



KEMENTERIAN PENDIDIKAN MALAYSIA

Bahagian Pendidikan Swasta
Aras 3, Blok E2, Kompleks E
Pusat Pentadbiran Kerajaan Persekutuan
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Tarikh : 04 Julai 2018

Pengetua / Guru Besar
Institut Pendidikan Swasta

YBhg. Datuk / Datin / Tuan / Puan,

PROSEDUR PENGESAHAN SIJIL / DOKUMEN RASMI INSTITUSI PENDIDIKAN SWASTA

Dengan segala hormatnya dimaklumkan bahawa saya ingin menarik perhatian YBhg. Datuk/Datin/tuan/puan mengenai perkara di atas.

2. Seperti YBhg. Datuk/Datin/tuan/puan sedia maklum, Bahagian Pendidikan Swasta menguruskan segala urusan pengesahan sijil-sijil dan dokumen rasmi pelajar-pelajar dari institusi pendidikan swasta yang berdaftar dengan Kementerian Pendidikan Malaysia (KPM) yang mencakupi pendidikan dari peringkat prasekolah hingga ke peringkat menengah atas. Pihak kami telah mendapati beberapa kekurangan dari segi penyeragaman serta ketidakakuran prosedur pengesahan semasa pelajar / ibubapa atau wakil hadir untuk urusan tersebut.

3. Sehubungan dengan itu, bagi melancarkan proses pengesahan sijil serta dokumen rasmi, pihak BPSwasta telah mengambil beberapa langkah seperti berikut untuk pematuhan semua Institut Pendidikan Swasta mulai 16 Julai 2018:

- i. Pengesahan sijil-sijil dan semua dokumen rasmi mesti diiringi dengan surat sokongan dari pengetua sekolah
- ii. Pengesahan sijil-sijil dan semua dokumen rasmi akan dilakukan pada setiap hari Isnin, Selasa dan Jumaat dari jam 8.30 pagi – 4.30 petang.
- iii. Pihak sekolah adalah digalakkan untuk mengumpul dan menghantar sijil / dokumen rasmi pelajar-pelajar yang perlu disahkan ke Bahagian Pendidikan Swasta
- iv. Pelajar / Ibubapa / wakil yang datang untuk tujuan pengesahan dokumen **MESTILAH** mematuhi etika berpakaian yang rasmi.

4. Kerjasama dan perhatian YBhg. Datuk/Datin/tuan/puan dalam perkara ini amat dihargai dan didahului dengan ucapan terima kasih.

Sekian.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menurut perintah,

DATIN SRI HAJAH NORZAMANI BINTI ABDOL HAMID
Pegawai
Bahagian Pendidikan Swasta

**TRANSLATION OF CIRCULAR FROM THE MINISTRY OF EDUCATION,
MALAYSIA (MOE) DATED 4 JULY 2018**

Principal/Headmaster
Private Education Institution

**PROCEDURE FOR VERIFICATION OF CERTIFICATES/OFFICIAL DOCUMENT
FOR PRIVATE EDUCATION INSTITUTION**

The above matter is referred.

The Private Education Division of the MOE manages all matters pertaining to verification of all certificates and official documents of students from private education institutions registered with the MOE ranging from pre-school education to the upper secondary level. However, we noticed that there have been some irregularities and non-compliance to the procedures for verification during the process by the students/parents or their agents.

In order to ensure a smooth process of verification of certificates and official documents, the Private Education Division of MOE have taken several steps as follows effective from **16 July 2018:**

- i. Verification of certificates and all official documents **MUST** be attached with a **letter of support** from the Principal of the school.
- ii. The verification of certificates and official documents is carried out on **every Monday, Tuesday and Friday from 8.30 a.m to 4.30 p.m.**
- iii. Schools are encouraged to collect and send their students' certificates/offcial documents that require verification to the Private Education Division of MOE.
- iv. Students/parents/agents that come to the Private Education Division for the verification process **MUST** adhere to the official dressing ethics.

Signed by
Director
Private Education Division

NOTES ON VISITORS DRESS CODE FOR MINISTRY OF EDUCATION

1. All visitors must be dressed in a NEAT and CLEAN clothing that are appropriate to the Malaysian culture
2. Please observe a DECENT attire ethics (shirt, collared T-shirt, long pants, long skirt with hemline below the knees and proper shoes) during official visits to the departments/division.
3. Visitors are PROHIBITED from wearing indecent or revealing clothing such as :
 - Shorts or short skirts (with hem line above the knees)
 - Sleeveless blouse
 - Tight skirt/pants
 - Slippers