

DOCUMENT VERIFICATION PROCESS FOR APEL.A APPLICATION

The document verification requirements for both Malaysian citizens and non-citizens applying for APEL.A assessment are as follows:

No.	Candidate Category	Document(s) that need to be certified	Document Verification Officer
1.	Malaysian citizens residing in Malaysia	• Identity Card (MyKad) • Academic qualifications (copies of certificates and transcripts for Diploma/Degree or equivalent) • Supporting documents such as short course certificates, work experience letters, or portfolios	Copies of documents must be certified by any of the following: • Government Officers (Management & Professional Group, Grade 9 and above). • Principal/Headmaster/Senior Assistant Teacher • Member of Parliament/State Assemblyman/Village Chief • Chairman of Village Development and Security Committee (JKKK) • Community Leader/Native Chief • Commissioner for Oaths
2.	Malaysian citizens residing/working abroad		Documents issued by Foreign Authorities Must be certified by the Malaysian Representative Office in the respective foreign country (Embassy/High Commission/Consulate).

			Documents in foreign languages must be translated into Malay or English before submission. Documents issued by Malaysian Authorities Verification of documents issued or approved by the Federal or State Government of Malaysia (including ministries, departments, and government agencies) can be carried out directly by the Consular Division of the Ministry of Foreign Affairs (KLN) or by Malaysian representatives abroad, without the need for further certification. However, if the original document is not submitted, the copy must first be certified by a Notary Public before being brought to the Consular Division of KLN. For the full procedure on the verification of foreign-issued documents, please refer to: — https://www.kln.gov.my/web/guest/attestation-of-documents.
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3.	Non-citizens residing/working in Malaysia	• Valid international passport • Previous academic qualifications from institutions in the country of origin (copies of certificates and transcripts) • Academic qualification verification letter/ recognition record from relevant authorities such as the Ministry of Education/Ministry of Higher Education in the candidate's home country • Supporting documents such as student visa, short course certificates, work experience letters, or portfolio	Documents Issued by Foreign Authorities All documents issued in a foreign country must be certified by the Foreign Representative Office in Malaysia (Embassy/High Commission/Consulate General/Consulate) before being submitted to the Consular Division of the Ministry of Foreign Affairs Malaysia (KLN) for authentication. Documents written in a foreign language MUST be translated into Malay or English.
4.	Non-citizens residing abroad	• Valid international passport • Previous academic qualifications from institutions in the country of origin (copies of certificates and transcripts) • Academic qualification verification letter/ recognition record from relevant authorities such as the Ministry of Education/Ministry of Higher	Documents Issued by Malaysian Authorities Verification of documents issued or approved by the Federal or State Government of Malaysia (including ministries, departments, and government agencies) can be carried out directly by the Consular Division of the Ministry of Foreign Affairs (KLN) or by Malaysian Representatives abroad, without the need for further certification. However, if the original document is not submitted, the copy must first be certified by a Notary Public

		Education in the candidate's home country • Supporting documents such as student visa, short course certificates, work experience letters, or portfolio	before being brought to the Consular Division of KLN. For the full procedure on the verification of foreign-issued documents, please refer to: — https://www.kln.gov.my/web/guest/attestation-of-documents.
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NOTES:

1. The certification stamp must include the officer's name, designation, and department /address where the officer is serving
2. Management and Professional Group Officers refer to government officers in Grade 9 and above.
3. All documents (whether issued locally or abroad) that need to be translated into Malay or English, or vice versa, may be translated by the following institutions:
 - Malaysian Court Translators
 - Institute of Translation & Books Malaysia (ITBM)
 - Malaysian Translators Association (PPM)
 - Dewan Bahasa dan Pustaka (DBP)
 - Translators appointed or accredited by Foreign Embassies or High Commissions in Malaysia

KETETAPAN PROSES PENGESAHAN DOKUMEN PERMOHONAN APELA

Ketetapan pengesahan dokumen calon warganegara dan bukan warganegara bagi permohonan penilaian APELA adalah seperti berikut:

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

			Dokumen yang dikeluarkan oleh pihak berkuasa Malaysia: Pengesahan 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. 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 • Sijil kelayakan akademik terdahulu dari institusi pendidikan negara asal • Surat pengesahan kelayakan akademik/rekod pengiktirafan dari badan autoriti berkaitan • Dokumen sokongan seperti visa pelajar, sijil kursus pendek, surat pengalaman kerja atau portfolio	Dokumen yang dikeluarkan oleh pihak berkuasa/agensi negara asing: Semua dokumen yang dikeluarkan di negara asing memerlukan pengesahan daripada Perwakilan Malaysia di negara asing sebelum dibawa ke Bahagian Konsular, KLN untuk disahkan. Dokumen yang ditulis dalam bahasa asing WAJIB diterjemahkan ke dalam Bahasa Melayu atau Bahasa Inggeris.

4.	Bukan Warganegara di luar negara	• Pasport antarabangsa yang sah • Sijil kelayakan akademik terdahulu dari institusi pendidikan negara asal • Surat pengesahan kelayakan akademik/rekod pengiktirafan dari badan autoriti berkaitan • Dokumen sokongan seperti visa pelajar, sijil kursus pendek, surat pengalaman kerja atau portfolio	Dokumen yang dikeluarkan oleh pihak berkuasa Malaysia: 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. Sekiranya dokumen asal tidak dikemukakan, salinan dokumen harus disahkan terlebih dahulu oleh Notari Awam sebelum dibawa ke Bahagian Konsular, KLN.
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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:
 - Penterjemahan Mahkamah Malaysia;
 - Institusi Terjemahan & Buku Malaysia (ITBM);
 - Persatuan Penterjemahan Malaysia (PPM);
 - Dewan Bahasa dan Pustaka (DBP);
 - Penterjemah yang dilantik/diperakui oleh Kedutaan Asing/ Suruhanjaya Tinggi di Malaysia.