

**BAHAGIAN PENDIDIKAN SWASTA  
KEMENTERIAN PENDIDIKAN MALAYSIA**

**PROSEDUR DAN SYARAT BAGI PERMOHONAN BAHARU MENDAPATKAN  
SURAT SOKONGAN PAS PENGGAJIAN TENAGA PENGAJAR ASING  
PROCEDURES AND TERMS FOR  
NEW APPLICATION LETTER OF SUPPORT FOR FOREIGN EMPLOYMENT PASS**

**A. PROSEDUR**

Untuk mendapatkan surat sokongan pas pengajian bagi dikemukakan kepada pihak Jabatan Imigresen Malaysia (JIM), pemohon perlu mengemukakan permohonan mengikut prosedur berikut;

*To obtain a letter of support for an employment pass for submission to the Malaysia Immigration Department, application must submit an application in accordance with the following procedure.*

1. Bagi permohonan baharu, lengkapkan Borang BPS II(A). Satu (1) salinan sahaja diperlukan. (Hanya borang yang lengkap akan diproses. Borang yang tidak lengkap akan ditolak.)

*Complete the form BPS II(A) for new application. Only one (1) copy is needed. [Only completed forms will be processed. Incomplete forms will be rejected].*

2. Bagi permohonan lanjutan, lengkapkan Borang BPS II(B). Satu (1) salinan sahaja diperlukan. (Hanya borang yang lengkap akan diproses. Borang yang tidak lengkap akan ditolak.)

*Complete the form BPS II(B) for extension. Only one (1) copy is needed. [Only completed forms will be processed. Incomplete forms will be rejected].*

3. Permohonan hendaklah diuruskan oleh pihak institusi pendidikan yang berkenaan melalui Pengerusi Lembaga Pengelola/Pengetua/Guru Besar sahaja.

*Applications must be made through the educational institution concerned by the Chairman, Board of Governors/Principal/Headmaster only.*

4. Hendaklah disertakan salinan dokumen-dokumen berikut;

*Copies of the following documents are required;*

a. Permohonan baharu

*New application*

- i. Sijil Perakuan Pendaftaran Institusi yang telah disahkan oleh majikan.

*Certificate of Registration of Institution which has been endorsed by the employer.*

- ii. Salinan pasport ekspatriat (muka surat pasport yang menunjukkan maklumat pemohon) yang telah disahkan oleh majikan.

*Copy of Expatriates passport (page showing the particulars of the applicant) which had been endorsed by the employer.*

- iii. Salinan kontrak terkini yang telah disahkan dan ditandatangani oleh majikan dan pemohon.

*Copy of the contract which had been endorsed and signed by both employer and employee.*

- iv. Salinan resume pemohon yang telah disahkan oleh majikan.

*Copy of applicant's resume which had been endorsed by the employer.*

- v. Salinan sijil kelayakan akademik dan ikhtisas tertinggi yang telah disahkan oleh majikan.  
*Copy of the highest academic and professional qualifications which had been endorsed by the employer.*
- vi. Salinan Surat Kelulusan Pertukaran Pengetua/Guru Besar sekiranya permohonan untuk jawatan tersebut dikemukakan yang telah disahkan oleh majikan.  
*Copy of the Approval Letter For Changes of Principal/Headmaster which had been endorsed by the employer if the application is for that position.*

b. Lanjutan  
*Extension*

- i. Salinan Surat Sokongan terdahulu yang telah disahkan oleh majikan.  
*Copy of previous Supporting Letter which had been endorsed by the employer.*
- ii. Salinan Pas Penggajian terdahulu yang telah disahkan oleh majikan.  
*Copy of previous Employment Pass which had been endorsed by the employer.*
- iii. Salinan muka surat pasport yang menunjukkan maklumat pemohon) yang telah disahkan oleh majikan.  
*Copy of the passport page showing the particulars of the applicant which had been endorsed by the employer.*
- iv. Salinan kontrak lanjutan terkini yang telah disahkan dan ditandatangani oleh majikan dan pemohon.  
*Copy of the renewal of contract which had been endorsed and signed by both employer and employee.*
- v. Salinan resit pembayaran cukai pendapatan (LHDN) yang telah disahkan oleh majikan.  
*Copy of the Income tax receipt which had been endorsed by the employer.*

5. Sekiranya lebih dari satu (1) permohonan, sila lampirkan Bahagian D sahaja untuk setiap permohonan tenaga pengajar.  
*If there is more than one (1) application, please attach Part D only for each expatriate.*

**B. SYARAT**  
*TERMS.*

Permohonan mendapatkan surat sokongan pas penggajian ini adalah berpandukan dengan syarat-syarat yang ditetapkan serta mematuhi peraturan dan undang-undang yang sedang berkuat kuasa.

*Application for letter of support for employment pass is based on the conditions specified and compliance with the regulations and laws in force in the country.*

1. Kelayakan umur tenaga pengajar asing (ekspatriat).  
*Eligibility age of expatriate foreign teachers.*
  - a. Sekolah Rendah/Menengah dan Pusat Bahasa/Kemahiran : Pemohon berumur antara 22 hingga 65 tahun.  
*Primary/Secondarys and Language/ Skills Centre : Applicant aged between 22 and 65 years.*
  - b. Sekolah Antarabangsa dan Ekspatriat : Pemohon berumur antara 22 hingga 65 tahun.  
*International and Expatriate Schools : Applicant aged between 22 and 65 years.*
2. Kelayakan akademik tenaga pengajar asing (ekspatriat).  
*Minimum academic credentials/qualifications of expatriate foreign teachers.*

- a. Sekolah Rendah dan Sekolah Menengah : Ijazah Sarjana Muda  
*Primary and Secondary Schools : Bachelor's degree*
  - b. Pusat Bahasa dan Pusat Kemahiran : Ijazah Sarjana Muda dengan pengkhususan berkaitan  
*Language/ Skills Centres : Bachelor's degree with relevant specialization.*
3. Kelayakan Ikhtisas tenaga pengajar asing (ekspatriat).  
*Professional qualification /s of expatriate foreign teachers*
- a. Memiliki Ijazah/Diploma/Sijil Pendidikan (Pengkhususan bidang berkaitan)  
*Possesses a Degree / Diploma/ Certificate in Education (Majoring in relevant field)*
  - b. Gaji minimum dan kontrak pekerjaan.  
*Minimum wage/salary and employment contracts*

#### **Kategori I**

##### *Category I*

**RM10,000.00** ke atas yang merangkumi gaji pokok sahaja tidak termasuk faedah-faedah lain yang diterima oleh ekspatriat. Syarat kontrak pekerjaan minimum **2 tahun** dan maksimum **5 tahun**.

*RM10,000.00 and above which includes salary excluding of other perks and benefits received. Employment contract a minimum of 2 years and maximum of 5 years.*

#### **Kategori II**

##### *Category II*

**RM5,000.00 to RM9,999.99** yang merangkumi gaji pokok sahaja tidak termasuk faedah-faedah lain yang diterima oleh ekspatriat. Syarat kontrak pekerjaan minimum **1 tahun** dan maksimum **2 tahun**.

*RM5,000.00 to RM9,999.99 which includes salary excluding of other perks and benefits received. Employment contract a minimum of 1 years and maximum of 2 years.*

#### **Kategori III**

##### *Category III*

**RM3,000.00 to RM4,999.99** yang merangkumi gaji pokok sahaja tidak termasuk faedah-faedah lain yang diterima oleh ekspatriat. Syarat kontrak pekerjaan **1 tahun** dan tidak melebihi dua (2) kali permohonan lanjutan.

*RM3,000.00 to RM4,999.99 which includes salary excluding of other perks and benefits received. Employment contract of 1 year and not more two (2) times of renewal.*