

13) APPLICATION PROCEDURE FOR REGISTERING CHILDREN IN PRIVATE COLLEGES AND UNIVERSITIES

1. Before registration with private colleges or universities please check the following:
 - a. Courses must be accredited by the Malaysian Accreditation Board.
 - b. The institution must be registered with the Ministry of Higher Education Malaysia.
 - c. Please make sure the Private Higher Educational Institution (PHEI) that you have selected is already registered with the Ministry of Home Affairs.
 - d. For students from China , please ensure the PHEI has been registered by the China Embassy in Malaysia.

2. To enrol into the particular institution, please ensure the following criteria are fulfilled:
 - a. Academic qualifications as required.
 - b. If qualifications comply, the institution will issue a letter of offer to study in the institution.

3. The institution will help foreign students to obtain the following:
 - a. Student Pass from the Immigration Department.
 - b. Please abide by the conditions of the Student Pass issued.

4. Please observe the following regulations as a foreign student in Malaysia:
 - a. Abide by rules and regulations of the Malaysian Government at all times.
 - b. Do not violate the conditions of the Student Pass.

5. In case of emergency, please contact the following:

a. The local institution where you are studying.

Department of Private Education
Ministry of Higher Education
Aras 1, Precint 1, Blok E3
Pusat Pentadbiran Kerajaan
62502 PUTRAJAYA
Tel : +603 – 8883 5000
Fax : +603 – 8889 3836

6. For any enquiry with regard to the local private education institutions please contact:

a. Deputy Director General, Department of Private Education,
Ministry of Higher Education

b. President
Malaysian Association of Private Colleges and Universities (MAPCU)

C/o International Medical University
Sesama Centre
Plaza Komanwel
Bukit Jalil
57000 Seri Petaling
KUALA LUMPUR
Tel : +603 – 8656 9980
Fax : +603 – 5631 2580
Website : <http://www.studymalaysia.com/mapcu/>

c. President
National Association Of Private Educational Institutions (NAPEI) Secretariat:

35-A, Jalan SS 22/19
Damansara Jaya
47400 Petaling Jaya
SELANGOR
Tel : +603 – 7725 8182/84
Fax : +603 – 7725 8185

- d. President
Persatuan Kebangsaan IPTS Bumiputera Malaysia (PKIBM)
c/o L&G Twintech Institute of Technology
Podium Plaza, Blok E
Pusat Perdagangan Sri Damansara
Persiaran Industri, Bandar Sri Damansara
52200 KUALA LUMPUR
Tel : +603 - 6275 1110 / 6276 0376
Fax : +603 - 6277 1463

For further inquiries, kindly contact:-



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Ministry of Higher Education, Malaysia
Kementerian Pengajian Tinggi,
Blok E3, Parcel E,
Pusat Pentadbiran Kerajaan Persekutuan,
62505 Putrajaya

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Website : <http://www.mohe.gov.my>