

### **13) APPLICATION PROCEDURES FOR REGISTERING CHILDREN IN PRIVATE COLLEGES AND UNIVERSITIES**

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1. Before registration into 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 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 time.
  - 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, Presint 1, Blok E3  
Pusat Pentadbiran Kerajaan  
62502 PUTRAJAYA  
Tel : +603 - 8883 5000  
Fax : +603 - 8889 3836

6. 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 Komang  
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  
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**For further inquiries, kindly contact:-**



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**Ministry of Higher Education, Malaysia**  
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