



**JABATAN PEMBANGUNAN KEMAHIRAN
KEMENTERIAN SUMBER MANUSIA**

**ADMISSION GUIDELINES FOR INTERNATIONAL STUDENTS TO ACCREDITED
CENTERS UNDER THE DEPARTMENT OF SKILLS DEVELOPMENT
DURING MOVEMENT CONTROL ORDER (MCO)**

1. BACKGROUND

The Government of Malaysia has agreed to allow the entry of international students effective from 1st January 2021, as announced by the Senior Minister of Defence in a press conference on 22nd December 2020. The directive also applies to international students at the Accredited Centers under the supervision of the Department of Skills Development (DSD), Ministry of Human Resources which has been granted permission in enrolling international students.

2. PURPOSE

This guideline aims to clarify the admission procedure for the international students who are currently outside Malaysia to undergo training at Accredited Centers under the supervision of the DSD which has been granted approval in enrolling international students during the MCO period.

The purpose of this guideline is to provide information to the relevant Accredited Centers regarding the following matters:

- 2.1 Standard operating procedures (SOP) for the admission of new and existing international students to Accredited Centers;
- 2.2 Responsibilities of the Accredited Centers in managing new and existing student's affair; and
- 2.3 Responsibilities of new and existing international students who will undergo skills training at Accredited Centers.

This guideline shall be read together with the National Skills Development Act 2006 [Act 652] and other regulations and guidelines currently in force as follows:

- i. Implementation Guidelines and Accreditation Requirements for Accredited Centers under the Malaysian Skills Certification System Based on National Occupational Skills Standards;
- ii. Guidelines of Program Accreditation and Implementation of Skills Training Through Accreditation System under the Malaysian Skills Certification System - Single Tier Program Certification;
- iii. Guidelines and Conditions for the Implementation of the Malaysian Skills Certification System for In-Country International Students (Amendment September 2015);
- iv. Malaysian Skills Certification Accreditation Guidelines and Regulations - Assessment System ; and
- v. National Skills Development (Fees and Charges) Regulations 2016

3. INTERPRETATION

The following definitions applied for the purpose of this guideline, including the existing terms as defined in other guidelines that are currently in force:

3.1 New international students:

Referring to international students who have received offers to pursue their studies in Malaysia but still residing in their country of origin outside of Malaysia and - consisting of two categories;

- i. Students who have obtained the Visa Approval Letter (eVAL) but expired due to MCO.
- ii. Students who have submitted application for eVAL but are yet to be approved.

3.2 Existing international students

Referring to international students who are currently registered and undergoing skills training in Accredited Centers. However, the students are currently in their country of origin and consisting of two categories:

- i. Trainees who have valid Student Pass but are stranded in their homeland due to border restriction and unable to enter Malaysia to continue their studies.
- ii. Existing trainees who hold Student Pass expiring from 1st February 2020 with the intention for renewal but unable to enter Malaysia due to border restrictions.

4. APPROVAL FOR RECRUITMENT OF INTERNATIONAL STUDENTS

- 4.1 AC must ensure that the certificate of the Ministry of Home Affairs is still valid for the purpose of enrolling new international students.
- 4.2 For eVAL approval that has expired during the MCO, the eVAL extension application may be considered by the Immigration Department of Malaysian.

5. STANDARD OPERATING PROCEDURES (SOP) ON ENTRY OF INTERNATIONAL STUDENTS TO MALAYSIA

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5.1 Pre-Arrival

5.1.1 New International Students

- 5.1.1.1 Accredited Center must submit a completed Visa Approval Letter (eVAL) application via STARS application provided by Education Malaysia Global Services (EMGS).
- 5.1.1.2 Accredited Center is required to make a declaration of accommodation by downloading the form from the STARS application.

- 5.1.1.3 Once the Immigration Department of Malaysia has approved the eVAL, the eVAL and the Travel Authorization will be automatically generated and made available for download through EMGS Website (www.educationmalaysia.gov.my)
- 5.1.1.4 Students from countries that requires Single-Entry Visa (SEV) to enter Malaysia are required to submit their SEV application to the nearest Malaysian Mission office.
- 5.1.1.5 Students are required to undergo the RT-PCR Covid-19 Test three (3) days before travelling to Malaysia. The RT-PCR Covid-19 test result must be reputably translated into English language.
- 5.1.1.6 Students to complete the online payment for the quarantine and the Covid-19 Screening Test through MySafeTravel (www.safetravel.myeg.com.my) / MyQr application by MyEG (www.myeg.gov.my) and provide the payment slip at the international entry point upon arrival at KLIA or KLIA2.
- 5.1.1.7 Students are required to download the MySejahtera application from the iOS App Store, Google Play Store or Huawei AppGallery to complete all the required information three (3) days prior to the arrival date.

5.1.2 Existing Students

- 5.1.2.1 All existing students who intend to enter Malaysia must submit their Travel Authorization application through the EMGS website ([https://visa.educationmalaysia.gov.my/guidelines/travel-
authorisation-form-base.html](https://visa.educationmalaysia.gov.my/guidelines/travel-
authorisation-form-base.html)). Once it is approved, Travel Authorization will be made available for download through EMGS Website (www.educationmalaysia.gov.my).
- 5.1.2.2 Students are required to undergo the RT-PCR Covid-19 Test three (3) days before travelling to Malaysia. The RT-PCR

Covid-19 test result must be reputably translated into English language.

- 5.1.2.3 Students to complete the online payment for the quarantine and the Covid-19 Screening Test through MySafeTravel (www.safetravel.myeg.com.my) / MyQr application by MyEG (www.myeg.gov.my) and provide the payment slip at the international entry point upon arrival at KLIA or KLIA2.
- 5.1.2.4 If their Student Pass has expired in the country of origin, the students must obtain an SEV at the Malaysian Representative Office before entering Malaysia (for countries that require visa to enter).
- 5.1.2.5 Students are required to download the MySejahtera application from the iOS App Store, Google Play Store or Huawei AppGallery to complete all the required information three (3) days prior to the arrival date.

5.1.3 Responsibilities of Accredited Centers

- 5.1.3.1 Accredited Center shall exercise qualification screening for international students in accordance with the entry prerequisite by DSD and other additional terms and conditions by Accredited Center for each program/course offered.
- 5.1.3.2 Accredited Center shall provide accommodation facilities to new international students for an appropriate period by confirming accommodation in the procedures prescribed by EMGS; and
- 5.1.3.3 Accredited Center shall remind students to comply with the preparatory instructions that need to be implemented before arriving at the international gateway in Malaysia.

5.2 POST- ARRIVAL PROCESS FOR NEW & EXISTING STUDENTS

5.2.1 Students Responsibilities

- 5.2.1.1 International Students will only be allowed to enter Malaysia via KLIA and KLIA 2 entry points.
- 5.2.1.2 Students must provide the results of the COVID-19 screening test (RT-PCR) at the entrance.
- 5.2.1.3 Undergoing COVID-19 screening test (RT-PCR) at the entrance by the Ministry of Health Malaysia (MOH).
- 5.2.1.4 Students are required to comply with the mandatory quarantine in accordance with the current instructions issued by the National Disaster Management Agency (NADMA).
- 5.2.1.5 During the quarantine period, students will be required to undergo the COVID-19 screening test set by MOH.
- 5.2.1.6 Undergo COVID-19 screening test (RT-PCR) before being allowed to leave the quarantine station.
- 5.2.1.7 Once the quarantine period is completed, NADMA will issue students with a Release Order.

5.3 AFTER-ARRIVAL PROCESS FOR NEW & EXISTING STUDENTS

5.3.1 Students Responsibilities

- 5.3.1.1 Undergo the training sessions that have been set by Accredited Center.
- 5.3.1.2 Adhere with standard operating procedures (SOP) by DSD, National Security Council (NSC) and MOH while inside and outside Accredited Center.

- 5.3.1.3 Inform Accredited Center if any issues arise during the training session.

5.3.2 Accredited Center Responsibilities

Accredited Center shall be responsible in managing the arrival of international students including the following affairs:

- i. Manage the students who have obtained quarantine clearance by NADMA after the quarantine;
- ii. Manage inter-state permits (if applicable) in accordance with procedures by the NSC;
- iii. Ensure that new international students undergo health screening at clinics registered in EMGS within seven (7) days after quarantine release;
- iv. Ensure that the students have valid insurance coverage scheme through EMGS;
- v. Submit application of student pass stickers to the respective state Immigration Department of Malaysian within the stipulated period.
- vi. Provide accommodation facilities to international students during the training period.
- vii. Ensure that students follow the learning sessions based on the training schedule accordingly.
- viii. Ensure the presence of students under their respective AC.
- ix. Monitor the students and take appropriate action on students who violate any instructions or regulations by DSD or internal instructions of the respective Accredited Center.

- x. Report the status of international students in accordance with DSD's recent guidelines.
- xi. Submit a check-out memo application for students who have completed or terminated training in accordance with the procedures by Immigration Department of Malaysian.

6. CLOSING

Accredited Center shall comply to the instructions and SOPs stipulated by the authorities in managing the admission of new and existing international students. Compliance with the SOPs set by DSD, NSC and MOH is important to ensure the spread of COVID-19 can be controlled and prevented effectively.

This guideline is subject to any changes or directives issued by the Government of Malaysia regarding the entry of foreign nationals into Malaysia from time to time.

Department of Skills Development
Ministry of Human Resources
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