



STANDARD OPERATING PROCEDURE (SOP) FOR INTERNATIONAL STUDENTS RECRUITMENT

**IMMIGRATION AFFAIRS DIVISION
MINISTRY OF HOME AFFAIRS**

24 MAY 2018

MAIN FUNCTIONS OF MOHA

01

To preserve, maintain and enhance security and public order against any threat, and to enforce internal security and public order.

02

To ensure orderly registration of organizations and societies in accordance with prevailing laws.

03

To ensure orderly management of the issue of travel documents, entry/exit of citizens and foreign nationals as well as the issue of appropriate passes to foreign nationals who reside in this country in accordance with immigration acts and regulations.



STANDARD OPERATING PROCEDURE (SOP)



Authority



Educational Institution & Regulatory Agency



Objective



Category

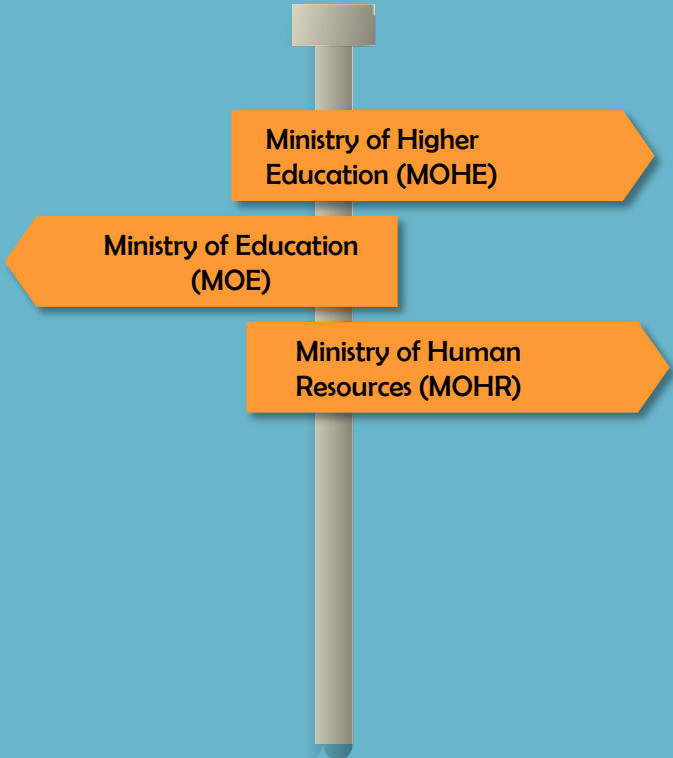
AUTHORITY

Rules 13(5) Immigration Regulation 1963

**Educational institution must be approved
by the Minister of Home Affairs before
recruiting international students.**

JAWATANKUASA KUMPULAN KERJA PENGURUSAN DAN PEMANTAUAN PELAJAR ANTARABANGSA (KKPPPA)

TERM OF REFERENCE



Ministry of Higher
Education (MOHE)

Ministry of Education
(MOE)

Ministry of Human
Resources (MOHR)

- ✓ To identify and discuss on policy, procedure and related issues regarding international students;
- ✓ To gather information and statistic on enforcement and monitoring of the international students;
- ✓ To gather feedback on approval and cancellation of the KDN's license of the institutions;
- ✓ To coordinate a guideline (SOP);
- ✓ To ensure the implementation of SOP by the regulatory agencies accordingly.

EDUCATIONAL INSTITUTION & REGULATORY AGENCY



Ministry of Human
Resources (MOHR)

•Accredited Centre



Ministry of Higher Education
(MOHE)

-Department of Higher
Education (JPT)
-Polytechnic Education
Department (JPP)

•Private Higher Education
Institution(IPTs)
•Polytechnic



Ministry of Education
(MOE)

•Language Center
•Skill Center
•Training Center and
•International School

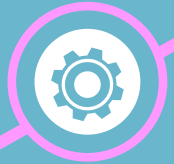
OBJECTIVE



TO INCREASE THE
EFFICIENCY OF THE
WHOLE PROCESS



TO EXPEDITE
THE PROCESS

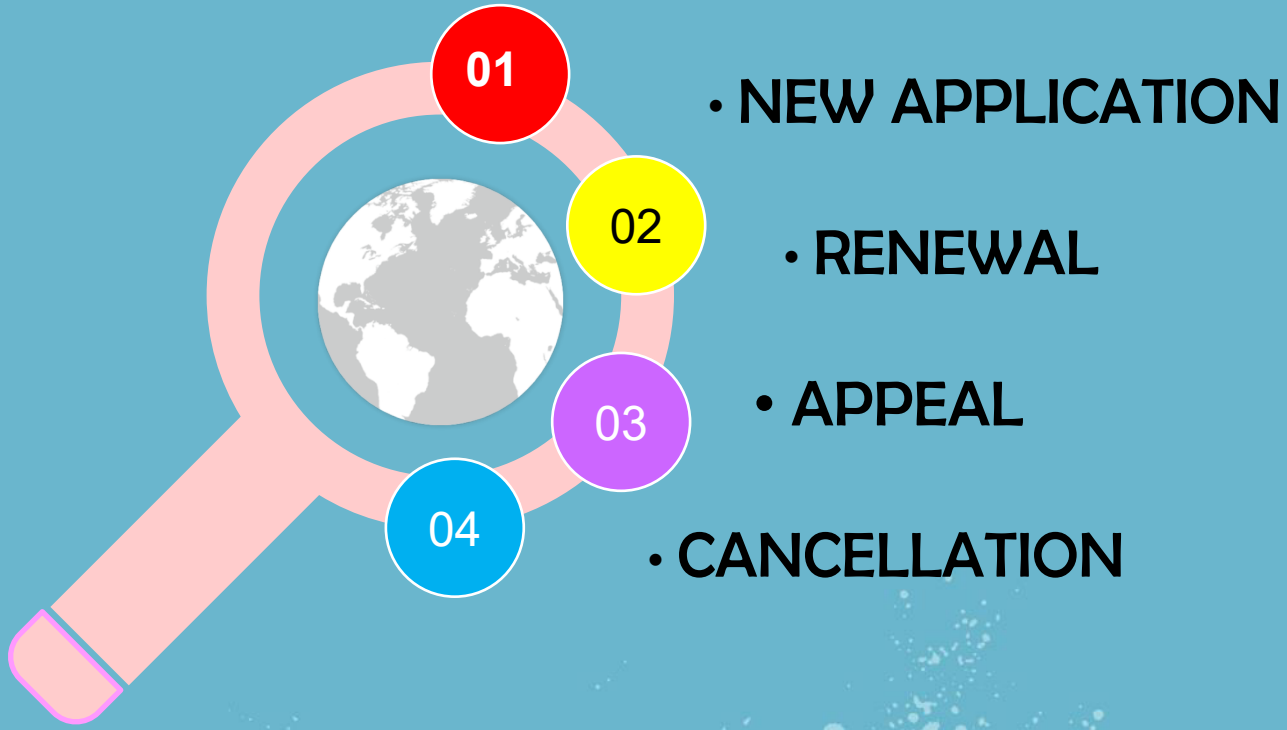


TO AVOID/REDUCE
CONTRADICTION IN
BETWEEN
SUGGESTION AND
DECISION

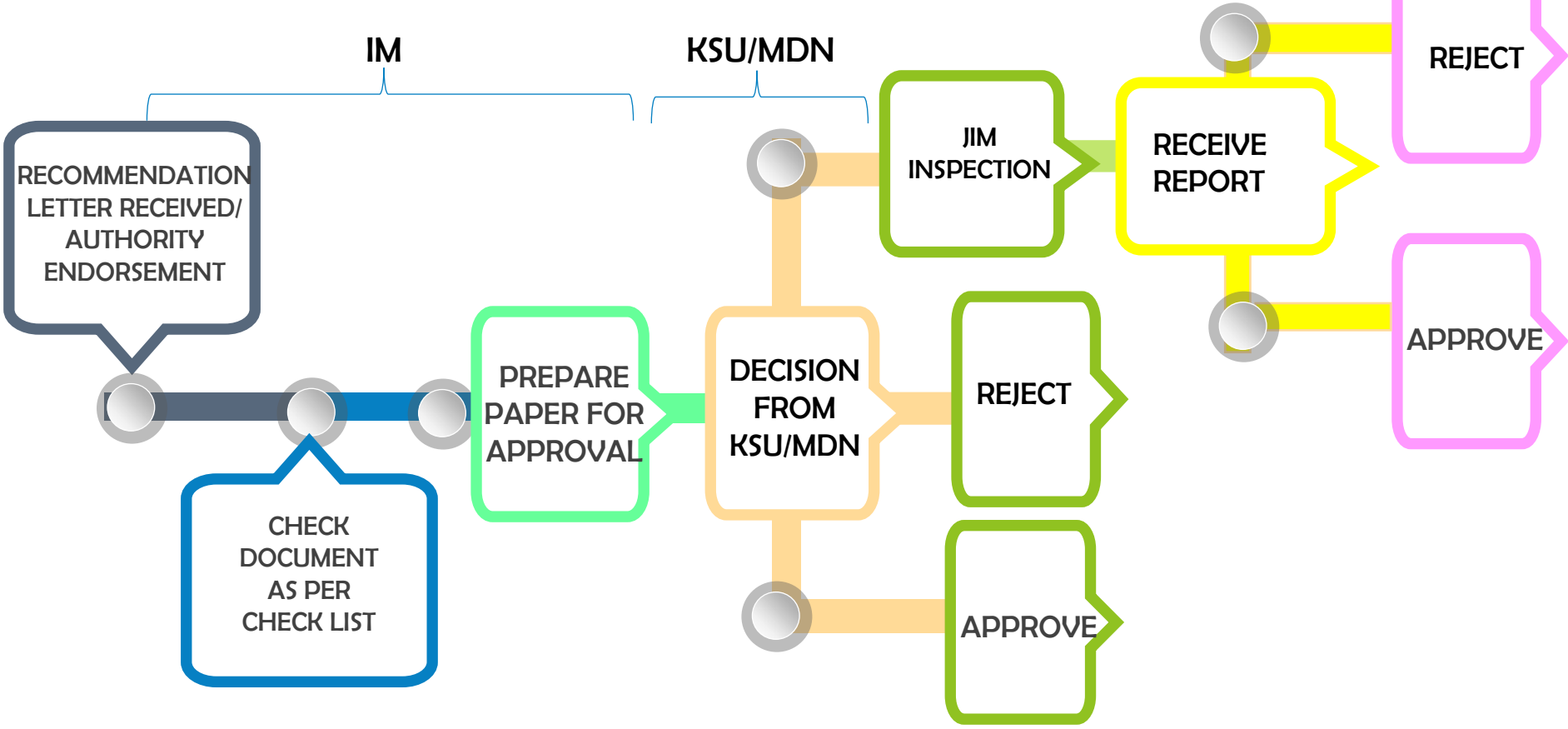


TO SYNCHRONIZE THE
RECRUITMENT OF
INTERNATIONAL
STUDENTS

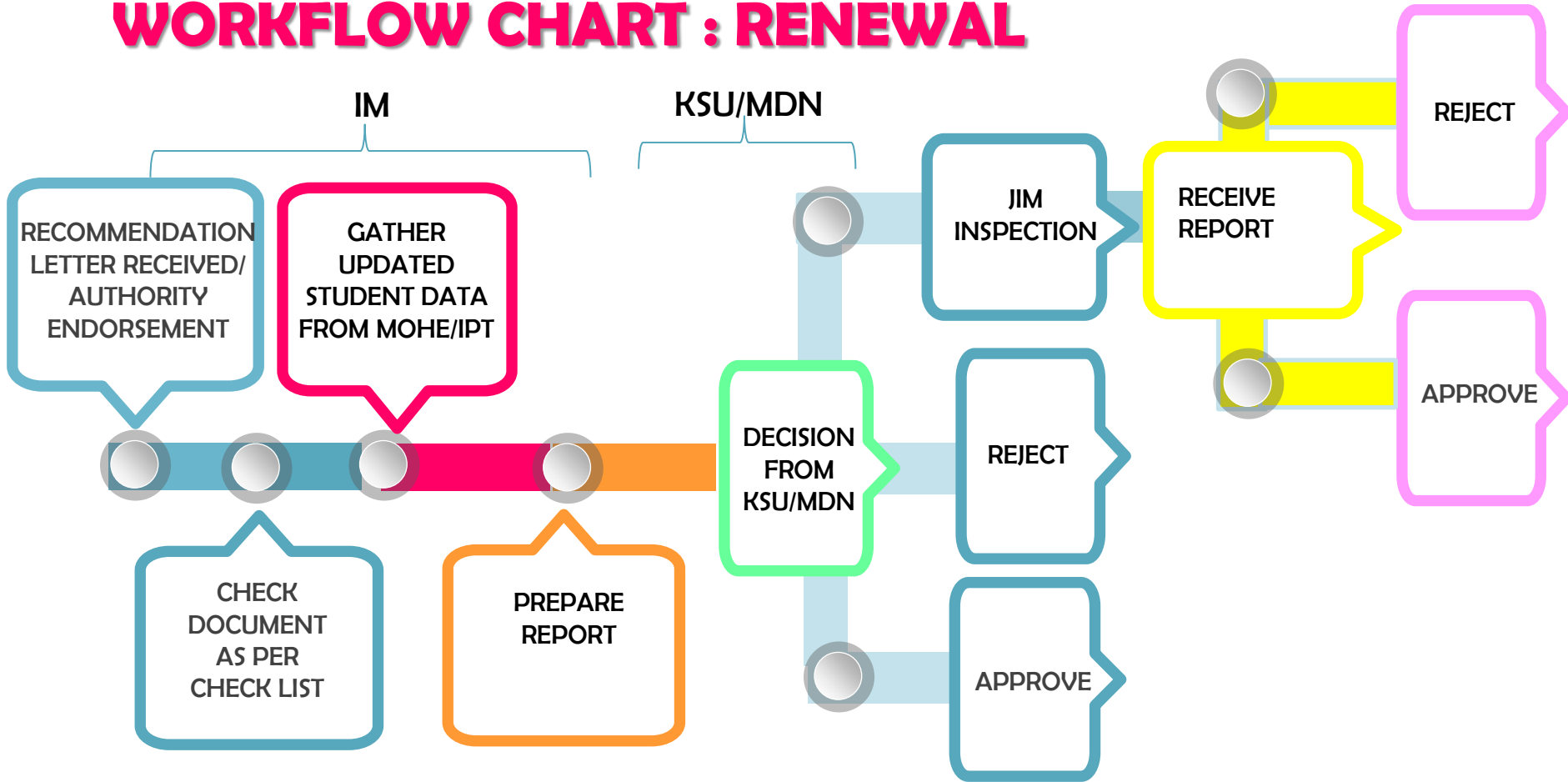
CATEGORY OF THE APPLICATION



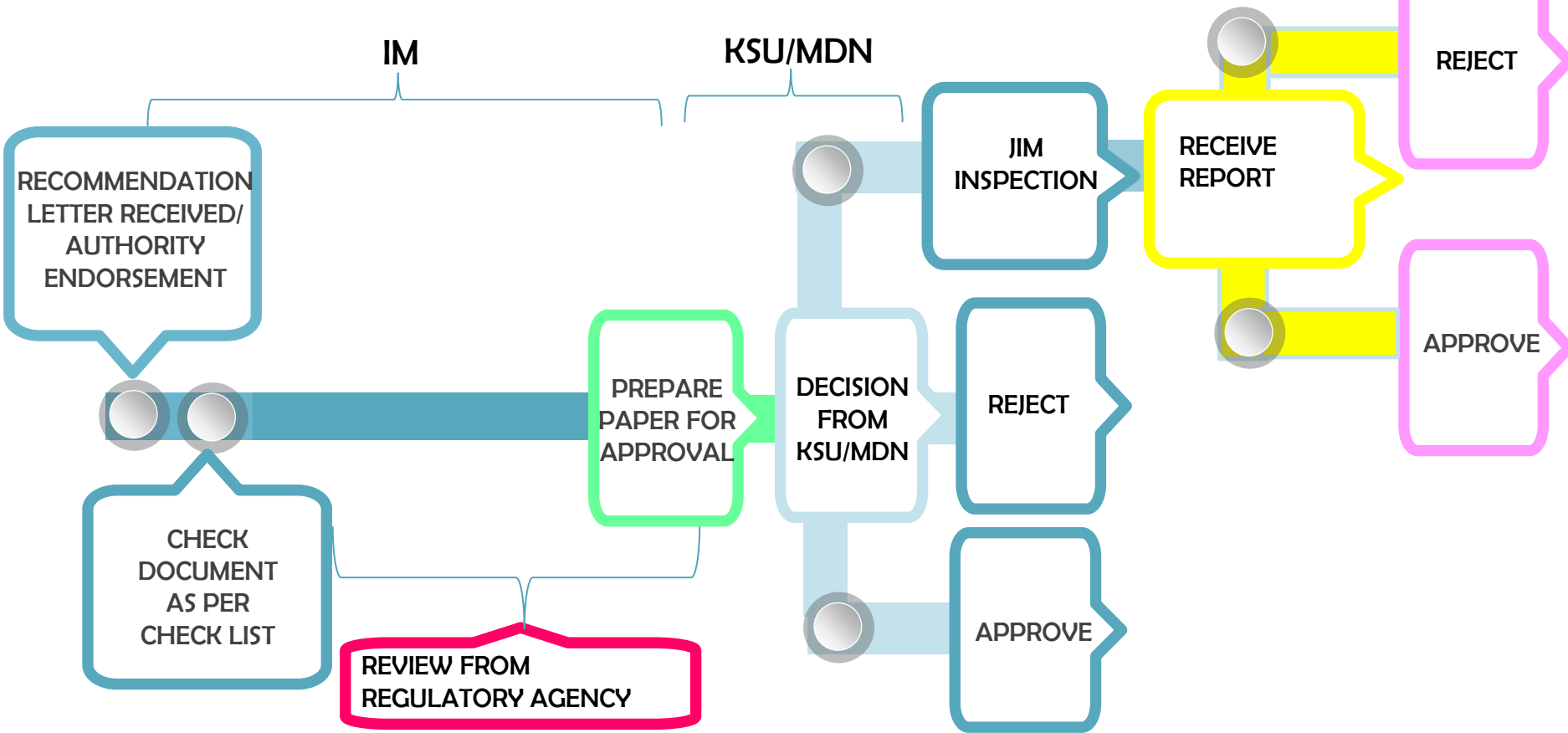
WORKFLOW CHART : NEW APPLICATION



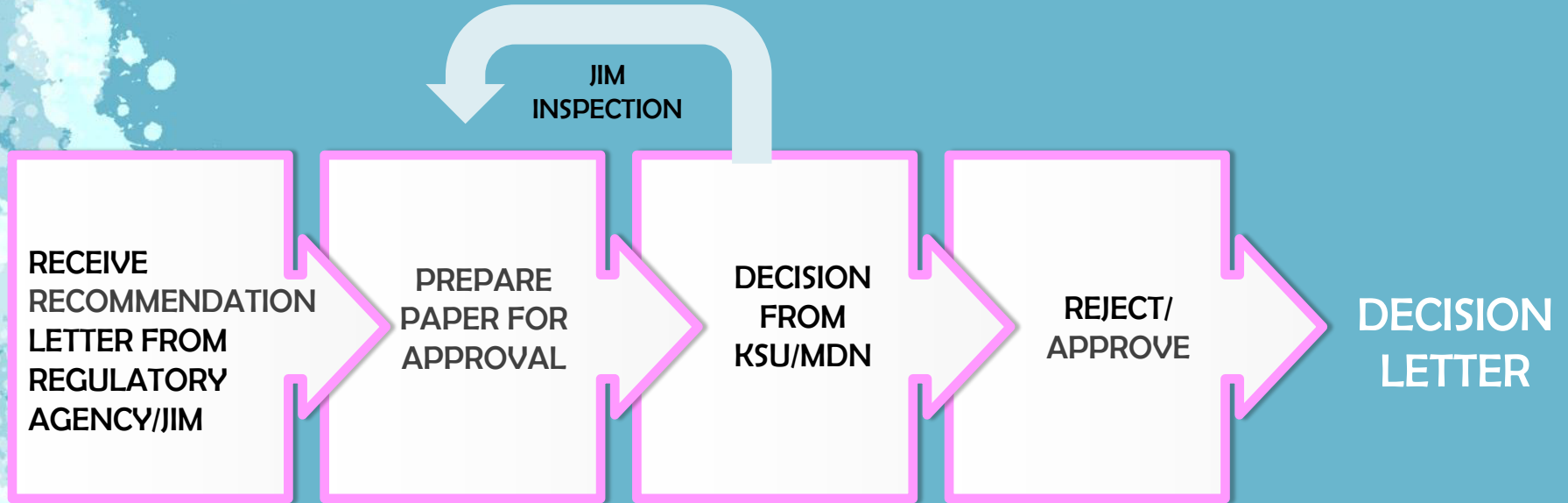
WORKFLOW CHART : RENEWAL



WORKFLOW CHART : APPEAL PROCESS



WORKFLOW CHART : CANCELLATION PROCESS



LIST OF CHECKLIST FOR APPLICATION FOR INTERNAL STUDENT RECRUITMENT FORM



BAHAGIAN HAL EHWAL IMIGRESEN
KEMENTERIAN DALAM NEGERI

SENARAI SEMAK PERMOHONAN PENGAMBILAN PELAJAR ASING

Nama Institusi :

No. Perakuan Pendaftaran :

- | | | |
|---|---|--------------------------|
| 1 | Surat sokongan / perakuan daripada agensi kawal selia | <input type="checkbox"/> |
| 2 | Profil Institusi terkini (sila sertakan nama, no telefon dan email pegawai HEPAB yang terkini) | <input type="checkbox"/> |
| 3 | Salinan Perakuan Pendaftaran Institusi | <input type="checkbox"/> |
| 4 | Laporan Naziran Agensi Kawal Selia | <input type="checkbox"/> |
| 5 | Salinan Surat Kelulusan Kementerian Dalam Negeri terdahulu | <input type="checkbox"/> |
| 6 | Statistik Pelajar Asing tamat pengajian tahun sebelum (sekiranya ada) | <input type="checkbox"/> |
| 7 | Surat penjelasan rasmi sekiranya tiada pengambilan Pelajar Asing (Tahun Sebelum) | <input type="checkbox"/> |
| 8 | Lampiran/dokumen-dokumen institusi yang berkaitan (cth: Sijil Pendaftaran Suruhanjaya Syarikat Malaysia, Borang 44, 24, 9 | <input type="checkbox"/> |

* Sila atur mengikut susunan

Disediakan oleh,

Disemak oleh,

.....
(Tandatangan Pemohon)
(Nama & Jawatan)
Tarikh:

.....
(Tandatangan)
(Nama & Jawatan)
Tarikh:

STUDENT FORM

STATUS PELAJAR ANTARABANGSA YANG TAMAT PENGAJIAN PADA TAHUN :

NAMA INSTITUSI:

BIL	NAMA PELAJAR	NEGARA	NO. PPT	KURSUS	TARIKH MULA	TARIKH TAMAT	STATUS (SILA TANDA 'X')		TARIKH BALIK/ KELUAR
							BALIK KE NEGARA ASAL	MELANJUTKAN PENGAJIAN DI INSTITUSI LAIN	

Peringatan: Sila isikan tarikh sebenar pelajar pulang ke Negara asal (Bagi pelajar yang tamat pengajian sahaja).

*Bagi permohonan lanjutan sahaja

A black and white photograph of a handprint on a wall. The handprint is on the left side of the image. To the right of the handprint, the text "STOP HUMAN TRAFFICKING" is written. "STOP" is in a black serif font, "HUMAN" is in a large, bold, blue sans-serif font, and "TRAFFICKING" is in a black serif font. The background is a light-colored wall with a diagonal crack. The image has a teal border at the top and bottom.

STOP
HUMAN
TRAFFICKING

Eliminate student trafficking:

STUDENT TRAFFICKING



A group of foreign students arrested by the Malaysian Putrajaya Immigration Department in a raid. PHOTO: HARIAN METRO

The Straits Times
Wednesday (August 16, 2017)

Young Bangladeshis tricked into forced labour in Malaysia



Victims of the student trafficking trade have no choice but to work illegally, and often under inhumane conditions, to pay off their debts. PHOTO: THE STAR/ASIA NEWS NETWORK

The Straits Times
Wednesday (August 14, 2017)

EXPECTATION TOWARDS PRIVATE HIGHER INSTITUTION

Good governance



Responsible & good
business conduct

Adherence to all
Act, Rules &
Procedures for the
sake of
national security



Honoring license
given by
MOHA as a
privilege with full
of respect &
responsible





Thank you