

# APPLICATION FORM (International Students)



Please follow carefully the steps given on Page (i). Incomplete information may delay the processing of this application.

## SECTION 1: PERSONAL DETAILS

Please affix a recent photograph here.

Are you a former student of Sunway?

Yes Programme  Intake   
 No

**Name** (as in Passport)  
 Surname/ Family Name:   
 Given Name/ First Name:

**Passport No.**:   
**Passport Expiry Date** (dd-mm-yyyy):  -  -   
**Date of Birth** (dd-mm-yyyy):  -  -   
**Place of Birth**:

**Nationality**:

**Gender**:  Male  Female  
**Marital Status**:  Single  Married  Divorced  Widowed

**Race**:  Malay  Chinese  Indian  Others (please specify)

**Religion**:  Muslim  Buddhist  Christian  Hindu  Others (please specify)   
[Information relating to your religious belief is collected and processed for reporting purposes to the Ministry of Education and any other relevant authorities.]

If you are now in Malaysia, please specify your immigration pass type and expiry date:  
 Student  Social Visit  Dependent  Diplomatic  PR  MM2H  Expiry Date (dd-mm-yyyy)  -  -

If you are currently holding a student pass, please state the name of the institution you are enrolled with:

State the preferred location of the Malaysian Embassy/Consulate for Single Entry Visa (if available):  
**City**:   
**Country**:

Note: Application for a single-entry visa should be made at a Malaysian diplomatic mission in your home country. If there is no Malaysian diplomatic mission in your country, you may choose to apply at one closest to you.

## SECTION 2: PROGRAMME DETAILS

Please specify intake for admission and select ONE (1) programme by placing a tick (✓) in the appropriate box provided below:

**Intake** (mm-yyyy):  -

- Foundation and Pre-University Programmes**
- |  |  |
|--|--|
| <input type="checkbox"/> ALE Cambridge GCE A-Levels                          | <input type="checkbox"/> FIA Foundation in Arts                    |
| <input type="checkbox"/> AUSMAT Australian Matriculation                     | <input type="checkbox"/> FIST Foundation in Science and Technology |
| <input type="checkbox"/> CIMP Canadian International Matriculation Programme | <input type="checkbox"/> MUFY Monash University Foundation Year    |

- Diploma Programmes**
- DFIN Diploma in Finance
- DPA Diploma in Professional Accounting

- Degree Programmes (Twinning or 3+0, Victoria University, Australia)**
- VUBU Bachelor of Business

- Postgraduate Programmes (Victoria University, Australia)**
- VUMBA Master of Business Administration
- VUMB(ERPS) Master of Business (Enterprise Resource Planning Systems)

- Professional Accounting Programmes**
- |  |   |
|--|---|
| <input type="checkbox"/> ACCA Association of Chartered Certified Accountants           | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| <input type="checkbox"/> CAT Certified Accounting Technician                           |   |
| <input type="checkbox"/> CFAB Certificate in Finance, Accounting and Business          |   |
| <input type="checkbox"/> ICAEW Institute of Chartered Accountants in England and Wales | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |

**Other Programme** (please specify name of programme if it is not listed above)

**SECTION 3: CONTACT DETAILS**

**Student's Correspondence Address**

Postcode					City										State/ Province									
Country																								

**Contact No.**

Home												Mobile											

**Email**

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**Permanent/ Home/ Parent's Address** (please provide if different from above)

Postcode					City										State/ Province									
Country																								

**Contact No.**

Home												Mobile											

**Parent's/ Guardian's Name**

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**Relationship**

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**Contact No.**

Home												Office												Mobile											

**Email**

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**SECTION 4: EMERGENCY CONTACT DETAILS**

**Name**

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**Relationship**

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**Contact No.**

Home												Office												Mobile											

**Email**

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**SECTION 5: MEDICAL DETAILS**

If you have any disability / impairment / long-term medical conditions that may affect your studies, please provide details in the space given below in order for us to assist you during your studies:


## SECTION 6: SPONSORSHIP/ SCHOLARSHIP/ BURSARY DETAILS

If you have or will be applying to Sunway College for any sponsorship, scholarship or bursary grant, please provide the details of the sponsor/ scholarship/ bursary in the space given below:

<b>Name of Sponsor</b>	
<b>Name of Scholarship/Bursary</b>	

## SECTION 7: ACADEMIC DETAILS

<b>Name of Highest Academic Qualification</b>					
<input type="checkbox"/> SPM <input type="checkbox"/> O-Levels <input type="checkbox"/> UEC <input type="checkbox"/> Others (please specify below)					
<input type="checkbox"/> STPM <input type="checkbox"/> A-Levels					
<b>Level</b>					
<input type="checkbox"/> High School <input type="checkbox"/> Diploma <input type="checkbox"/> Others (please specify below)					
<input type="checkbox"/> Pre-U/Certificate <input type="checkbox"/> Degree					
<b>Result Type</b>	<b>Completion Year</b>				
<input type="checkbox"/> Actual <input type="checkbox"/> Forecast	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				
<b>Name of Institution</b> (where the above qualification was obtained)					

## SECTION 8: TERMS AND CONDITIONS FOR ADMISSION

### Important

Students and parents are advised to read carefully and understand fully the terms and conditions set out in Section 8 before proceeding to the next section of this application form.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).</li> <li>2. Fees payable are shown in the programme fee structure. Please note that Sunway College reserves the right to review and revise fees annually. The fees indicated in the programme fee structure may not be applicable in the subsequent semesters (except the total tuition fee payable).</li> <li>3. Fees due in the semester must be paid in advance in the first semester and before the first day of class in the subsequent semesters. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.</li> <li>4. Enrolment and General fees are NOT refundable.</li> <li>5. The proportion of tuition fee refund, upon official withdrawal, is shown below:                         <ul style="list-style-type: none"> <li>▪ 75% refund (by the 5th working day from the commencement of semester)</li> <li>▪ 50% refund (by the 6th – 8th working day from the commencement of semester)</li> <li>▪ No refund (after the 8th working day from the commencement of semester)</li> </ul> </li> <li>6. A transfer fee of RM300 is charged for every inter-programme transfer.</li> <li>7. Fees paid are normally not transferrable except under the circumstances stated below and provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of School or Director of Programme.                         <ul style="list-style-type: none"> <li>▪ Transfer due to a call for National Service.</li> <li>▪ Transfer due to medical reasons.</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>8. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 7, and after the deductions made against any fees or payments due and owing to Sunway College.</li> <li>9. In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.</li> <li>10. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.</li> <li>11. A student on conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated refund of the tuition fees paid.</li> <li>12. The details regarding any disability / impairment / long-term medical condition is declared in Section 5 of this form. In this circumstance, the available facilities are understood and accepted.</li> <li>13. A copy of the Sunway College Student Code of Conduct has been posted on the portal at <a href="http://izone.sunway.edu.my">http://izone.sunway.edu.my</a>. Students are expected to read and abide by all rules and regulations of Sunway University including policies on the use of campus facilities.</li> <li>14. Sunway College reserves the right to review and amend the rules and regulations (including policies) at anytime.</li> </ol> |
|---|---|

Appointed representative's stamp  
 Applicant's personal email address:

**SECTION 9: ACKNOWLEDGEMENT, AGREEMENT AND CONSENT**

**Applicant**

I have read and fully understand all the terms and conditions governing admission before submitting this application.

I hereby declare that all information provided by me in this form, including those information given in all other documents submitted with this form, is complete and accurate. I also accept that Sunway College reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of non-attainment of minimum entry requirements, incomplete or inaccurate information.

I have read the Personal Data Protection Notice ([http://sunway.edu.my/pdpa/notice\\_english](http://sunway.edu.my/pdpa/notice_english) (English version) or [http://sunway.edu.my/pdpa/notice\\_BM](http://sunway.edu.my/pdpa/notice_BM) (Malay version)) ("Notice") and consent to Sunway College processing my personal data in accordance with the Notice.

I also hereby warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of my application (such as information relating to my parents) and I have extended a copy of the Notice to the third parties.

I consent to educational institution at which I have previously been a student and/or my current or any past employer, providing Sunway College with information which they hold about me for the purpose of Sunway College verifying my grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway College to release fee and academic progress information to my Sponsor. I also consent to Sunway College releasing fee and academic progress information to my parent or guardian.

[ ] (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group including future events, promotions, updates and any other marketing activities.

[ ] (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Applicant

Name

Passport No.

Date (dd-mm-yyyy)

**Parent / Guardian** (if Applicant is below 18 years old)

I hereby agree to pay all fees due on the dates stipulated by Sunway College.

I understand and agree that Sunway College has the right to bar my child/ward, including termination of enrolment, due to default in payment of fees.

I have also read and fully understand all the terms and conditions governing admission for this application. I hereby apply for his/her place of study at Sunway College.

I have read the Personal Data Protection Notice ([http://sunway.edu.my/pdpa/notice\\_english](http://sunway.edu.my/pdpa/notice_english) (English version) or [http://sunway.edu.my/pdpa/notice\\_BM](http://sunway.edu.my/pdpa/notice_BM) (Malay version)) ("Notice") and consent to Sunway College processing my personal data and the Applicant's personal data in accordance with the Notice.

I also hereby warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of this application (such as information relating to emergency contacts) and I have extended a copy of the Notice to the third parties.

I consent to any educational institution at which the Applicant has previously been a student and/or the Applicant's current or any past employer, providing Sunway College with information which they hold about the Applicant for the purpose of Sunway College verifying the Applicant's grades and/or qualifications and/or experience.

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Signature of Parent/Guardian

Name (as in NRIC/Passport)

NRIC/Passport No.

Date (dd-mm-yyyy)

**FOR OFFICE USE ONLY**

**1. Approval for Admission**

- Full Offer
- Conditional Offer (with the following conditions)
  - To submit actual results that meet programme entry requirements
  - To produce original academic documents for verification
  - Other conditions (please specify below)

Signature of Authorised Approver

Name

Date (dd-mm-yyyy)

**2. 1st Review of Conditional Offer**

- Conditions Fulfilled
- Offer Withdrawn
- New Conditions (please specify below)

**3. 2nd Review of Conditional Offer**

(only applicable if conditions given in 1st review)

- Conditions Fulfilled
- Offer Withdrawn

Signature of Authorised Approver

Name

Date (dd-mm-yyyy)

Signature of Authorised Approver

Name

Date (dd-mm-yyyy)

**Application Fees:**

- Enrolment Fee of MYR700 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR2,000 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR3,000 (Indonesian citizens - 2 years; non-refundable, non-transferable)\* (applicable to diploma/degree/ADTP)

*If sent by EMAIL, please send in the following file formats:*

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
<input type="checkbox"/> Photo (white background; size 3.5cm X 4.5cm)*	Studio Photo	JPG
<input type="checkbox"/> Passport Copy*	2000KB	PDF
<input type="checkbox"/> Official Academic Results*	1000KB	PDF
<input type="checkbox"/> Health Examination Report*	1000KB	PDF

**Supporting Documents - must be submitted by COURIER or EMAIL.**

*If sent by COURIER :*

- ONE (1) passport photo (White background; size 3.5cm X 4.5cm) \*
- ONE (1) copy of passport (full passport including blank pages, on A4 size paper 2 passport pages per side)\*
- ONE (1) copy of official academic results\*
- Original Health Examination Report\*

**IMPORTANT:** Please check with International Office for other additional requirements before payment is made.

\* Application cannot be processed without the required items.

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7. Fees paid are normally not transferrable except under the circumstances stated below and provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of School or Director of Programme.
  - Transfer due to a call for National Service.
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I consent to educational institution at which I have previously been a student and/or my current or any past employer, providing Sunway College with information which they hold about me for the purpose of Sunway College verifying my grades and/or qualifications and/or experience.

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(please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group’s affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Applicant

Name

Passport

Date (dd-mm-yyyy)

**Parent / Guardian** (if Applicant is below 18 years old)

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(please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group including future events, promotions, updates and any other marketing activities.

(please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group’s affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Parent/Guardian

Name (as in NRIC/Passport)

NRIC/Passport No.

Date (dd-mm-yyyy)

**INFORMATION FOR MAKING PAYMENTS**

There are various modes to choose from when making payment for fees.

The following link provides you with full details of options available to you: <http://sunway.edu.my/college/admissions/payment-instructions>

For further enquiry, please contact Financial Services Department at:

Tel: (60)3 7491 8622; or  
Email: [finance@sunway.edu.my](mailto:finance@sunway.edu.my)

# APPLICATION PROCEDURE

(International Students)

Follow 5 simple steps to complete your application to Sunway College!

## STEP 1: TALK TO OUR PROGRAMME COUNSELLORS

- Furnish your academic results and ensure that you meet all the entry requirements of the programme.
- Receive a copy of the programme leaflet/brochure and fee structure. (Request for scholarship information, if applicable)
- Understand the structure, options and duration of the programme. (Request for subject exemptions, if applicable)

## STEP 2: GET READY TO FILL UP THIS APPLICATION FORM

- Get ready the following documents/information before you begin with the application form:
  - Academic Records (e.g. results, transcripts and certificates)
  - English Language Achievements (if any)
  - Contacts: correspondence, permanent and emergency
  - Passport
  - Sponsorship/Scholarship Offer Letter (if applicable)

## STEP 3: FILL UP THIS APPLICATION FORM

- Use a black or blue ballpoint pen to complete this form.
- Remember to write clearly in CAPITAL letters in the relevant space given.
- Complete all sections in this application form using the following checklist:
  - Applicant's details
  - Academic details
  - Emergency contact and medical details
  - Sponsorship/Scholarship/Bursary details
  - Contact details
  - Parent's/Guardian's signature and date
  - Programme details
  - Applicant's signature and date

## STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

### Application Fees:

- Enrolment Fee of MYR700 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR2,000 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR3,000 (Indonesian citizens - 2 years; non-refundable, non-transferable)\* (applicable to diploma/degree/ADTP)

### Supporting Documents - must be submitted by **COURIER** or **EMAIL**

#### If sent by **COURIER**:

- ONE (1) passport photo (White background; size 3.5cm X 4.5cm)\*
- ONE (1) copy of passport (full passport including blank pages, on A4 size paper, 2 passport pages per side)\*
- ONE (1) copy of official academic results\*
- Original Health Examination Report\*

#### If sent by **EMAIL**:

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
<input type="checkbox"/> Photo (white background; size 3.5cm X 4.5cm)*	Studio Photo	JPG
<input type="checkbox"/> Passport Copy*	2000KB	PDF
<input type="checkbox"/> Official Academic Results*	1000KB	PDF
<input type="checkbox"/> Health Examination Report*	1000KB	PDF

### IMPORTANT NOTES

1. This application cannot be processed without the required items (as indicated with \*).
2. Please do not send cash through the post. Sunway College will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
3. If you require on-campus accommodation, please complete the Hostel Application Form. A hostel application fee of RM500 is required for each application.
4. Please refer to the information given on page (ii) for more details about making payments.

## STEP 5: SUBMIT YOUR APPLICATION

- Submit the application form and all relevant documents and items to a counsellor at the International Office; or
- Post the application form and all relevant documents and items to the following address:

### THE INTERNATIONAL OFFICE

*Operating Address:*  
No. 5 Jalan Universiti  
Bandar Sunway  
47500 Selangor Darul Ehsan  
Malaysia  
Tel: +603-7491 8622  
Fax: +603-5635 8630  
Email: info@sunway.edu.my