

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 <small>As in NRIC/Passport</small>	Surname / Family Name	Given Name / First Name	
NRIC/Passport No.		Passport Expiry Date <small>(dd-mm-yyyy)</small>	
Date of Birth <small>(dd-mm-yyyy)</small>		Place of Birth	
Nationality			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Race	<input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others (please specify)		
Religion	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Others (please specify)		

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)

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 <small>(mm-yyyy)</small>			
Full-time Programmes	Part-time Programmes		
<input type="checkbox"/> IEP Intensive English Programme (10weeks)	<input type="checkbox"/> IELTS	International English Language Testing System (10 weeks)	
<input type="checkbox"/> VES Vacation English Language School			
<input type="checkbox"/> Others			
	Please specify		

I am: planning to study currently studying transferring from

Intake <small>(mm-yyyy)</small>			
Diploma Programmes	<input type="checkbox"/> Diploma in Business Administration	<input type="checkbox"/> Diploma in Fine Art	<input type="checkbox"/> Diploma in Information Technology
	<input type="checkbox"/> Diploma in Events Management	<input type="checkbox"/> Diploma in Graphic and Multimedia Design	<input type="checkbox"/> Diploma in Performing Arts
	<input type="checkbox"/> Diploma in Hotel Management	<input type="checkbox"/> Diploma in Interior Design	<input type="checkbox"/> Diploma in Nursing
	<input type="checkbox"/> Diploma in Tourism Management		
Degree Programmes	<input type="checkbox"/> BSc (Hons) Accounting and Finance	<input type="checkbox"/> BSc (Hons) International Hospitality Management	<input type="checkbox"/> BSc (Hons) Psychology
	<input type="checkbox"/> BSc (Hons) Business Management	<input type="checkbox"/> BSc (Hons) Information Systems	
	<input type="checkbox"/> BSc (Hons) Business Studies	<input type="checkbox"/> BSc (Hons) Information Technology	
American Degree Transfer Program	<input type="checkbox"/> Aviation	<input type="checkbox"/> Communication	<input type="checkbox"/> Engineering
	<input type="checkbox"/> Business Administration	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Natural Science

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		Mobile Phone / Telephone

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

Postcode	City	State / Province
Country		Mobile Phone / Telephone

Please complete, if applicant is below 18 years old.

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

SECTION 4: EMERGENCY CONTACT DETAILS

Name											
Contact Person											
Mobile Phone / Telephone				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.

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Name of sponsor/scholarship/bursary											
Contact Person											
Job Title											
Address											
Postcode	City	State / Province									
Country		Mobile Phone / Telephone									
Email											

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. 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. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.
8. 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.
9. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5, 6 and 8, and after the deductions made against any fees or payments due and owing to Sunway University.
10. An application fee of RM300 is charged for every inter-programme transfer.
11. In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
12. 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).
13. 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

Signature of Authorised Approver

Name

Date
(dd-mm-yyyy)

Academic Documents Attached

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

2. Review of Conditional Offer

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)

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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)
 - English Language achievements (if any)
 - Contacts: correspondence, permanent and emergency
 - NRIC
 - 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
 - Programme details
 - Contact details
 - Emergency contact and medical details
 - Sponsorship/Scholarship/Bursary details
 - Academic and subject exemption details
 - Applicant's signature and date
 - Parent's/Guardian's signature and date

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

- Payment for application fee of RM300 for a full-time programme or RM100 for a part-time programme (non-refundable)**
- Attach ONE(1) passport-size photograph on the space given**
- ONE(1) certified true copy of Identity Card (NRIC) or Passport (all pages)**
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copies of all relevant academic qualifications/results**:
 - SPM (Forecast results)
 - UEC
 - A-Level
 - CIMP
 - MUFY
 - Diploma
 - Others (please specify)
 - SPM (Actual results)
 - STPM
 - AUSMAT
 - FIA
 - Certificate
 - Degree

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 University 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 **Information Centre (Malaysian Students)** or at the **International Student Office (International Students)**.

OR

- Post the application form and all relevant documents and items to the following address:

THE ADMISSION AND COUNSELING UNIT (MALAYSIAN STUDENTS)
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

THE INTERNATIONAL STUDENT OFFICE (INTERNATIONAL STUDENTS)
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