

INTERNATIONAL STUDENT APPLICATION FORM

TYPE : New Student Continuing Student (Progression)

Section 1: PERSONAL PARTICULARS (Please use CAPITAL letters and UNDERLINE your surname)

NAME : _____
(as in Passport)

Email Address : _____

Passport No. : _____
(Passport must be valid for more than one year from application date)

Passport Expiry Date : day month year

Place of Birth : _____

Contact Number : _____

Date of Birth : day month year

Age : _____

Religion : _____

Marital Status : Single Married

Nationality : _____

Gender : Male Female

PLEASE ATTACH
PHOTOGRAPH HERE
(Background must be
WHITE in colour)

Section 2: PROGRAMME PARTICULARS

INTAKE Month : _____ Year : _____

PRE-UNIVERSITY PROGRAMMES

- AUSTRALIAN MATRICULATION (AUSMAT)
 CAMBRIDGE A-LEVELS (University of Cambridge International Examinations)
 MONASH UNIVERSITY FOUNDATION YEAR (MUFY)

DIPLOMA PROGRAMMES

- DIPLOMA IN BUSINESS ADMINISTRATION
 DIPLOMA IN HOTEL MANAGEMENT
 DIPLOMA IN INFORMATION TECHNOLOGY

DEGREE PROGRAMMES

VICTORIA UNIVERSITY (3+0 / TWINNING PROGRAMME)

- BACHELOR OF BUSINESS

PROFESSIONAL ACCOUNTING PROGRAMMES

- CERTIFIED ACCOUNTING TECHNICIAN (CAT)
 ACCA QUALIFICATION

OTHER PROGRAMME

- Certificate in Hotel Operations
 Intensive English Programme

REMARKS (FOR OFFICE USE ONLY):

Section 3: CORRESPONDENCE DETAILS

Correspondence Address : _____

Postcode State Country

Contacts Tel : _____ Mobile phone : _____
Email / Fax : _____

Home Country Address : _____

(if different from correspondence address) Postcode State Country

Contacts Tel : _____ Mobile phone : _____
Email / Fax : _____

Section 4: EMERGENCY CONTACT (Person to be contacted in an emergency)

Contact Person : _____ Relationship : _____
Contacts Tel : _____ Mobile phone : _____
Email / Fax : _____

Section 5: MEDICAL HISTORY (If you are physically disabled, please state the nature of the disability. If not, please write "Nil")

Disability : _____
Other medical conditions that may be of concern (e.g Allergies, Asthma, Colour Blindness, Heart/Kidney Condition, etc):

Section 6: FINANCIAL RESOURCES - SPONSORSHIP/SCHOLARSHIP (FOR SPONSORED STUDENT OR STUDENT WITH SCHOLARSHIPS ONLY)

Name (of Sponsor / Scholarship) : _____
Contact Person : _____
Address : _____
Postcode State Country
Contacts Tel : _____ Email / Fax : _____

Section 7: ENGLISH LANGUAGE ACHIEVEMENT

Please refer to the programme leaflet for information about English Language requirements to ensure your eligibility for admission to the chosen programme.

TOEFL IELTS Score : _____ Year completed : _____
School / Institution : _____
Others : _____ Score : _____ Year completed : _____
School / Institution : _____

Section 8: IMMIGRATION PASS STATUS

If you are now in Malaysia, please specify your immigration pass type:

Dependent Diplomatic Social Visit Student

Expiry Date : day month year

School / Institution : _____

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

Section 9: **TERMS AND CONDITIONS FOR ADMISSION** (PLEASE READ CAREFULLY)

- 1 A student is considered fully registered upon subject enrolment and payment of fees due in the semester (including deposits).
- 2 Fees payable are shown in the programme fee structure. Please note that Sunway College Johor Bahru 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).
- 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 students being barred from classes, examinations and access to campus facilities.
- 4 Enrolment, Administration and General fees are NOT refundable.
- 5 The proportion of tuition fee refund, upon official withdrawal, is shown below:
 - 5.1 75% refund (by the 5th working day from the commencement of semester)
 - 5.2 50% refund (by the 6th - 8th working day from the commencement of semester)
 - 5.3 No refund (after the 8th working day from the commencement of semester)
- 6 If a student is conditionally accepted into the programme on forecast results but is required to exit/withdraw from the programme due to failure to meet the programme entry requirements, the student will be eligible for a pro-rated refund of tuition fee paid.
- 7 Fees paid are not transferable except due to medical reasons and provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of Programme.
- 8 The refundable/transferable amount of fees or deposits is determined by Nos.5, 6 and 7, and after the deductions made against any fees or payments due and owing to Sunway College Johor Bahru.
- 9 An application fee of RM500 is charged for every inter-programme transfer.
- 10 In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
- 11 A printed copy of the Sunway College Johor Bahru Rules and Regulations will be given to each student at the commencement of the programme. Students are expected to read and abide by all rules and regulations of the Sunway College Johor Bahru including policies on the use of campus facilities. Sunway College Johor Bahru reserves the right to review and amend the rules and regulations (including policies) at anytime without prior notice.
- 12 Students who have previously studied in a Malaysian higher education institution are required to provide a Release Letter and Attendance Report (with a minimum of 80% attendance) in order to obtain a Sunway College Johor Bahru Student Pass.
- 13 New international students are required to pay an initial sum of RM15,000 for fees. Amounts in excess of first semester fees will be credited to the second semester.

Section 10: **DECLARATION AND SIGNATURE**

APPLICANT'S WARRANTY AND CONSENT

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 further agree to:

1. Accept that Sunway College Johor Bahru reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of incomplete or inaccurate information.
2. Allow Sunway College Johor Bahru to use, without charge, my personal information including photographs and videos for publicity or promotional purposes.
3. Accept that this application is subject to the timely approvals by the Malaysian Ministry of Higher Education and Immigration Department.

I have read the Personal Data Protection Notice provided by Sunway College Johor Bahru pursuant to section 7 of the Personal Data Protection Act 2010 (http://sunway.edu.my/jb/pdpa/notice_english), which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Sunway College Johor Bahru may disclose my personal data to.

I hereby give consent to Sunway College Johor Bahru to process my personal data in accordance with the Personal Data Protection Notice.

I also hereby warrant that I have obtained all necessary consent from the third party where I have provided their personal information as part of my application (such as information relating to my family members).

I consent to any educational institution providing Sunway College Johor Bahru with the data which they hold about me for the purpose of Sunway College Johor Bahru verifying my grades and qualifications

Signature of Applicant

Date

PARENT'S / GUARDIAN'S CONSENT

I hereby agree to pay all fees due on the date stipulated by Sunway College Johor Bahru. I understand and agree that Sunway College Johor Bahru has the right to bar my child/ward, including deregistration, 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 Johor Bahru.

I have read the Personal Data Protection Notice provided by Sunway College Johor Bahru pursuant to section 7 of the Personal Data Protection Act 2010 (http://sunway.edu.my/jb/pdpa/notice_english), which includes the purposes for which my/the student's personal data is collected/processed and classes of third parties to whom Sunway College Johor Bahru may disclose my/the student's personal data to.

I hereby give consent to Sunway College Johor Bahru to process my/the student's personal data in accordance with the Personal Data Protection Notice.

Name : _____

Passport No. : _____ Relationship : Parent Guardian

Occupation : _____

Company : _____

Address : _____

Postcode _____ State _____ Country _____

Contacts Tel : _____ Mobile phone : _____

Email / Fax : _____

Signature of Parent / Guardian

Date

Section 12: **ENCLOSURES (Required Documents)**

- Initial fee of RM4500 (non-refundable)*
- SEVEN (7) passport-size photographs*
- ONE (1) copy of passport (including blank pages)*
- Copies of all relevant examination results*
- Resume / Character reference letter (if you are above 23 years old)*
- School leaving / completion certificate*
- Health examination statement*
- Supporting documents for exemptions (if applicable)
- Letter from Sponsor (for sponsored student only)

Application should be submitted to:

INTERNATIONAL STUDENT OFFICE

Sunway College Johor Bahru
No 3 Jalan Austin Heights Utama
Taman Mount Austin
81100 Johor Bahru
MALAYSIA

IMPORTANT NOTES

1. Please make sure you meet the entry requirements for the selected programme before submitting this form.
2. Your application should be submitted **TWELVE(12)** weeks before the commencement of intake.
3. Your passport must be valid for a minimum period of ONE(1) year from the commencement date of the intake.
4. Your application CANNOT be processed without the required items (as indicated with *)
5. Please do NOT send cash through the post. Sunway College Johor Bahru will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash. Cheques / Bankdrafts to be made payable to Sunway College Johor Sdn Bhd.
6. Please complete the Hostel Application Form if you require accommodation (a booking fee is required for each application).

EDUCATION REPRESENTATIVE

Company Name : _____
Contact Person : _____
Address : _____
Postcode _____ State _____ Country _____
Contacts Tel : _____ Mobile phone : _____ Email / Fax : _____

FOR OFFICE USE ONLY

1. Approval by Head of Department (HOD) / Head of Programme (HOP)

- Full Offer Conditional Offer Reject

Conditions / Remarks : _____

Signature _____
Name : _____
Date : _____

2. Review of Conditional Offer by Head of Department (HOD) / Head of Programme (HOP)

- Condition Fulfilled Reject

Conditions / Remarks : _____

Signature _____
Name : _____
Date : _____

INTERNATIONAL STUDENT OFFICE

- Student Pass Non-student Pass

Remarks : _____

Signature _____
Name : _____
Date : _____