

APPLICATION FORM

SUNWAY UNIVERSITY



Please affix a recent photograph here.

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

SECTION 1: PERSONAL DETAILS

Are you a former student of Sunway?

Yes

Programme

Intake

No

If yes, please specify name and intake of programme completed.

Name
As in NRIC/Passport

Surname / Family Name: [Grid]

Given Name / First Name: [Grid]

NRIC/Passport No.: [Grid]

Passport Expiry Date (dd-mm-yyyy): [Grid] - [Grid] - [Grid] (for International Students only)

Date of Birth (dd-mm-yyyy): [Grid] - [Grid] - [Grid]

Place of Birth: [Grid]

Nationality: [Grid]

Gender: Male Female

Marital Status: Single Married Divorced Widowed

Race: Malay Chinese Indian Others (please specify) [Grid]

Religion: Muslim Buddhist Christian Hindu Others (please specify) [Grid]

If you are now in Malaysia, please specify your immigration pass type and expiry date (for International Students only):

Student Social Visit Dependent Diplomatic

Expiry Date (dd-mm-yyyy): [Grid] - [Grid] - [Grid]

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): [Grid] - [Grid]

Diploma Programmes

- | | |
|--------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> 345DBU Diploma in Business Administration | <input type="checkbox"/> 213DGM Diploma in Graphic and Multimedia Design |
| <input type="checkbox"/> 811DCA Diploma in Culinary Arts | <input type="checkbox"/> 214DID Diploma in Interior Design |
| <input type="checkbox"/> 812DEM Diploma in Events Management | <input type="checkbox"/> 481DIT Diploma in Information Technology |
| <input type="checkbox"/> 811DHM Diploma in Hotel Management | <input type="checkbox"/> 212DPA Diploma in Performing Arts |
| <input type="checkbox"/> 812DTM Diploma in Tourism Management | |
| <input type="checkbox"/> 211DFA Diploma in Fine Art | |

Degree Programmes

- | | |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> 321BCO BA (Hons) Communication | <input type="checkbox"/> 481BCS BSc (Hons) Computer Science |
| <input type="checkbox"/> 344BAF BSc (Hons) Accounting and Finance | <input type="checkbox"/> 481BIS BSc (Hons) Information Systems |
| <input type="checkbox"/> 345BBM BSc (Hons) Business Management | <input type="checkbox"/> 481BIT BSc (Hons) Information Technology |
| <input type="checkbox"/> 345BBS BSc (Hons) Business Studies | <input type="checkbox"/> 311BPS BSc (Hons) Psychology |
| <input type="checkbox"/> 811BHM BSc (Hons) International Hospitality Management | |

American Degree Transfer Programs

- | | |
|--------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> WMUAV Aviation | <input type="checkbox"/> WMUCS Computer Science |
| <input type="checkbox"/> WMUBA Business Administration | <input type="checkbox"/> WMUEN Engineering |
| <input type="checkbox"/> WMUCO Communication | <input type="checkbox"/> WMUNA Natural Science |

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

[Grid]

SECTION 3: CONTACT DETAILS

Student's Correspondence Address

Postcode	City	State / Province
Country		Contact No.
		Home
		Mobile

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

Postcode	City	State / Province
Country		Contact No.
		Home
		Mobile

Please complete, if applicant is below 18 years old.

Parent/Guardian Name		
Surname / Family Name	Given Name / First Name	
NRIC/Passport No.	Occupation	
Email		

SECTION 4: EMERGENCY CONTACT DETAILS

Contact Person		
Name		
Contact No.	Relationship	
Email		

SECTION 5: MEDICAL DETAILS

Do you have any disability / impairment / long-term medical conditions that may affect your studies? Yes No
If yes, please provide details in the space given below in order for us to assist you during your studies at Sunway University.

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SECTION 6: SPONSORSHIP / SCHOLARSHIP / BURSARY DETAILS

Are you applying to Sunway University on a sponsorship, scholarship or bursary grant? Yes No
If yes, please provide the name and contact details of sponsor/scholarship/bursary in the space given below.

Name of sponsor/scholarship/bursary									
Contact Person									
Job Title									
Address									

Postcode	City	State / Province
Country		Contact No.

Email									
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Appointed representative's stamp

Applicant's personal email address:

Important Notes

Students and parents are advised to read carefully and understand fully the terms and conditions set out in Section 9 before proceeding to the next section of this application form.

SECTION 9: TERMS AND CONDITIONS FOR ADMISSION

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 University 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 student being barred from classes, examinations and access to campus facilities.
4. Application, Registration and General fees are NOT refundable.
5. The proportion of tuition fee refund, upon official withdrawal, is shown below:
 - 75% refund (by the 5th working day from the commencement of semester)
 - 50% refund (by the 6th - 8th working day from the commencement of semester)
 - No refund (after the 8th working day from the commencement of semester)
6. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.
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.
 - Transfer due to medical reasons.
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 University.
9. An application fee of RM300 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 University 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 Sunway University including policies on the use of campus facilities. The rules and regulations can be downloaded from the Sunway student portal at <http://izone.sunway.edu.my> and is also available for reading in the Tun Hussein Onn Library (THOL).
12. Sunway University reserves the right to review and amend the rules and regulations (including policies) at anytime. Students are further advised to refer to the Sunway student portal or visit the Tun Hussein Onn Library for the latest information.

SECTION 10: DECLARATION AND SIGNATURE

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 University reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of incomplete or inaccurate information.

I further agree to allow Sunway University to use, without charge, my personal information including photographs and videos for publicity and/or promotional purposes.

Signature of Applicant

Name
As in NRIC

NRIC / 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 University.

I understand and agree that Sunway University 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 University.

Signature of Parent / Guardian

Name
As in NRIC

NRIC / Passport No.

Date
(dd-mm-yyyy)

FOR OFFICE USE ONLY

1. Approval for Admission

- Full Offer
- Conditional Offer (with the following conditions)
- Actual results to meet programme entry requirements
 - Produce original academic documents for verification

Please specify other conditions here

Signature of Authorised Approver

Name **Date**
(dd-mm-yyyy)

Academic Documents Attached

- Certified true copies of academic qualifications/results:
- SPM (Forecast Results)
 - UEC
 - A-Levels
 - CIMP
 - MUFY
 - Diploma
 - O-Levels
 - SPM (Actual Results)
 - STPM
 - AUSMAT
 - FIA
 - Certificate
 - Degree
 - Others (please specify)

2. 1st Review of Conditional Offer

- Conditions Fulfilled
- Offer Withdrawn
- New Conditions
- Please specify conditions here

Signature of Authorised Reviewer

Name **Date**
(dd-mm-yyyy)

3. 2nd Review of Conditional Offer (only applicable if conditions given in 1st review)

- Conditions Fulfilled
- Offer Withdrawn

Signature of Authorised Reviewer

Name

Date
(dd-mm-yyyy)

PLEASE DETACH THIS PAGE. IT IS TO BE RETAINED BY STUDENT/PARENT/GUARDIAN.

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Signature of Applicant

Name

As in NRIC

NRIC 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 University.

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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 University.

Signature of Parent / Guardian

Name

As in NRIC

NRIC No.

Date

(dd-mm-yyyy)

INFORMATION FOR MAKING PAYMENTS

Choose one of the following methods for payment of fees:

Cash

Pay at the **Financial Services Counter**, which is located at Level 1, North Building of Sunway Campus.

Direction: Enter the campus building through the foyer (from the main entrance in South Building) and walk towards the stairway to North Building. The Financial Services Counters is on your left, immediately after the stairway.

Cheque

Cheques must be made payable to **Sunway Education Group Sdn Bhd**.

Please write the student's name, NRIC number and programme registered on the reverse of the cheque.

Pay or use the "Drop & Go" box at the **Financial Services Counter**. Follow the direction given above to get there.

Direct bank-in or telegraphic transfer

Payments must be made payable to **Sunway Education Group Sdn Bhd**.

Bank name: **HSBC Bank (Malaysia) Bhd**

Account number: **352-063093-101**

Address: **Ground Floor Wisma UEP, Jalan USJ 10/1A, 47620 Subang Jaya, Selangor, Malaysia.**

Swift code: **HBMBMYKL** (for TT)

Please fax or email telegraphic slip as proof of payment and provide the student's name, NRIC number and programme registered.

APPLICATION PROCEDURE

Follow the 5 Simple Steps to Complete Your Application to Sunway University!

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) NRIC
 - English Language achievements (if any) Sponsorship/Scholarship Offer Letter (if applicable)
 - Contacts: correspondence, permanent and emergency

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 Sponsorship/Scholarship/Bursary details Programme details
 - Academic and subject exemption details Contact details Applicant's signature and date
 - Emergency contact and medical details Parent's/Guardian's signature and date

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

FOR MALAYSIAN STUDENT

- Payment for application fee of RM300 (non-refundable)**
- Payment for registration fee of RM400 (non-refundable)
- Attach ONE(1) passport-size photograph on the space given**
- ONE(1) certified true copy of Identity Card (NRIC)**
- School leaving/completion certificate
- Supporting documents for subject exemption (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copy of English Language qualification:
 - IELTS TOEFL MUET
 - Others (please specify)
- Certified true copies of all relevant academic qualifications/results**:
 - SPM (Forecast) SPM (Actual) UEC
 - STPM A-Levels AUSMAT
 - CIMP FIA MUFY
 - Certificate Diploma Degree
 - Others (please specify)

IMPORTANT NOTES

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

FOR INTERNATIONAL STUDENT

- Payment for application fee of RM500 (non-refundable)**
- Resume/Character Reference Letter (if you are above 23 years old)**
- Attach SEVEN(7) passport-size photographs**
- ONE(1) certified true copies of Passport (including blank pages)**
- School leaving/completion certificate**
- Health Examination Report**
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copy of English Language qualification:
 - IELTS TOEFL MUET
 - Others (please specify)
- Certified true copies of all relevant academic qualifications/results**:
 - SPM (Forecast) SPM (Actual) O-Levels
 - STPM A-Levels AUSMAT
 - CIMP FIA MUFY
 - Certificate Diploma Degree
 - Others (please specify)

IMPORTANT NOTES

- This application cannot be processed without the required items (as indicated with **). Your application should reach us **EIGHT(8) weeks** before the commencement date of intake. Your passport must be valid for a minimum period of **ONE(1) year** from the commencement date of intake.
- Please do not send cash through the post. Sunway University will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
- If you require on-campus accommodation, please complete the Hostel Application Form. A hostel application fee of **RM500** is required for each application.
- New international students are required to pay the following initial sum of fees:
 - RM16,000.00 - for Foundation, Pre-University, Diploma, American Degree Transfer Program and Professional Accounting Programmes; or
 - RM18,000.00 - for Degree Programmes.
- 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 **Information Centre** or **International Student Office**; or
- Post the application form and all relevant documents and items to the following address:

(for Malaysian Students only)

THE ADMISSION AND COUNSELLING UNIT

Sunway University
No 5 Jalan Universiti, Bandar Sunway
46150 Petaling Jaya
Selangor, MALAYSIA
Tel: +603-7491 8622 Fax: +603-5635 8630
Email: info@sunway.edu.my

(for International Students only)

THE INTERNATIONAL STUDENT OFFICE

Sunway University
No 5 Jalan Universiti, Bandar Sunway
46150 Petaling Jaya
Selangor, MALAYSIA
Tel: +603-7491 8622 Fax: +603-5635 8635
Email: info@sunway.edu.my