



**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES  
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)  
UNIVERSITI TEKNOLOGI MARA**

**PRACTICAL TRAINING REPORT  
IMMIGRATION DEPARTMENT, SARAWAK**

**PATRICIA SHANTY ANAK JIMMY  
2014498294**

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## 1.2 BACKGROUND

On 1 January 1933, Immigration was established to administrative the Ordinance of Migration and Enactment for Migration of Federated Malay States. Before 1947, every each state in East Malaysia has their own enactment all about the immigration and its functions. After the independent, Immigration's Law has been updated according to certain changes in government's administration. Besides that, Immigration Department of Malaysia is under the jurisdiction of Ministry of Home Affairs started from 1957. The Immigration Ordinance Regulations 1949 and Immigration Ordinance 1952 was abolished and replaced by The Immigration Ordinance 1959.

Immigration Department of Malaysia, Sarawak is located at Level 1& 2, Bangunan Sultan Iskandar, Jalan Simpang Tiga, Kuching. In this building, there are other Federal Department and Federal Statutory Body Agencies at Sarawak such as Arkib Negara Malaysia, Jabatan Kemajuan Masyarakat Persekutuan (KEMAS), Jabatan Pertahanan Awam (JPAM) and more. There are four sections of Immigration department in this building. Section of Foreign Workers and Section of Safety and Passport are on the first level of the building while, Section of Visa, Pass & Permit and Section of Employment Pass are located at second level. On the other hand, other sections of this department are located on the opposite building and some sections are located at other area. For example, there is an enforcement post of Immigration Department in Kuching International Airport.

## **2.2 WEEK ONE & WEEK TWO (20 JANUARY 2016 UNTIL 29 JANUARY 2016)**

I drove off as early as 6.40 am from home on that morning to skip from traffic jammed. It was my first day of practical training. Furthermore, first impression is the most important as I be at that department for roughly about eight weeks. Before I go further, I was accepted to undergo my practical training at Immigration Department of Malaysia, Sarawak state. The headquarters is located at Level 1 & 2, Bangunan Sultan Iskandar, Jalan Simpang Tiga.

It was 7.30 am when I arrived at the parking space. First, I went to Section of Administration to meet Ms. Nadia, contact person cum assistant to my host supervisor. She briefly explains about office hours and gave me a punch card. So, I choose to be on second office hour (Waktu Pejabat 2) which will start at 8.00am and finish at 5.00 pm daily. There also another two students of UiTM that will undergo their practical training at this department. After we had clear about working hours, we were about to meet Mr. Raymond Graman. He is a Head of Section for Administration. In this ice-breaking session, we were also assigned with a simple assignment which to provide recommendations for the department.

For the first week, I was assigned to assist the Director's secretary. Dato' Zulfikar Bin Ahmad was the director for Immigration Department and replace by Mr Ken Leben starting from 12 February 2016. Dato's secretary is Ms Beatrice Dinus. She assists me to do basic tasks on very first day of my training. Among the tasks given are keeping records of director's mails, update his daily schedule and some filing. Other than that, I also have experience to fax out certain letters either within the department or outside the department. We used to go to photocopy shop and ask