

**For Applicant / Travel Agent Use**



Malaysia Visa Application Centre, Colombo.  
Short Term Stay – VTR (Visa Without Reference)  
E-Visa  
Check List

Date:	
Barcode No:	
No of Applications:	/
Single Entry	<input type="checkbox"/>
Multiple Entries	<input type="checkbox"/>

Full Name:	Passport No:
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I hereby declare that the statement given is true and correct. I understand that the Immigration status and period of stay to be granted, will be decided by the Malaysian Immigration Authorities upon my arrival. I understand that possession of a visa does not ensure the entry to enter Malaysia upon arrival.

Date of application ..... Contact No: .....  
Signature of Applicant: .....

**Important Notes:**

- Documents should be sorted according to the check list.
- The visa application process will take six to ten working days, in individual cases when further scrutiny is needed this period may extend and the High Commission will request for additional documents or an Interview.
- Applicants are advised to lodge their visa application at least ten days prior to their scheduled date.
- All photocopies must be in A4 size.
- Birth and Marriage certificates are mandatory during each travel and only English translations should be submitted.
- No pins, Staples, Cello tapes to be used on Documents or Photos.
- Damaged Passports will not be accepted at the visa application centre. A damaged passport is when your nationality and identity are no longer clear, or the structural integrity of the passport is poor (eg. Loose stitching, lifted laminate, water damage).  
Important note: The laminate on the bio page contains safeguard that will be damaged if they are stuck back down. A new passport will be required for such instances.

	Document List	Yes	NO	N/A
1)	<b>Application Form</b> (Each applicant should fill in a separate form, including child applicants)			
2)	<b>Photograph</b> (Recent photo which has been taken not before six months) Two Passport size photographs Fully faced on White background only			
3)	<b>Current and if any Previous passports</b> Has to be valid for more than six months A copy of the bio page has to be annexed to the application form. Should contain attest two visa blank pages.			
4)	<b>Request Letter from the applicant (Typed)</b> Any special requests or considerations can be mentioned. If Family traveling together, the relationships has to be clearly mentioned (A list with names and relationships preferred ) If requesting multiple entries visa, the same has to be mentioned.			
5)	<b>Proof of employment</b> Employment confirmation letter (on company letter head) If self-employed the same has to be mentioned on the visa request letter For Business owners / Directors copy of BR, form 48 or 20 both Original and copy. Any other sort of employment should be mentioned on the visa request letter. For Unregistered Business or freelancers any document to show proof of business.			

6)	<b>Invitation / Sponsorship</b> Letter of Invitation from Malaysia (sponsor) Copy of the Sponsors Identity card Copy of the Sponsors Utility bill If Sponsor is a non-Malaysian, a copy of passport bio page, Malaysia Visa page & sponsor's bank statements. For business category, Letter of invitation from the inviting company.			
7)	<b>Travel Itinerary (Return Flight Booking)</b> Please do not submit paid flight tickets, as the High Commission will be not liable for any financial loss in case of a rejection or delay.			
8)	<b>Accommodation details (Hotel Reservation)</b>			
9)	<b>Bank statement for the last three months (Clear copies only in A4 size)</b> with minimum balance of LKR 200,000 The copies should be verified by the bank, or copies attached with a bank balance confirmation letter. Current and Saving accounts only. (if submitting a fixed deposit slip (copy verified by bank) & the reason should be mentioned on visa request letter given by the applicant)			
11)	<b>Marriage certificate / Birth Certificates (English translations Copy only)</b> For children Birth certificate (Mandatory during each travel) For adults (if married) Marriage certificate (Mandatory during each travel)			
12)	<b>No Objection letters</b> Children below 18 years old, and traveling without their parents or one of their parents.			
13)	<b>Buddhist Monks</b> Letter from the Ministry of Buddhist affairs Letter from the Chief Incumbent of the Temple			
14)	<b>For Bulk Applications.</b> For group sponsored by a company:- A letter on company letter head, listing the names and passport no If traveling with family, listing them separately EPF/ETF Details			
15)	<b>If applying for Multiple Entry Visa.</b>  <b>Business category:</b> 1. Typed letter from the applicant on a company letterhead specifying the reasons for multiple entries 2. Letter from the company in Malaysia or Sri Lanka regarding the future travels/business meetings with a schedule 2. Details of the company in Malaysia including the business registration 3. Last three months personal bank statement of the applicant with a minimum balance of LKR 300,000  <b>For parents of a student studying in Malaysia:</b> 1. Student passport bio page, student valid visa page and copy of the birth registration 2. Typed letter from the applicant requesting multiple entry visa with a valid reason			

Comments: