



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 SYNCHRONIZE THE
RECRUITMENT OF
INTERNATIONAL
STUDENTS



TO AVOID/REDUCE
CONTRADICTION IN
BETWEEN
SUGGESTION AND
DECISION



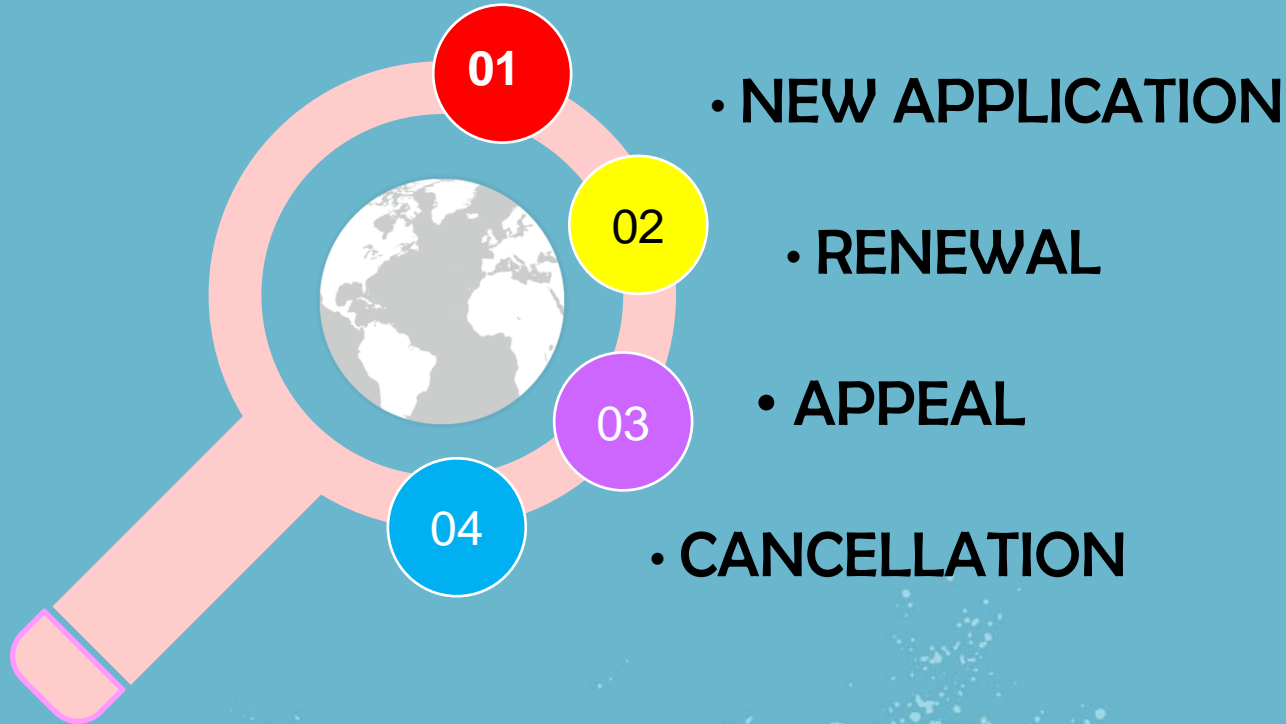
TO EXPEDITE
THE PROCESS



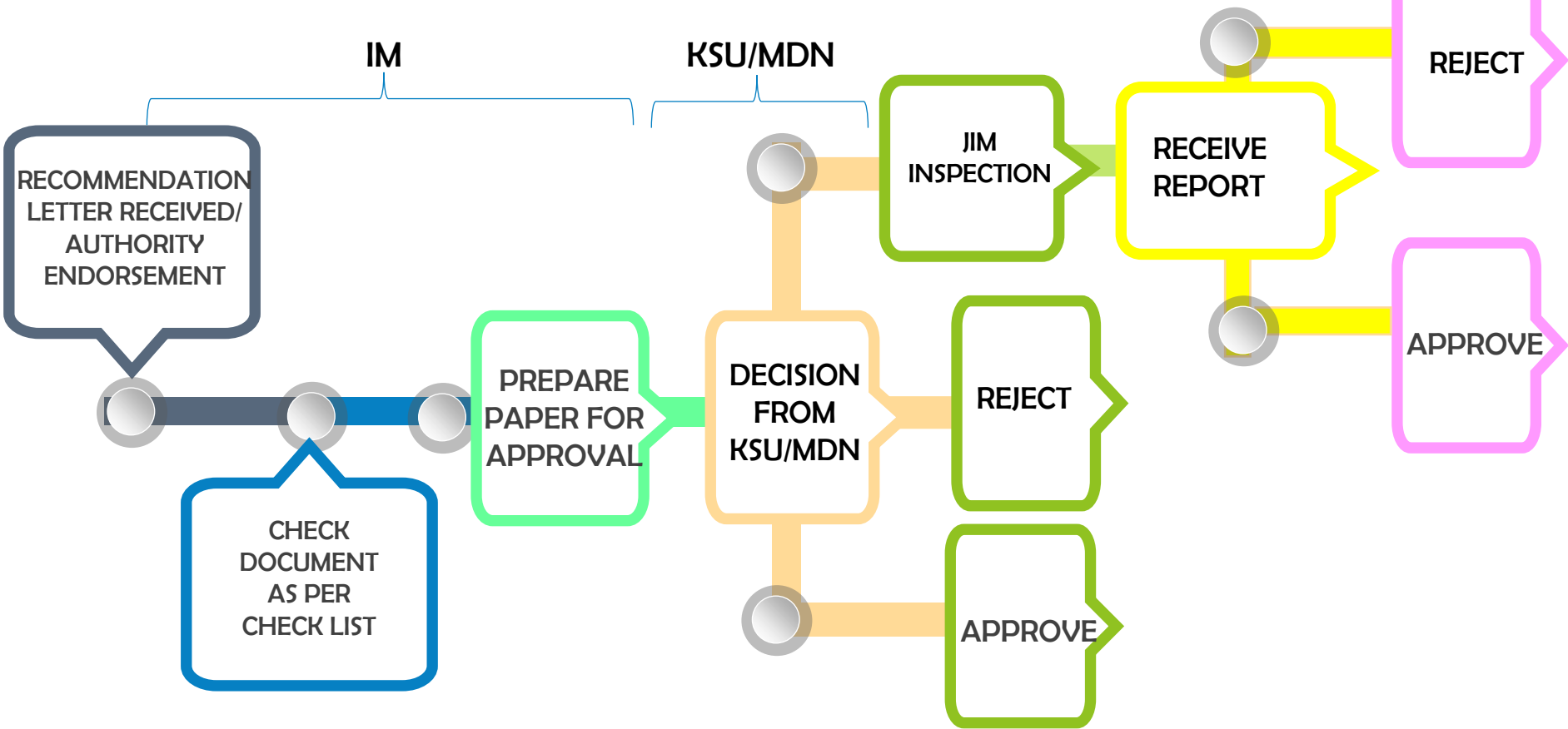
TO INCREASE THE
EFFICIENCY OF THE
WHOLE PROCESS



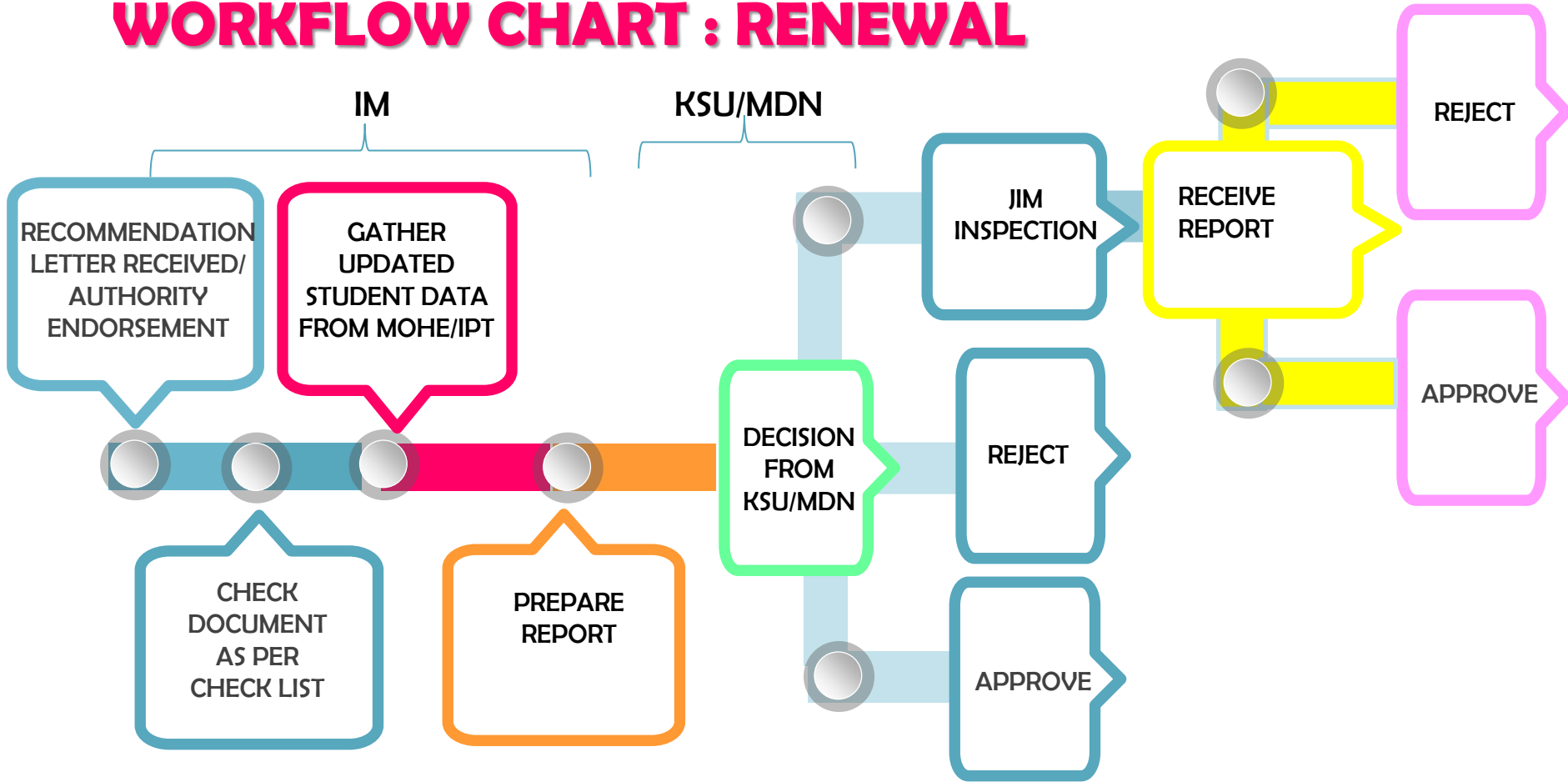
CATEGORY OF THE APPLICATION



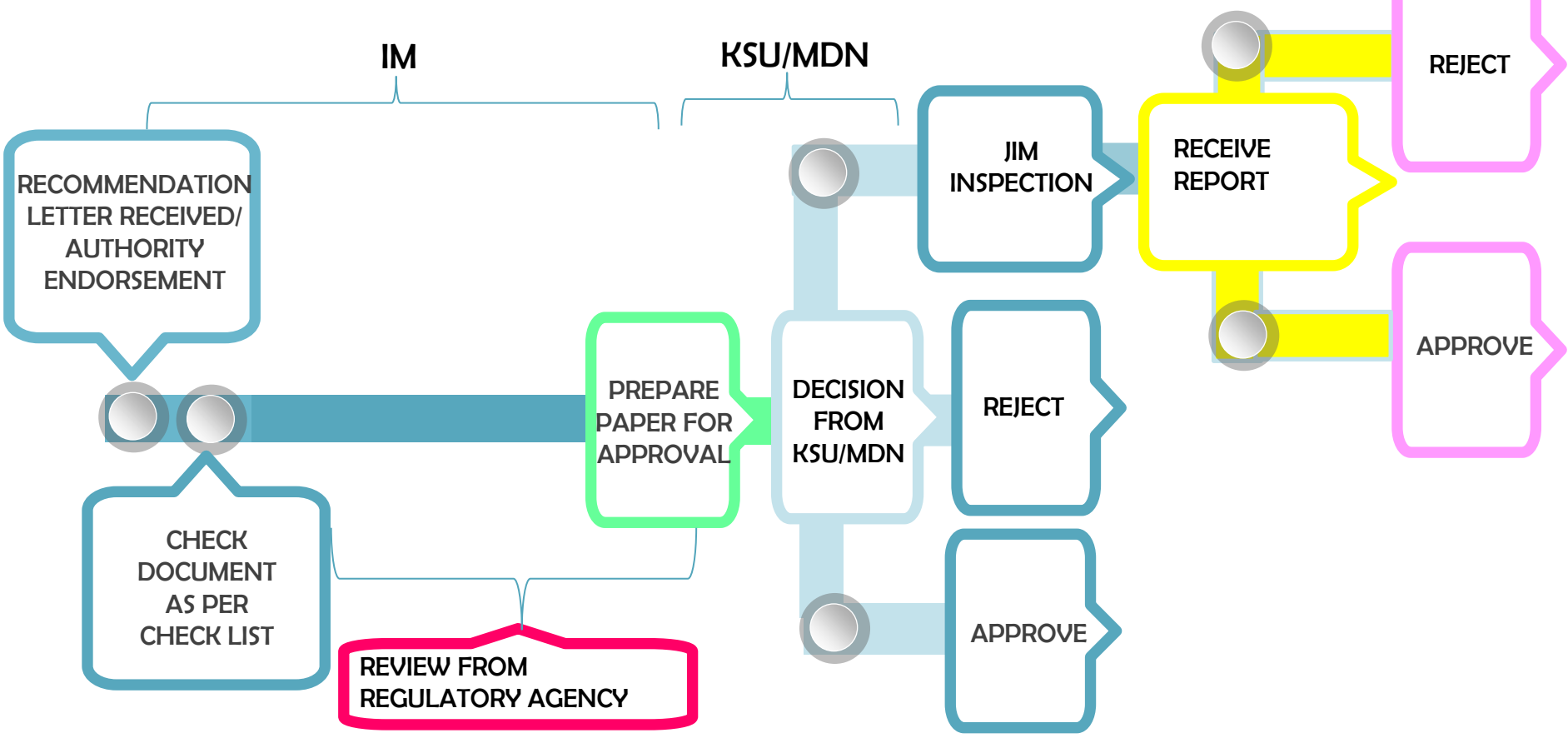
WORKFLOW CHART : NEW APPLICATION



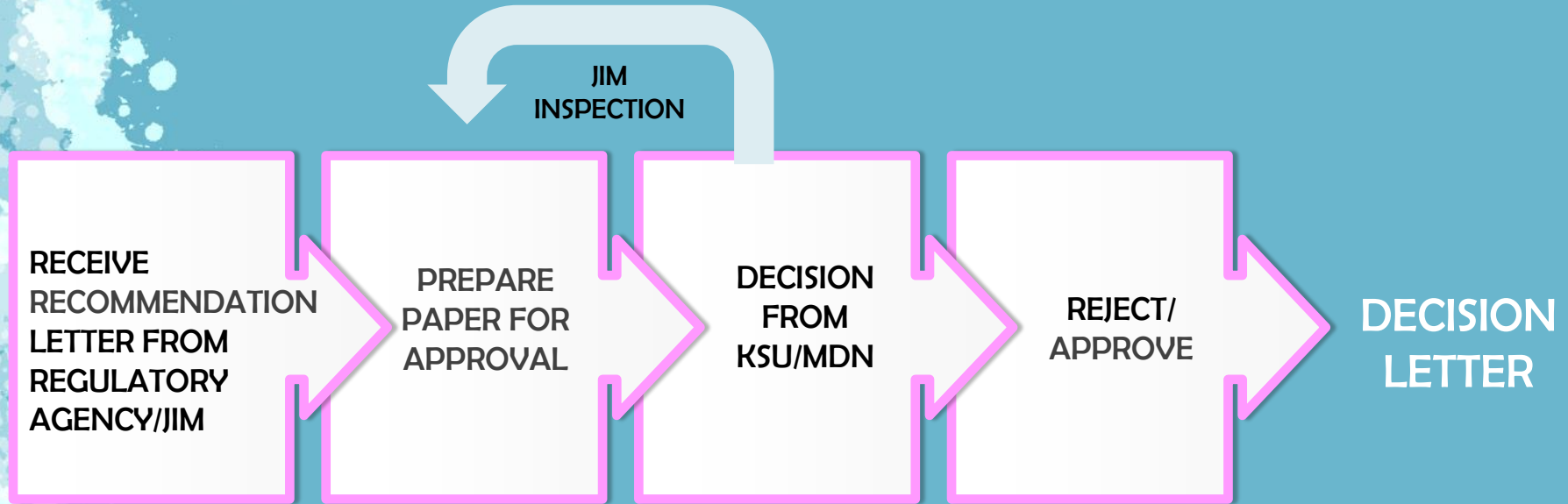
WORKFLOW CHART : RENEWAL



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



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)

2 NEWS / Story of the day

HUMAN TRAFFICKING TRAGEDY

THE SECRETS OF WANG KELIAN EXPOSED

The 2015 discovery of mass graves in Perlis shocked the nation, but the NST Special Probes Team has found more skeletons in the closet

FARRAH NAZ KARIM
AND ALIZA SHAH
@NSTSpecialProbesTeam

A 15-suburban, five-year investigation by the Joint-Special Probes Team has so far unearthed 10 mass graves in Wang Kelian in 2015 that about the world has revealed startling new evidence, which suggests a massive, over-estimated cover-up.

One of the largest revelations was that the human trafficking death camp had been discovered months earlier, but police only announced the discovery on May 25.

Another huge revelation was that the police under the direction of these camps, which were potential crime scenes, how they would be processed for forensic purposes?

The in-depth investigation was spearheaded by a number of forensic, criminal and intelligence agencies that dug the camps, among them, were the initial discovery of the three mass graves in Wang Kelian, which also gave the police the lead to the investigation and during the entire case, why.

In the hunt for the truth, the team spent over months of official documents and news of reports. The team checked and re-checked the facts, sought forensic evidence, interviewed and verified forensic medicine, including forensic science, as to how an investigation.

During the course of this investigation, the team found and exposed human trafficking networks which were directly involved in



The first raid on a human trafficking camp in Wang Kelian on Jan 19, 2015, led to the discovery of mass graves. (Inset) The raiding team with forensic team in searching of the camp where the first mass graves were found.

not and police when they said that they followed the camps were only recent discovery.

We will never know how many innocent lives could have been saved if they had acted earlier.

Investigation continued, following the discovery of human trafficking camps and mass graves by the Special Probes Team, which was the first time a human trafficking camp was discovered in Wang Kelian.

The raiding team saw six cages, where scores of men and women were paid to reside under the watchful eyes of foreign men armed with M-16 (AK-47) rifles.

The raiding team also contacted the police and the military, who were alerted to the discovery of the camps. The raiding team also contacted the police and the military, who were alerted to the discovery of the camps.

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They called for backup and were joined by a 30-man raiding team. They followed the trail to the top of Bukit Wang Kelian.

There, before them, was a 10-hectare campsite. That was the first time a human trafficking camp was discovered in Wang Kelian.

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[EXCLUSIVE] The secrets of Wang Kelian exposed



The first raid on a human trafficking camp in Wang Kelian on Jan 19, 2015, led to the discovery of mass graves.

Rohingya leaders demand justice following Wang Kelian expose



A forensic team digging up the remains of a human trafficking victim in Bukit Wang Kelian.

By Farrah Naz Karim And Aliza Shah • December 21, 2017 @ 7:00am

[EXCLUSIVE] The secrets of Wang Kelian exposed



This was the first human remains to be discovered near the camp in Wang Kelian.

Story of the day / NEWS

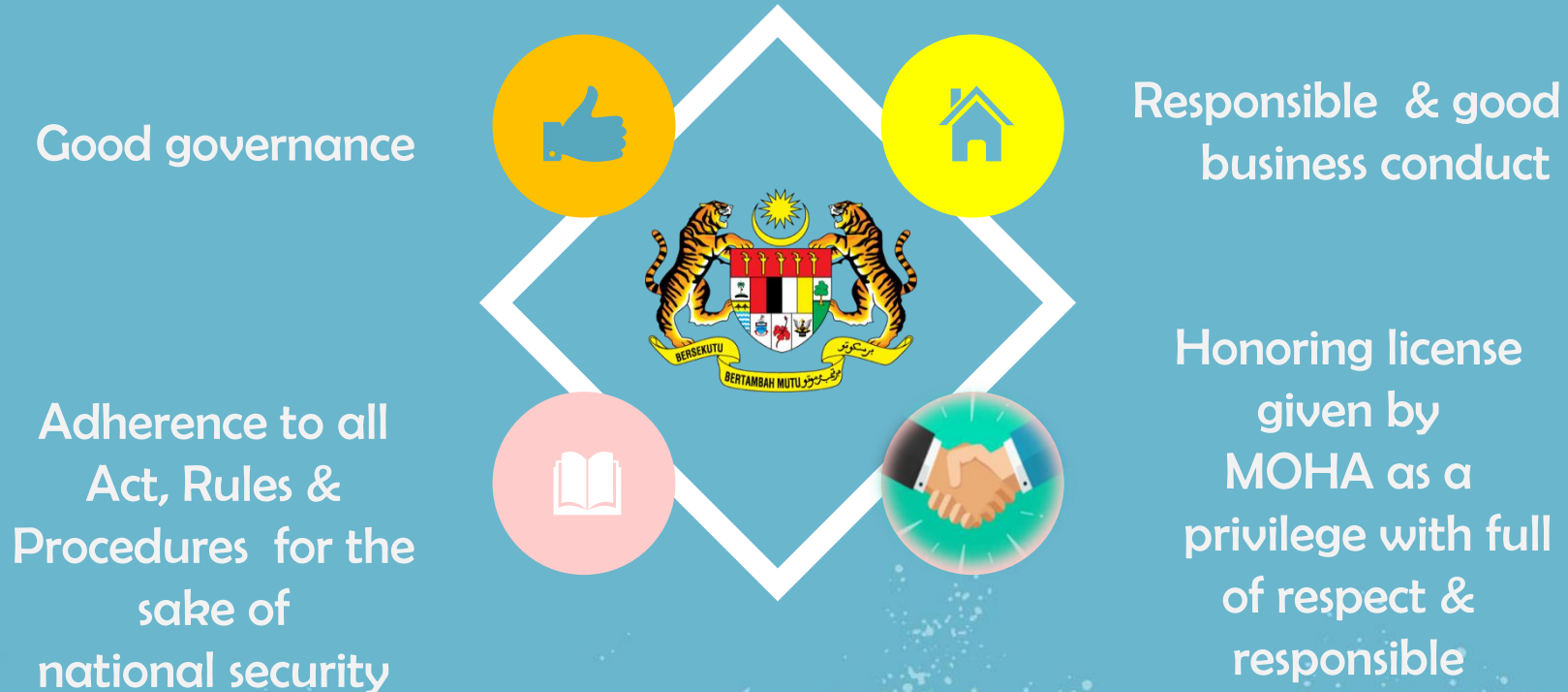


as from Page 2

Mass graves were believed to be the site of a human trafficking camp. The raiding team saw six cages, where scores of men and women were paid to reside under the watchful eyes of foreign men armed with M-16 (AK-47) rifles.

**New Straits Times
December 21, 2017**

EXPECTATION TOWARDS PRIVATE HIGHER INSTITUTION





Thank you