



# **APEL.A Screening POLICY**

RU-APEL-APEL.A-POL-003-v1.0 – APEL.A Screening Policy

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## 1. Purpose

To specify the screening process for APEL.A applicant.

## 2. Scope

Accreditation of Prior Experiential Learning for Access (APEL.A) application.

## 3. Entry Requirements and Required Certified Documents

To be eligible for the APEL.A certification process, all applicants must meet the level of study criteria established by the Ministry of Education (MOE). Furthermore, for specific programmes involving professional bodies, applicants must adhere to the entry requirements specified by the relevant professional body.

Accordingly, applicants of APEL.A certification of RU at each level must meet the following requirements:

### 3.1 Programme at Diploma Level (APEL.A T-4)

| No. | Entry Requirements  | Required Documents   |
|-----|---|--|
| 1   | <ul style="list-style-type: none"> <li>• Malaysian living in the country or</li> <li>• Malaysian living/working abroad or</li> <li>• Non-citizen living/working in Malaysia or</li> <li>• Non-citizen abroad</li> </ul> | <ul style="list-style-type: none"> <li>• Identification card (MyKad)** or</li> <li>• Valid international passport**</li> </ul> |
| 2   | At least 20 years of age in the year of application   |  |
| 3   | Possess relevant work experience*   | Other supporting documents such as resume, short course certificates, work experience letters, or portfolio**                  |

### 3.2 Programme at Bachelor's Degree Level (APEL.A T-6)

| No. | Entry Requirements  | Required Documents   |
|-----|---|--|
| 1   | <ul style="list-style-type: none"> <li>• Malaysian living in the country or</li> <li>• Malaysian living/working abroad or</li> <li>• Non-citizen living/working in Malaysia or</li> <li>• Non-citizen abroad</li> </ul> | <ul style="list-style-type: none"> <li>• Identification card (MyKad)** or</li> <li>• Valid international passport**</li> </ul> |
| 2   | At least 21 years of age in the year of application   |  |
| 3   | Possess relevant work experience*   | Other supporting documents such as resume, short course certificates, work experience letters, or portfolio**                  |

### 3.3 Programme at Master's Degree Level - Coursework, Mixed Mode or Fully Research-based (APEL.A T-7)

| No. | Entry Requirements  | Required Documents  |
|-----|---|---|
| 1   | <ul style="list-style-type: none"> <li>• Malaysian living in the country or</li> <li>• Malaysian living/working abroad or</li> <li>• Non-citizen living/working in Malaysia or</li> <li>• Non-citizen abroad</li> </ul> | <ul style="list-style-type: none"> <li>• Identification card (MyKad)** or</li> <li>• Valid international passport**</li> </ul>  |
| 2   | At least 30 years of age in the year of application   |   |
| 3   | Possess at least STPM/Diploma/equivalent qualifications***  | <p>Previous academic qualification certificate from the educational institution of the home country (copy of diploma/degree scroll and transcript)**</p> <p>Verification letter of academic qualifications/Records recognised by relevant authorities such as the Ministry of Education/Ministry of Higher Education in the country where the applicant studied**</p> |
| 4   | Possess relevant work experience*   | Other supporting documents such as resume, short course certificates, work experience letters, or portfolio**   |

Applicants are required to fulfil all applicable requirements according to the APEL.A level. If any of the stated requirements is not met, the application will be considered non-compliant and thus deemed unsuccessful.

*\*For the APEL.A T-4, T6, and T-7, the number of years of work experience is not stipulated and may vary.*

*\*\*The documents must be **certified true copies** by relevant officers/authorities/agencies recognised by MQA, as listed in Section 5 – Certification of Documents.*

*\*\*\*For International Qualifications Equivalency, learners may refer to the document entitled "The List of Entry Qualifications for International Student" on the MQA website [https://www.mqa.gov.my/new/nilai\\_taraf.cfm#gsc.tab=0](https://www.mqa.gov.my/new/nilai_taraf.cfm#gsc.tab=0)*

*Note: APEL.A entry requirements of each level follow the [Guideline to Good Practices: Accreditation of Prior Experiential Learning for Access \(APEL.A\) and Accreditation of Prior Experiential Learning for Micro-credentials \(APEL.M\)](#), First Edition 2023, MQA and [APEL.A Assessment Guidelines](#), 2021, MQA.*

## 4. Appeal Process for T-7 Applicants

For T-7 applicants whose qualifications have not been previously evaluated and approved by the Malaysian Qualification Agency (MQA)/National Accreditation Board/relevant Ministry, RU will notify them that the qualifications are not accepted for further assessment.

### 4.1 Appeal Process for Malaysian Citizen T-7 Applicants

Malaysian citizen applicants who failed RU's screening may appeal for screening by the MQA. The appeal application for applicants must be submitted along with a service charge of RM100.00 (bank draft) and certified true copies of the following documents to the MQA:

- i. Decision of not meeting the academic qualification screening by RU;
- ii. A copy of MyKad (front and back on an A4-sized white paper);
- iii. Resume (personal biodata); and
- iv. Sijil Tinggi Persekolahan Malaysia (STPM)/Diploma/other recognised equivalent qualification for APEL T-7 application (copy of scroll and full transcript).

The application procedures and the APEL Screening Meeting schedule can be referred to on the MQA portal: <https://www2.mqa.gov.my/portlapela/>

MQA will notify the appeal application decision via email to the APEL.A applicants and RU APEL Centre.

### 4.2 Appeal Process for Non-Citizen T-7 Applicants

Non-citizen applicants who failed RU's screening may apply for recognition of qualification level (Diploma/equivalent qualification) to the Public Service Qualification Recognition Unit, MQA (*Unit Pengiktirafan Kelayakan Perkhidmatan Awam* (UPKPA) MQA). Applicants must submit a certified true copy of the following documents when applying for recognition of qualification level:

- i. A copy of passport (all pages on an A4-sized white paper);
- ii. A copy of original certificate and transcript (in native language);
- iii. A copy of certificate and transcript (translated in English/Malay);
- iv. A copy of syllabus of programme/structure and content of course (English version only);  
and
- v. A copy of secondary qualification (e.g. O Level/ Higher Secondary Certificate/others)

Applicants may choose to submit the qualification recognition application directly to UPKPA via email at [esisraf@mqa.gov.my](mailto:esisraf@mqa.gov.my) with a processing fee of RM1050, or have it arranged by RU with a processing fee of RM1500. Payment to MQA shall be made via JomPAY only.

MQA will issue the decision letter via email to the APEL.A applicants/RU APEL Centre.

If the applicant's appeal is accepted by MQA, the RU APEL Centre will arrange for the applicant to prepare or take the assessment.

*The Appeal Process for T-7 Applicants follows the procedures outlined in Surat Makluman MQA Bil. 5/2025: Permohonan Rayuan Calon APEL yang Tidak Melepassi Saringan Kelayakan Akademik Pusat Penilaian APEL (PPA) bagi kemasukan ke Program Peringkat Ijazah Sarjana (APEL.A T-7), as issued*

## 5. Certification of Documents

Certification must be performed by an officer **recognised** by MQA:

| No. | Candidate categories                   | Documents requiring verification  | Document verification officer recognised by MQA  |
|-----|--|---|--|
| 1   | Malaysian living in the country        | <ul style="list-style-type: none"> <li>• Identification card (MyKad)</li> <li>• Academic qualification certificate (copy of diploma/degree scroll and transcript or equivalent qualification)</li> <li>• Other supporting documents such as resume, short course certificates, work experience letters, or portfolio</li> </ul> | <ul style="list-style-type: none"> <li>• Government Officer of Grade 9 and above</li> <li>• Principal/Headmaster</li> <li>• Member of Parliament</li> <li>• District Officer</li> <li>• <i>Pengerusi JKKK</i></li> <li>• <i>Ketua Kaum/Ketua Anak Negeri</i></li> <li>• Commissioner of Oaths</li> </ul>   |
| 2   | Malaysian living/working abroad        |   | <p><b>Documents issued by foreign authorities/agencies:</b></p> <p>All documents issued in foreign countries require verification by the Malaysian Representative in the foreign country (Embassy/High Commission/Consulate General/Consulate) before being submitted to the Consular Division, Malaysian Ministry of Foreign Affairs (MFA) for verification. Documents written in foreign languages MUST be translated into Malay or English.</p> <p><b>Documents issued by Malaysian authorities:</b></p> <p>Verification for documents issued or approved by the Federal Government and State Government (including ministries, departments, and government agencies) can be done directly by the Consular Division, MFA/Malaysian Representative abroad without further verification.</p> <p>However, if the original document is not presented, the document copy must first be verified by a Notary Public before being submitted to the Consular Division, MFA.</p> |
| 3   | Non-citizen living/working in Malaysia | <ul style="list-style-type: none"> <li>• Valid international passport</li> <li>• Previous academic qualification certificate from the educational institution of the home country. (copy of diploma/degree scroll and transcript)</li> </ul>  | <p><b>Documents issued by foreign authorities/agencies:</b></p> <p>All documents issued in foreign countries require verification by the Foreign Representative in Malaysia (Embassy/High Commission/Consulate</p>   |

|   |                    |  |   |
|---|--------------------|--|---|
|   |                    | <ul style="list-style-type: none"> <li>• Verification letter of academic qualifications/recognition records from relevant authorities such as the Ministry of Education/Ministry of Higher Education in the country where the candidate studied</li> <li>• Supporting documents such as student visa, short courses</li> </ul> | <p>General/Consulate) before being submitted to the Consular Division, MFA for verification. Documents written in foreign languages MUST be translated into Malay or English.</p>   |
| 4 | Non-citizen abroad |  | <p><b>Documents issued by Malaysian authorities:</b></p> <p>Verification for documents issued or approved by the Federal Government and State Government (including ministries, departments, and government agencies) can be done directly by the Consular Division, MFA/Malaysian Representative abroad without further verification.</p> <p>However, if the original document is not presented, the document copy must first be verified by a Notary Public before being submitted to the Consular Division, MFA.</p> |

The document verification officer must include their **official stamp**, which must display their:

- name
- designation
- workplace address

All documents (local or foreign) that need to be translated into Malay or English language can be translated at any of the following institutions:

- Court Translator of Malaysia (*Penterjemah Mahkamah Malaysia*)
- Institute of Translation & Books Malaysia (*Institut Terjemahan & Buku Malaysia*)
- Malaysian Translator Association (*Persatuan Penterjemah Malaysia*)
- *Dewan Bahasa dan Pustaka* (DBP)
- Translator appointed/certified by Foreign Embassies/High Commissions in Malaysia

The *APEL.A Pre-Screening Form* shall be used by applicants for submission and screening purposes

## 6. Admission to RU Programme through APEL.A Pathway

Through APEL.A, applicant they can gain entry into RU's undergraduate or postgraduate programmes based on the criteria stated in the MQA Programme Standards and RU Admission Policy. The RU APEL.A Handbook serves as a reference for assessing APEL.A as a pathway to various MQF levels of RU programmes.

For programmes with professional accreditation, admission via the APEL.A pathway is subject to the approval and requirement by the relevant professional bodies.


The APEL.A is accessible for both local and international applicants. However, international applicants are responsible to ensure that the recognition of prior experiential learning is acceptable to the regulatory bodies in their home countries.

The application for admission to the RU programme via the APEL.A pathway shall be screened and processed in accordance with the RU Admission Policy.

## **7. Supporting Documents**

- a) RU APEL.A Handbook
- b) RU APEL.A Policy
- c) RU Admission Policy
- d) RU Admission Entry Requirement Checklist Forms
- e) MQA GGP: APEL A dan APEL.M FINAL EDITORIAL (2023)  
<https://www2.mqa.gov.my/qad/v2/ggp/2023/GGP%20APELA%20dan%20APELM%20FINAL%20EDITORIAL%203112023.pdf>

**Appendix : APEL.A Entry Requirements Form**

|  |   |   |
|--|---|---|
|   | <p><i>Accreditation of Prior Experiential Learning for Access<br/>(APEL.A)</i></p> <p><b>APEL.A Pre-Screening Form</b></p>  |   |
| <p>Applicant Name: _____</p> <p>Programme You Wish to Apply for via APEL.A Pathway: _____</p> <p>APEL.A Level : <input type="checkbox"/> T-4 (for admission to Diploma Level)</p> <p style="padding-left: 40px;"><input type="checkbox"/> T-6 (for admission to Bachelor’s Degree Level)</p> <p style="padding-left: 40px;"><input type="checkbox"/> T-7 (for admission to Master’s Degree Level - Coursework or Mixed Mode)</p> <p style="padding-left: 40px;"><input type="checkbox"/> T-7 (for admission to Master’s Degree Level - Fully Research-based)</p> |   |   |
| <p><b>CHECKLIST:</b> <span style="float: right;"><i>[Please tick (✓) where applicable]</i></span></p>  |   |   |
| <b>No.</b>   | <b>DESCRIPTION</b>  | <b>DOCUMENT ATTACHED</b>  |
| 1  | Nationality<br>: <input type="checkbox"/> Malaysian (living in the country)<br>: <input type="checkbox"/> Malaysian (living/working abroad)<br>: <input type="checkbox"/> Non-citizen (living/working in Malaysia)<br>: <input type="checkbox"/> Non-citizen (abroad)                                       | A certified copy of MyKad or passport<br><br>: <input type="checkbox"/> Yes<br>: <input type="checkbox"/> No  |
| 2  | Age (in the year of application)<br>_____(applicant to fill in)   |   |
| 3  | Possess relevant work experience<br><br>: <input type="checkbox"/> Yes<br>: <input type="checkbox"/> No   | A certified copy of short course certificate, work experience letter, resume/curriculum vitae (CV)<br><br>: <input type="checkbox"/> Yes<br>: <input type="checkbox"/> No |
| 4  | Possess at least STPM/Diploma/equivalent qualifications (only applicable for T-7 level)<br><br>: <input type="checkbox"/> Yes<br>: <input type="checkbox"/> No  | A certified copy of STPM/Diploma/equivalent qualifications<br><br>: <input type="checkbox"/> Yes<br>: <input type="checkbox"/> No   |
| 5  | Please indicate if you have any condition that may require special consideration or support (e.g. learning disability, physical impairment, etc.).<br><br>: <input type="checkbox"/> I have a condition that may require special support<br>: <input type="checkbox"/> I do not require any special support | A copy of relevant medical/diagnostic report (if applicable)<br><br>: <input type="checkbox"/> Yes<br>: <input type="checkbox"/> No                                       |
| Applicant’s Signature: _____   |   | Checked by: _____   |
| Name: _____  |   | Name: _____   |
| Date: _____  |   | Date: _____   |

**ENTRY REQUIREMENTS:****Programme at Diploma Level (APEL.A T-4)**

| No. | Entry Requirements  | Required Documents  |
|-----|---|---|
| 1   | <ul style="list-style-type: none"> <li>Malaysian living in the country or</li> <li>Malaysian living/working abroad or</li> <li>Non-citizen living/working in Malaysia or</li> <li>Non-citizen abroad</li> </ul> | <ul style="list-style-type: none"> <li>Identification card (MyKad)** or</li> <li>Valid international passport**</li> </ul>                              |
| 2   | Possess relevant work experience*   | <ul style="list-style-type: none"> <li>Other supporting documents such as short course certificates, work experience letters, or portfolio**</li> </ul> |
| 3   | At least 20 years of age in the year of application   |   |

**Programme at Bachelor's Degree Level (APEL.A T-6)**

| No. | Entry Requirements  | Required Documents  |
|-----|---|---|
| 1   | <ul style="list-style-type: none"> <li>Malaysian living in the country or</li> <li>Malaysian living/working abroad or</li> <li>Non-citizen living/working in Malaysia or</li> <li>Non-citizen abroad</li> </ul> | <ul style="list-style-type: none"> <li>Identification card (MyKad)** or</li> <li>Valid international passport**</li> </ul>                              |
| 2   | Possess relevant work experience*   | <ul style="list-style-type: none"> <li>Other supporting documents such as short course certificates, work experience letters, or portfolio**</li> </ul> |
| 3   | At least 21 years of age in the year of application   |   |

**Programme at Master's Degree Level - Coursework, Mixed Mode or Fully Research-based (APEL.A T-7)**

| No. | Entry Requirements  | Required Documents   |
|-----|---|--|
| 1   | <ul style="list-style-type: none"> <li>Malaysian living in the country or</li> <li>Malaysian living/working abroad or</li> <li>Non-citizen living/working in Malaysia or</li> <li>Non-citizen abroad</li> </ul> | <ul style="list-style-type: none"> <li>Identification card (MyKad)** or</li> <li>Valid international passport**</li> </ul>   |
| 2   | Possess at least STPM/Diploma/equivalent qualifications***  | <ul style="list-style-type: none"> <li>Previous academic qualification certificate from the educational institution of the home country. (copy of diploma/degree scroll and transcript)**</li> <li>Verification letter of academic qualifications/recognition records from relevant authorities such as the Ministry of Education/Ministry of Higher Education in the country where the candidate studied**</li> </ul> |
| 3   | Possess relevant work experience*   | <ul style="list-style-type: none"> <li>Other supporting documents such as short course certificates, work experience letters, or portfolio**</li> </ul>  |
| 4   | At least 30 years of age in the year of application   |  |

\* For the APEL.A T-4, T6, and T-7, the number of years of work experience is not stipulated and may vary.

\*\*Certification must be performed by an officer **recognised** by MQA:

| No. | Candidate categories                   | Documents requiring verification   | Document verification officer recognised by MQA  |
|-----|--|--|--|
| 1   | Malaysian living in the country        | <ul style="list-style-type: none"> <li>• Identification card (MyKad)</li> <li>• Academic qualification certificate (copy of diploma/degree scroll and transcript or equivalent qualification)</li> <li>• Other supporting documents such as short course certificates, work experience letters, or portfolio</li> </ul>  | <ul style="list-style-type: none"> <li>• Government Officer of Grade 9 and above</li> <li>• Principal/Headmaster</li> <li>• Member of Parliament</li> <li>• District Officer</li> <li>• <i>Pengerusi JKKK</i></li> <li>• <i>Ketua Kaum/Ketua Anak Negeri</i></li> <li>• Commissioner of Oaths</li> </ul>   |
| 2   | Malaysian living/working abroad        |  | <p><b>Documents issued by foreign authorities/agencies:</b></p> <p>All documents issued in foreign countries require verification by the Malaysian Representative in the foreign country (Embassy/High Commission/Consulate General/Consulate) before being submitted to the Consular Division, Malaysian Ministry of Foreign Affairs (MFA) for verification. Documents written in foreign languages MUST be translated into Malay or English.</p> <p><b>Documents issued by Malaysian authorities:</b></p> <p>Verification for documents issued or approved by the Federal Government and State Government (including ministries, departments, and government agencies) can be done directly by the Consular Division, MFA/Malaysian Representative abroad without further verification.</p> <p>However, if the original document is not presented, the document copy must first be verified by a Notary Public before being submitted to the Consular Division, MFA.</p> |
| 3   | Non-citizen living/working in Malaysia | <ul style="list-style-type: none"> <li>• Valid international passport</li> <li>• Previous academic qualification certificate from the educational institution of the home country. (copy of diploma/degree scroll and transcript)</li> <li>• Verification letter of academic qualifications/recognition records from relevant authorities such as the Ministry of Education/Ministry of Higher Education in the country where the candidate studied</li> <li>• Supporting documents such as student visa, short courses</li> </ul> | <p><b>Documents issued by foreign authorities/agencies:</b></p> <p>All documents issued in foreign countries require verification by the Foreign Representative in Malaysia (Embassy/High Commission/Consulate General/Consulate) before being submitted to the Consular Division, MFA for verification. Documents written in foreign languages MUST be translated into Malay or English.</p>  |
| 4   | Non-citizen abroad                     |  | <p><b>Documents issued by Malaysian authorities:</b></p> <p>Verification for documents issued or approved by the Federal Government and State Government (including ministries, departments, and government agencies) can be done directly by the Consular</p>   |

|   |  |  |   |
|---|--|--|---|
| 3 | Non-citizen living/working in Malaysia | <ul style="list-style-type: none"> <li>Valid international passport</li> <li>Previous academic qualification certificate from the educational institution of the home country. (copy of diploma/degree scroll and transcript)</li> <li>Verification letter of academic qualifications/recognition records from relevant authorities such as the Ministry of Education/Ministry of Higher Education in the country where the candidate studied</li> </ul> | <p><b>Documents issued by foreign authorities/agencies:</b></p> <p>All documents issued in foreign countries require verification by the Foreign Representative in Malaysia (Embassy/High Commission/Consulate General/Consulate) before being submitted to the Consular Division, MFA for verification. Documents written in foreign languages MUST be translated into Malay or English.</p>   |
| 4 | Non-citizen abroad                     | <ul style="list-style-type: none"> <li>Supporting documents such as student visa, short courses</li> </ul>   | <p><b>Documents issued by Malaysian authorities:</b></p> <p>Verification for documents issued or approved by the Federal Government and State Government (including ministries, departments, and government agencies) can be done directly by the Consular Division, MFA/Malaysian Representative abroad without further verification.</p> <p>However, if the original document is not presented, the document copy must first be verified by a Notary Public before being submitted to the Consular Division, MFA.</p> |

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- Institute of Translation & Books Malaysia (*Institut Terjemahan & Buku Malaysia*)
- Malaysian Translator Association (*Persatuan Penterjemah Malaysia*)
- *Dewan Bahasa dan Pustaka* (DBP)
- Translator appointed/certified by Foreign Embassies/High Commissions in Malaysia

\*\*\* For International Qualifications Equivalency, learners may refer to the document entitled "The List of Entry Qualifications for International Student" on the MQA website

[https://www.mqa.gov.my/new/nilai\\_taraf.cfm#gsc.tab=0](https://www.mqa.gov.my/new/nilai_taraf.cfm#gsc.tab=0)