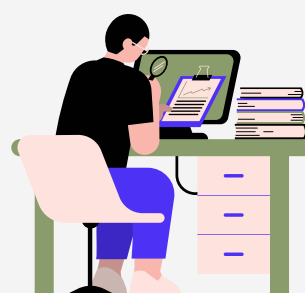
- Copies of all passport
- Marriage certificate (spouse)
- Birth certificate (children)
- a passport-sized photo with a blue background for each family member

### 02 International Centre

The International Centre staff review the documents and fill the related forms and calling visa application letter.

2

NO



YES

### 03 International Centre

The International Directors signs the related forms and endorses the Calling Visa application.

3



### 04 International Centre

Submit the Calling Visa application to the Kuala Terengganu/ Putrajaya Immigration Office.

4

### 05 Immigration Office

Receives the application documents and processes the application.

5



S1

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06

Immigration Office

Inform the IC Staff regarding the acknowledgement of receipt of the application.

6

Duration: 14 working days

07

International Centre

Prepare the Calling Visa approval letter and emailing it to the International Staff, while the original document is sent to the International Staff via courier.

7

COMPLETED