



MAHSA
INTERNATIONAL COLLEGE
PENANG

STUDENT ADMISSION PROCEDURE MAHSA INTERNATIONAL COLLEGE

Responsible Officer	Admission Officer		
Version	Authorization	Approval Date	Effective Date
1.0	The CEO, PIDC	August 2024	August 2024
1.1	The CEO, MICP	April 2026	April 2026

1.0 SCOPE

This procedure explains the process of student admission, which is controlled by the admission officer Office.

2.0 RESPONSIBILITY

2.1 Admission Officer

3.0 REFERENCES

Nil

4.0 FLOWCHART

Responsibility	Flowchart	Document
Admission officer	<pre> graph TD Start([Start]) --> 6.1[6.1 Receive Application for Admission Documents] 6.1 --> 6.2{6.2 Verify Application} 6.2 -- INCOMPLETE --> 6.1 6.2 -- COMPLETE --> 6.3[6.3 Enroll Student] 6.3 --> 6.4[6.4 Students Registration] 6.4 --> 6.5[6.5 Issue Student Registration Report] 6.5 --> End([End]) </pre> The flowchart illustrates the process for new student registration. It begins with a 'Start' terminal, leading to step 6.1 'Receive Application for Admission Documents'. This step leads to a decision diamond at step 6.2 'Verify Application'. If the application is 'INCOMPLETE', the process loops back to step 6.1. If 'COMPLETE', it proceeds to step 6.3 'Enroll Student', then step 6.4 'Students Registration', and finally step 6.5 'Issue Student Registration Report', which leads to the 'End' terminal.	• Application for Admission Form • Copy of Academic Qualification • Copy of students' IC
Admission officer		• Application for Admission Form • Copy of Academic Qualification • Copy of students' IC • Programme Approval of License • Offer Letter
Admission officer		• ID Card • Acceptance of Offer Form
Admission officer		New Student Registration Report

5.0 PROCEDURE

5.1 Receive Application for Admission Document

5.1.1 Admission officers receive applications for admission documents from students which consist of application forms, copy of academic qualifications, student's I/C and birth certificate.

5.1.2 Application for admission can be made through offline.

5.1.3

5.2 Verify Application

5.2.1 The admission officer verifies the application for admission documents against the programme approval license. For valid and complete documents, the admission officer will approve the application.

5.2.2 The admission officer prepares an Offer Letter and proceeds to step 6.3.

5.2.3 For invalid documents, data or/and incomplete documents, return to step 6.1.

5.3 Enroll Student

The admission officer enrolls students' data in the Zzupe system.

5.4 Students Registration

Students make payment and submit acceptance letters together with certified documents. On Registration Day, students come to confirm and verify the documents and join orientation day.

5.5 Issue Students Registered Report

5.1.1 The admission officer prepares and issues reports of students registered to faculties and respective departments.

5.5.2 MICP adopts a transparent and objective student admission process based on the approved admission requirements prescribed by the

Malaysian Qualifications Agency (MQA), the Ministry of Higher Education (MOHE), and the College Admission Policy. Applicants who do not meet the minimum entry requirements are not eligible for admission, and admission decisions are generally final.

- 5.5.3 However, applicants who believe that their application has been affected by administrative errors, incomplete documentation, incorrect data entry, the assessment of equivalent qualifications, or who wish to submit additional supporting evidence may submit a written request for an administrative review to the Student Admission Office within seven (7) working days from the date of the admission decision.
- 5.5.4 The Student Selection Committee shall review the request together with the supporting documents to determine whether there has been an administrative error or whether additional information materially affects the admission decision. The outcome of the review shall be communicated to the applicant in writing through the Student Admission Office.
- 5.5.6 All admission decisions, administrative review requests, supporting documents and review outcomes shall be properly documented and maintained by the Student Admission Office for transparency, quality assurance and internal audit purposes.

6.0 QUALITY RECORDS/DOCUMENTATION

No		Records/Documentation	Place and Duration of Storage
1.		Student File i. Application for Admission Form ii. Copy of Academic Qualification iii. Copy of Student's IC iv. Copy of Birth Certificate v. Copy of Offer Letter vi. Acceptance of Offer Form	Admission & Records Department / 5 Years