# Preparing Your Portfolio: A Step-by-Step Guide

1. Candidate **MUST** use the APEL Portfolio template provided by Prior Learning Assessment Centre (PLACe), Lincoln University College (LUC).

2. Candidates **MUST attach supporting evidence** for each claim made in the Portfolio. Failure to provide verified copies of the mentioned evidence will negatively impact the candidate's portfolio evaluation score.

3. Candidate must attach supporting evidence as per below:

   - **Photocopy of Identity Card (IC)**
   - **Academic qualifications** e.g. SPM certificate, STPM certificate, Diploma, Bachelor's degree award & full academic transcript.
   - **Working experience**: candidate must attach evidence of their current and previous working experience by attaching employment letters, pay slip or any other evidence.
   - **Training Activities**: Candidate must attach evidence of their training, seminar, workshop they attended, and it can be a certificate, letter, email or any other evidence.
   - **Other activities**: Candidate must attach evidence of activities they attended, and it can be a certificate, letter, email or any other evidence.

4. All evidences must be **certified as true copies** by any authorized individual listed under **Appendix 4, Item 1** of *Surat Makluman MQA Bil. 3/2025 dated 28 February 2025, titled "Ketetapan Pengesahan Dokumen Calon Warganegara dan Bukan Warganegara bagi Permohonan Pengakreditan Pembelajaran Berdasarkan Pengalaman Terdahulu bagi Tujuan Akses (APEL.A)",* No. Ruj: MQA.100-1/3/2 Jld. 2 (2).

5. Save all scanned certified true copies of evidences into **one single Folder** named **<Supporting Documents>**, and label each file accordingly. Example:
   **Evidence 1-IC**, **Evidence 2-STPM**, **Evidence 3- SPM**, etc.

6. Create a separate folder for the **Portfolio & Supporting Documents** folder and named the folder: **< Candidate's name_ IC >**. Zip the folder and the zipped folder size **MUST NOT be more than 2MB**.

7. Refer **Appendix 1** (page 12) for types of evidence that can be provided for application.

8. Refer **Appendix 2** (page 13) for list of skills on what candidate have learnt or acquired.

9. Refer **Appendix 3** (page 14 & 15) for arranging evidences.

10. Email the completed zipped folder (Portfolio and Supporting Documents) to the Prior Learning Assessment Centre (PLACe), LUC.

# Preparing your Portfolio: A Step-by-Step

<div align="center">

**Recent Photo**

</div>
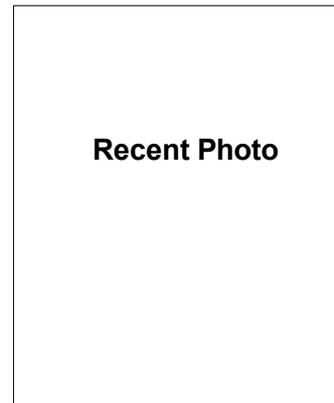
*Insert a recent passport-sized photograph of yourself in this section.*

## PART 1: PERSONAL DETAILS

| | |
|---|---|
| **FULL NAME** | *Name as stated in Identity Card (NRIC)* |
| **IC / PASSPORT NUMBER** | *Please attach a certified true copy of Identity Card (front and back) and label it as **Evidence 1-IC** in the Supporting Documents Folder.* |
| **INTENDED FIELD OF STUDY** | *State your intended field of study i.e. BUSINESS & ADMINISTRATION* |
| **INTENDED PROGRAMME** | *State your intended programme of study i.e. MASTER OF BUSINESS ADMINISTRATION* |

| | | | | |
|---|---|---|---|---|
| **LEVEL OF STUDY** | | **Bachelor** | ✈ | **Master** |
| **REFERENCE NUMBER** | (for LUC use only) | | | |

# Preparing your Portfolio: A Step-by-Step

**PART 2: DETAILS OF LEARNING ACQUIRED** (start with the most recent)

> *List all academic qualifications you have obtained, starting with the most recent or current certification.*
> ***Examples of supporting evidence include a Bachelor's degree and transcript, Diploma and transcript, STPM results, A-Levels results, SPM/SPVM certificates, SRP/PMR results, skills certificates, or any equivalent qualifications.***
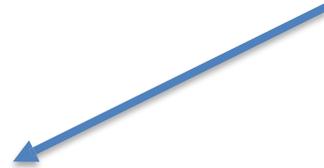
**a) FORMAL LEARNING**

Intentional learning/programme of study delivered within an organization and structured context (pre-school, primary school, secondary school, technical college and university) that led to formal recognized qualification.

| NO. | ACADEMIC QUALIFICATION | AWARDING BODY/ INSTITUTION | YEAR AWARDED | COMPETENCIES (Please tick √) (Please refer Appendix 2 for list of skills on what I have learnt) | | | | | | | | EVIDENCE OF LEARNING* (Please refer Appendix 1 for examples of evidence) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 1. | *STPM* | *Majlis Peperiksaan Malaysia* | *2006* | √ | √ | √ | √ | √ | √ | √ | √ | *Evidence 2 - STPM* |
| 2. | *SPM* | *Ministry of Education Malaysia* | *2004* | √ | √ | √ | √ | √ | √ | √ | √ | *Evidence 3 - SPM* |
| 3. | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | |

**\*Note: All supporting evidence must be properly labelled**

# Preparing your Portfolio: A Step-by-Step

> *List your work experiences, starting with your most recent or current position. Include the full name of your employer (or your company if you are self-employed).*
>
> **Examples of supporting evidence include a job description certified by HR, appointment letter, pay slip, business card, business registration license, efficiency award, or photographs of you at work.**
>
> **Note: Resume or CV is not considered valid evidence.**
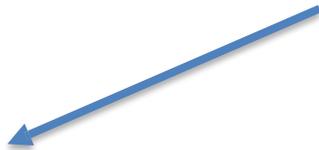
**b) INFORMAL LEARNING** (start with the most recent)

Learning which takes place continuously through life and work experiences (sometimes known as experiential learning). It is often unintentional learning.

| NO. | NAME OF EMPLOYER/ SELF-EMPLOYED | CONTACT ADDRESS | DURATION (MONTH/YEAR) | | POSITION HELD | WHAT I HAVE LEARNT/ACQUIRED (Please tick √) (Please refer Appendix 2 for list of skills on what I have learnt) | | | | | | | | EVIDENCE OF LEARNING* (Please refer Appendix 1 for examples of evidence) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | FROM | TO | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 1. | *XYZ Food Sdn. Bhd.* | *Zon 1,Kwsn Perindustri an Meru, 34600 Ipoh, Perak.* | *Dec 2013* | *NOW* | *Logistics Co-ordinator* | √ | √ | √ | √ | √ | √ | √ | √ | *Evidence 4 – Appointment Letter* |
| 2. | *CIMB, Ipoh* | *8, Jln Yang Kalsum, 34000 Ipoh, Perak.* | *Jan 2012* | *2013* | *Sales Advisor* | √ | √ | √ | √ | √ | √ | √ | √ | *Evidence 5 – Name card* |
| 3. | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | |

**\*Note: All supporting evidence must be properly labelled**

# Preparing your Portfolio: A Step-by-Step

> *List any other learning activities you have participated in, such as hobbies, events organized, social services, consultancy work, or volunteer activities.*
> ***Examples of supporting evidence include certificates of participation, photographs of involvement, medals, awards, or other relevant documentation.***
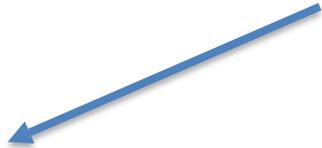
| OTHER LEARNING ACTIVITIES<br>This may include your hobbies/ sports/ recreation/ social/ community service/ training given/ consultancy services or other activities which might be relevant to the competencies. | YEAR | WHAT I HAVE LEARNT/ACQUIRED<br>(Please tick √)<br>(Please refer Appendix 2 for list of skills on what I have learnt) | | | | | | | | EVIDENCE OF LEARNING* (if any)<br>(Please refer Appendix 1 for examples of evidence) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | |
| 1. *Earth Day Activity for Go Green Competition* | *2020* | √ | √ | √ | √ | √ | | | √ | ***Evidence 6 - Certificate of Participation*** |
| 2. *Star Walk* | *2010* | √ | √ | √ | √ | √ | | | √ | ***Evidence 7 – Certificate of Participation*** |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |

**\*Note: All supporting evidence must be properly labelled**

# Preparing your Portfolio: A Step-by-Step

> *List the learning experiences you have gained through trainings, seminars, short courses, workshops, or in-house job trainings. Begin with the most recent or current experience.*
> ***Examples of supporting evidence include certificates of achievement or attendance, emails, and other relevant documentation.***

c) **NON-FORMAL LEARNING** (start with the most recent)
Learning that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

| NO. | NAME/TITLE OF TRAINING OR COURSE | ORGANISER/ LOCATION | DATE | LENGTH (Hours/ Days/ Month) | Grade (if any) | WHAT I HAVE LEARNT/ACQUIRED (Please tick √) (Please refer Appendix 2 for list of skills on what I have learnt) | | | | | | | | EVIDENCE OF LEARNING* (if any) (Please refer Appendix 1 for examples of evidence) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 1. | *ISO 14001:2015 Awareness* | *PHEIO Management Sdn. Bhd.* | *8 December 2020* | *1 day* | | √ | √ | √ | | √ | √ | | | ***Evidence 8 – Training Certificate*** |
| 2. | *Kursus Latihan Pengendali Makanan* | *SFI Food Sdn. Bhd. Taiping* | *5 July 2019* | *1 day* | | √ | √ | √ | | √ | √ | | | ***Evidence 9 – Certificate of Attendance*** |
| 3. | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | | |

**\*Note: All supporting evidence must be properly labelled**

# Preparing your Portfolio: A Step-by-Step

> *Indicate the language(s) you are proficient in and specify your level of competency for each. Common languages include English, Mandarin, or Tamil. You may also list any additional languages you know, such as Spanish or Japanese. No attachments or supporting evidence are required for this section.*

**d) LANGUAGE COMPETENCY**

| LANGUAGE | LEVEL OF COMPETENCE (Please tick√) 1: POOR; 2: AVERAGE; 3: GOOD; 4: EXCELLENT | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | LISTENING | | | | READING | | | | SPEAKING | | | | WRITING | | | |
| | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 1. *Bahasa Melayu* | | | | ✓ | | | | ✓ | | | ✓ | | | | | ✓ |
| 2. *English* | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ |
| 3. | | | | | | | | | | | | | | | | |

# Preparing your Portfolio: A Step-by-Step

**e) SELF ASSESSMENT/REFLECTION** (Compulsory)

| Describe how your prior learning experiences prepare you for the intended level of study (Not more than 500 words): |
|---|
| 1. Why do you want to pursue this intended programme of study? |
| 2. How is your personal prior learning experience applicable to/related to/relevant to your chosen programme or level of study? |
| 3. What are your action plans in ensuring the successful completion of your programme? (Commitment, time management, financial resources and support etc). |
| 4. How will the completion of this programme help you in your life? |

# Preparing your Portfolio: A Step-by-Step

> *Please provide details of two referees who can offer a verbal reference when required. Family members and relatives are not eligible to serve as referees. You may list your current or former employers or supervisors as professional references. Ensure you provide each referee's full name (**no nicknames**).*

**REFEREES** (Family members and relatives cannot serve as referees)

| NAME | | |
|---|---|---|
| POSITION | | |
| ORGANISATION | | |
| PHONE NUMBER | **OFFICE:** *(Compulsory)* | **MOBILE:** |
| EMAIL ADDRESS | | |
| RELATIONSHIP | | |

| NAME | | |
|---|---|---|
| POSITION | | |
| ORGANISATION | | |
| PHONE NUMBER | **OFFICE:** *(Compulsory)* | **MOBILE:** |
| EMAIL ADDRESS | | |
| RELATIONSHIP | | |

# Preparing your Portfolio: A Step-by-Step

**PART 4: SELF DECLARATION**

I hereby declare that all of the information/documents provided to support this application are authentic, true and accurate. I fully understand the Terms and Conditions of the application and agree that my application will be rejected if I have falsified any information in any way.

Signature:

Name:

Date:

This application is subject to Terms and Conditions stated below:

a. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.

b. The WOU Management is authorized by the applicant, to make references to and use the information or data in this application as may be deemed necessary.

c. The certification applied for is designed to meet requirements set by the MQA. Admission to the academic programme applied for, using this APEL Certificate is subject to the Academic Regulations approved by the University/ College.

d. Submission of a non-refundable application fee of **RM ……………..**

# Preparing your Portfolio: A Step-by-Step

> *The candidate must submit this portfolio to the APEL Assessment Centre for review and sign-off before uploading it to the APEL system using the provided link and password.*

| CHECK LIST | Yes | No |
|---|---|---|
| Photocopy IC/Passport | | |
| Application Fee (Banker's Cheque/Draft No........................ ) | | |
| One (1) recent passport size photographs | | |
| Certified Certificates/Documents | | |
| One (1) copy of application form | | |

**For Office Use**

Acknowledgment


**Advisor**

Date

# Preparing Your Portfolio: A Step-by-Step Guide

**LIST OF EVIDENCE**

Evidence that can be provided for application

| Direct Evidence | Indirect Evidence |
|---|---|
| **Certificates**<br><br>You can provide copies of your qualification<br>• School certificates<br>• Statement of results<br>• Courses completed at work | **Written Records**<br><br>You can provide copies of<br>• Diaries<br>• Records<br>• Journals<br>• Articles |
| **Work samples**<br><br>You can provide samples of your work<br>• Drawings or photographs<br>• Reports<br>• Written materials<br>• Projects<br>• Objects<br>• Work of arts | **E-mail**<br><br>You can provide copies of email communications which verify<br>• Customer feedback<br>• Work activities<br>• Written skills |
| **Records of workplace activities**<br><br>You can provide documents that verify your work activities<br>• Notes<br>• Emails<br>• Completed worksheets<br>• Workplace agreement<br>• Contracts | **Supporting letters**<br><br>You can provide letters to verify your claim from<br>• Employers<br>• Community group<br>• People you have work with (paid and unpaid work) |
| **Documents**<br><br>You can provide evidence that shows what you have done in your life<br>• Media articles<br>• Meritorious Awards | |

# Preparing Your Portfolio: A Step-by-Step Guide

**List of skills on what I have learnt based on Malaysian Qualifications Framework Learning Outcome**

1. Knowledge and understanding

2. Cognitive skills

   Functional work skills:

   3. Practical skills

   4. Interpersonal and communication skills

   5. Digital and numeracy skills

   6. Leadership, autonomy and responsibility

7. Personal and entrepreneurial skills

8. Ethics and professionalism.

# Preparing your Portfolio: A Step-by-Step Guide

**Sample Evidences**

Candidate must scan the **FULL IMAGE of the certified true copies of the evidence** and **name the file according to the sequence it appears in the portfolio.**

**Evidence 1 - IC**

# Preparing your Portfolio: A Step-by-Step Guide

**Evidence 2 - STPM**



**MAJLIS PEPERIKSAAN MALAYSIA**
KEPUTUSAN PEPERIKSAAN 2007
SIJIL TINGGI PERSEKOLAHAN MALAYSIA

No. Sm.

Nama :
Angka Giliran :
No. Kad Pengenalan :
Bilangan Mata Pelajaran didaftarkan :

| MATA PELAJARAN | WAJARAN (%) | GRED KERTAS | GRED MATA PELAJARAN | NGMP* |
|---|---|---|---|---|
| 900 PENGAJIAN AM | | | D | 3.00 |
| PENGAJIAN AM 1 | 37.5 | B+ | | |
| PENGAJIAN AM 2 | 62.5 | B- | | |
| 944 EKONOMI | | | B- | 2.67 |
| EKONOMI 1 | 50.0 | C+ | | |
| EKONOMI 2 | 50.0 | B | | |
| 948 PERAKAUNAN | | | D | 1.00 |
| PERAKAUNAN 1 | 50.0 | D | | |
| PERAKAUNAN 2 | 50.0 | D+ | | |
| 950 MATHEMATICS S | | | C | 2.00 |
| MATHEMATICS S 1 | 50.0 | D | | |
| MATHEMATICS S 2 | 50.0 | B- | | |

*Nilai Gred Mata Pelajaran

CERTIFIED TRUE COPY

**KETUA PEGAWAI EKSEKUTIF**
*(Chief Executive Officer)*
**AGENSI KELAYAKAN MALAYSIA**
*(Malaysian Qualifications Agency)*
**Mercu MQA**
No. 3539, Jalan Teknokrat 7, Cyber 5
63000 Cyberjaya
Selangor Darul Ehsan

Tel: +603 8688 3779   Faks: +603 8688 3600

**NO GIFT POLICY**

No.Rujukan   : MQA.100-1/3/2 Jld. 2 ( 2 )

Tarikh        : 28 Februari 2025

**KEPADA SEMUA PUSAT PENILAIAN APEL (PPA)**

Tuan/Puan,

**SURAT MAKLUMAN MQA BIL. 3/2025**

**KETETAPAN PENGESAHAN DOKUMEN CALON WARGANEGARA DAN BUKAN WARGANEGARA BAGI PERMOHONAN PENGAKREDITAN PEMBELAJARAN BERDASARKAN PENGALAMAN TERDAHULU BAGI TUJUAN AKSES (APEL.A)**

Dengan hormatnya saya merujuk kepada perkara di atas.

2.      Bagi memastikan ketelusan proses penilaian Pengakreditan Pembelajaran Berdasarkan Pengalaman Terdahulu Bagi Tujuan Akses (APEL.A) terjamin, semua PPA bertanggungjawab untuk memastikan syarat asas permohonan dipenuhi oleh calon melalui pembuktian dokumen pengenalan diri dan dokumen sokongan berkaitan bagi tujuan pengesahan maklumat dan penyimpanan rekod. Justeru, proses pengesahan dokumen permohonan APEL.A perlu dilaksanakan untuk memastikan ketulenan, ketepatan, dan kesahihan maklumat yang dikemukakan oleh calon APEL.A. Dokumen yang disahkan membantu PPA untuk memenuhi keperluan dokumen sah sebagai prasyarat utama dalam proses APEL.A serta mengurangkan risiko penipuan dan pemalsuan dokumen.

3.      Selaras dengan pelaksanaan penilaian APEL.A kepada calon warganegara dan bukan warganegara, Agensi Kelayakan Malaysia (Malaysian Qualification Agency, MQA)   telah menetapkan panduan pengesahan dokumen bagi calon warganegara dan bukan warganegara untuk permohonan APEL.A seperti ketetapan di **Lampiran A**.

4.      Dengan ketetapan ini, diharap dapat membantu PPA untuk menjamin kredibiliti dan ketelusan keseluruhan proses penilaian APEL.A secara keseluruhan.

Sekian, terima kasih.

**"PENDIDIKAN TINGGI BERKUALITI GLOBAL"**

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

**DATO' PROF. DR. MOHAMMAD SHATAR BIN SABRAN (DIMP, DPMP)**

www.mqa.gov.my      OFFICIAL: Agensi Kelayakan Malaysia (MQA)      @MQAMalaysia      MQA_Malaysia

1. Pusat Penilaian APEL
   Wawasan Open University (WOU)
   54, Jalan Sultan Ahmad Shah
   **10050 PULAU PINANG**

2. Pusat Penilaian APEL
   Open University Malaysia (OUM)
   Menara OUM, Block C, Kelana Centre Point
   Jalan SS7/19, Kelana Jaya
   47301 Petaling Jaya
   **SELANGOR DARUL EHSAN**

3. Pusat Penilaian APEL
   Universiti Utara Malaysia (UUM)
   06010 Sintok
   **KEDAH DARUL AMAN**

4. Pusat Penilaian APEL
   Universiti Teknologi Malaysia (UTM)
   54100 Jalan Sultan Yahya Petra
   **KUALA LUMPUR**

5. Pusat Penilaian APEL
   Universiti Tun Hussein Onn Malaysia (UTHM)
   Persiaran Tun Dr. Ismail
   86400 Parit Raja
   **JOHOR DARUL TA'ZIM**

6. Pusat Penilaian APEL
   Universiti Teknologi MARA (UiTM)
   40450 Shah Alam
   **SELANGOR DARUL EHSAN**

7. Pusat Penilaian APEL
   Universiti Pertahanan Nasional Malaysia (UPNM)
   Kem Sungai Besi
   **57000 KUALA LUMPUR**

8. Pusat Penilaian APEL
   Management and Science University (MSU)
   University Drive off Persiaran Olahraga, Section 13
   40100 Shah Alam
   **SELANGOR DARUL EHSAN**

9. Pusat Penilaian APEL
   Universiti Malaysia Pahang Al-Sultan Abdullah (UMPSA)
   Lebuhraya Tun Razak
   26300 Gambang, Kuantan
   **PAHANG DARUL MAKMUR**

10. Pusat Penilaian APEL
    Universiti SEGi
    No 9, Jalan Teknologi, Taman Sains Selangor
    Kota Damansara PJU 5
    47810 Petaling Jaya
    **SELANGOR DARUL EHSAN**

11. Pusat Penilaian APEL
    Universiti Malaysia Sarawak (UNIMAS)
    94300 Kota Samarahan
    **SARAWAK**

12. Pusat Penilaian APEL
    Universiti Malaysia Sabah (UMS)
    Jalan UMS, 88400 Kota Kinabalu
    **SABAH**

13. Pusat Penilaian APEL
    Universiti Multimedia (MMU)
    Kampus Cyberjaya, Persiaran Cyberjaya
    63100 Cyberjaya
    **SELANGOR DARUL EHSAN**

14. Pusat Penilaian APEL
    Universiti Kebangsaan Malaysia (UKM)
    43600 Bangi
    **SELANGOR DARUL EHSAN**

15. Pusat Penilaian APEL
    Universiti Geomatika Malaysia (UGM)
    Lot 5-5-7, 5th Floor, Wisma Prima Peninsula
    Jalan Setiawangsa 11, Taman Setiawangsa
    **54200 KUALA LUMPUR**

16. Pusat Penilaian APEL
    Universiti Sains Malaysia (USM)
    **11800 PULAU PINANG**

17. Pusat Penilaian APEL
    Kolej ASA
    No. 6-1, Jalan Bandar Rawang 11
    Pusat Bandar Rawang
    48000 Rawang
    **SELANGOR DARUL EHSAN**

18. Pusat Penilaian APEL
City University (City U)
Menara City U, No. 8, Jalan 51A/223
46100 Petaling Jaya
**SELANGOR DARUL EHSAN**

19. Pusat Penilaian APEL
Kolej Antrabangsa Teknologi Spektrum
Unit 13-G, Jalan OP1/2
One Puchong Business Park
47160 Puchong
**SELANGOR DARUL EHSAN**

20. Pusat Penilaian APEL
Kolej Universiti SAITO
18, Jalan Tengah
PJ New Town, Seksyen 52
46200 Petaling Jaya
**SELANGOR DARUL EHSAN**

21. Pusat Penilaian APEL
Universiti Taylor's
No. 1, Jalan Taylor's
47500 Subang Jaya
**SELANGOR DARUL EHSAN**

22. Pusat Penilaian APEL
Universiti Islam Pahang Sultan Ahmad Shah (UnIPSAS)
KM 8, Jalan Gambang
25150 Kuantan
**PAHANG DARUL MAKMUR**

23. Pusat Penilaian APEL
Kolej Antarabangsa Goon
Wisma Eagle Eye
103 Jalan Tun H S Lee 50000
**KUALA LUMPUR**

24. Pusat Penilaian APEL
University of Cyberjaya (UoC)
Persiaran Bestari
Cyber 11
63000 Cyberjaya
**SELANGOR DARUL EHSAN**

25. Pusat Penilaian APEL
Sunway University
No. 5, Jalan Universiti, Bandar Sunway
47500 Petaling Jaya
**SELANGOR DARUL EHSAN**

26. Pusat Penilaian APEL
    Kolej Universiti Lincoln
    Wisma Lincoln
    No. 12-18, Jalan SS 6/12
    47301 Petaling Jaya
    **SELANGOR DARUL EHSAN**

27. Pusat Penilaian APEL
    Kolej Universiti Veritas
    Tingkat G, M, 1 dan 2
    No. 14, Jalan Vivekananda
    off Jalan Tun Sambanthan
    50470 Brickfields
    **WILAYAH PERSEKUTUAN KUALA LUMPUR**

28. Pusat Penilaian APEL
    Universiti Sultan Azlan Shah (USAS)
    Bukit Chandan
    33000 Bandar DiRaja Kuala Kangsar
    **PERAK DARUL RIDZUAN**

29. Pusat Penilaian APEL
    Universiti Perdana
    Suites 5.3 Tingkat 5 dan Suite 9.2 Tingkat 9
    Wisma Chase Perdana
    Changkat Semantan
    Damansara Heights
    **50490 KUALA LUMPUR**

30. Pusat Penilaian APEL
    UNITAR International University
    Tierra Crest, Jalan SS6/3
    Kelana Jaya
    47301 Petaling Jaya
    **SELANGOR DARUL EHSAN**

31. Pusat Penilaian APEL
    Asia Metropolitan University (AMU)
    No. 6, Jalan Lembah, Bandar Seri Alam
    81750 Masai
    **JOHOR DARUL TA'ZIM**

32. Pusat Penilaian APEL
    DRB-HICOM University Of Automotive Malaysia (DRBHU)
    Lot 1449, PT 2204, Peramu Jaya Industrial Area
    26607 Pekan
    **PAHANG DARUL MAKMUR**

33. Pusat Penilaian APEL
    Politeknik Ungku Omar
    Jalan Raja Musa Mahadi

31400 Ipoh
**PERAK DARUL RIDZUAN**

34. Pusat Penilaian APEL
    Universiti Malaysia Kelantan
    16300 Bachok
    **KELANTAN DARUL NAIM**

**KETETAPAN PROSES PENGESAHAN DOKUMEN PERMOHONAN APEL.A**

Ketetapan pengesahan dokumen calon warganegara dan bukan warganegara bagi permohonan penilaian APEL.A adalah seperti berikut:

| Bil. | Kategori Calon | Dokumen yang memerlukan pengesahan | Pegawai Pengesahan Dokumen |
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| 1. | Warganegara yang menetap dalam negara | • Kad Pengenalan (MyKad).<br>• Sijil kelayakan akademik (Salinan skrol dan transkrip Diploma/ Ijazah Sarjana Muda/ kelayakan setara dengannya).<br>• Dokumen sokongan lain seperti sijil kursus pendek, surat pengalaman kerja atau portfolio. | Pegawai Kumpulan Pengurusan dan Profesional/Wakil Rakyat/ Penggawa/Penghulu/ Ketua Kampung/ Pengerusi JKKK (Jawatankuasa Kemajuan dan Keselamatan Kampung)/Ketua Kaum/Ketua Anak Negeri/Pesuruhjaya Sumpah. |
| 2. | Warganegara yang menetap/bekerja di luar negara. | | **Dokumen yang dikeluarkan oleh pihak berkuasa/agensi negara asing:**<br>Semua dokumen yang dikeluarkan di negara asing memerlukan pengesahan daripada Perwakilan Malaysia di negara asing (Kedutaan Besar/Suruhanjaya Tinggi/Konsulat Jeneral/Konsulat) sebelum dibawa ke Bahagian Konsular, Kementerian Luar Negeri (KLN) untuk disahkan. Dokumen yang ditulis di dalam bahasa asing **WAJIB** diterjemahkan ke dalam Bahasa Melayu atau Bahasa Inggeris. |
| | | | **Dokumen yang dikeluarkan oleh pihak berkuasa Malaysia:**<br>Pengesahan bagi dokumen yang dikeluarkan atau diluluskan oleh Kerajaan Persekutuan dan Kerajaan Negeri (termasuk kementerian-kementerian, jabatan-jabatan serta |

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| | | | agensi Kerajaan) boleh dibuat terus oleh Bahagian Konsular, KLN / Perwakilan Malaysia di negara asing tanpa memerlukan pengesahan lanjut. <br><br> Namun, sekiranya dokumen asal tidak dikemukakan, salinan dokumen harus disahkan terlebih dahulu oleh Notari Awam sebelum dibawa ke Bahagian Konsular, KLN. |
| 3. | Bukan Warganegara yang menetap/bekerja di Malaysia | • Pasport antarabangsa yang sah. <br> • Sijil kelayakan akademik terdahulu dari institusi pendidikan negara asal. (Salinan skrol dan transkrip) <br> • Surat pengesahan kelayakan akademik/ rekod pengiktirafan dari badan autoriti berkaitan seperti Kementerian Pendidikan/ Kementerian Pendidikan Tinggi di negara calon mengikuti pengajian. <br> • Dokumen sokongan seperti visa pelajar, sijil kursus pendek, surat pengalaman kerja atau portfolio. | **Dokumen yang dikeluarkan oleh pihak berkuasa/agensi negara asing:** <br> Semua dokumen yang dikeluarkan di negara asing memerlukan pengesahan daripada Perwakilan Asing di Malaysia (Kedutaan Besar/Suruhanjaya Tinggi/Konsulat Jeneral/Konsulat) sebelum dibawa ke Bahagian Konsular, KLN untuk disahkan. Dokumen yang ditulis di dalam bahasa asing **WAJIB** diterjemahkan ke dalam Bahasa Melayu atau Bahasa Inggeris. |
| 4. | Bukan Warganegara di luar negara | | **Dokumen yang dikeluarkan oleh pihak berkuasa Malaysia:** <br> Pengesahan bagi dokumen yang dikeluarkan atau diluluskan oleh Kerajaan Persekutuan dan Kerajaan Negeri (termasuk kementerian-kementerian, jabatan-jabatan serta agensi Kerajaan) boleh dibuat terus oleh Bahagian Konsular, KLN / Perwakilan Malaysia di negara asing tanpa memerlukan pengesahan lanjut. <br><br> Namun, sekiranya dokumen asal tidak dikemukakan, salinan dokumen harus disahkan terlebih dahulu oleh Notari Awam sebelum dibawa ke Bahagian Konsular, KLN. |

**Catatan:**

1. Cop pengesahan dokumen hendaklah mempunyai nama dan jawatan pegawai serta jabatan atau alamat di mana pegawai bertugas.

2. Pegawai Kumpulan Pengurusan dan Profesional merujuk kepada pegawai kerajaan bergred 9 ke atas.

3. Semua dokumen (keluaran tempatan atau asing) yang perlu diterjemahkan ke dalam Bahasa Melayu atau Bahasa Inggeris boleh diterjemahkan di mana-mana institusi seperti berikut:
   - Penterjemah Mahkamah Malaysia;
   - Institut Terjemahan & Buku Malaysa (ITBM);
   - Persatuan Penterjemah Malaysia (PPM);
   - Dewan Bahasa dan Pustaka (DBP);
   - Penterjemah yang dilantik/diperakui oleh Kedutaan Asing/ Suruhanjaya Tinggi di Malaysia.