

INTERNATIONAL STUDENT APPLICATION FORM

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

Name : _____
(as in Passport)

Email : _____

Contact No: _____ Religion : _____

Passport No: _____ Nationality : _____

Passport Expiry Date : _____ Day / _____ Month / _____ Year
(Passport must be valid for more than ONE year from application date)

Gender : ☐ Female ☐ Male

Marital Status: ☐ Married ☐ Single

Date of Birth : _____ Day / _____ Month / _____ Year Place of Birth : _____

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

Section 2: PROGRAMME PARTICULARS

INTAKE Month : _____ Year : _____

PRE-UNIVERSITY PROGRAMMES

- ☐ AUSTRALIAN MATRICULATION (Western Australian Certificate of Education)
- ☐ CAMBRIDGE A-LEVELS (Cambridge International Examinations)
- ☐ MONASH UNIVERSITY FOUNDATION YEAR (MUFY)

DIPLOMA PROGRAMMES

- ☐ DIPLOMA IN BUSINESS ADMINISTRATION
- ☐ DIPLOMA IN EVENTS MANAGEMENT
- ☐ DIPLOMA IN HOTEL MANAGEMENT
- ☐ DIPLOMA IN INFORMATION TECHNOLOGY
- ☐ DIPLOMA IN INTERNATIONAL BUSINESS
- ☐ DIPLOMA IN MARKETING

DEGREE PROGRAMME

VICTORIA UNIVERSITY (3+0 & TWINNING PROGRAMME)

☐ BACHELOR OF BUSINESS MAJOR: _____

PROFESSIONAL ACCOUNTING PROGRAMMES

- ☐ CERTIFIED ACCOUNTING TECHNICIAN (CAT)
- ☐ ACCA QUALIFICATION

OTHER PROGRAMMES

- ☐ CERTIFICATE IN HOTEL OPERATIONS
- ☐ OTHERS : _____

REMARKS (FOR OFFICE USE ONLY):

Entitlement:

- ☐ Sibling discount – RM500
- ☐ Progression discount – RM1000
- ☐ 10% Continuing Bursary
- ☐ Tan Sri Jeffrey Cheah Entrance Scholarship
- ☐ Others: _____

Section 3: CORRESPONDENCE DETAILS

Correspondence: _____
Address _____
Postcode State Country

Mobile phone : _____ Telephone : _____

Email : _____

Please fill in only if different from the above:

Home Address : _____
Postcode State Country

Mobile phone : _____ Telephone : _____

Email : _____

Sibling Details (Who have studied / are studying at Sunway College Johor Bahru)

Name : _____

Programme : _____ Relationship : ☐ Brother ☐ Sister

Section 4: EMERGENCY CONTACT

Contact Person : _____ Relationship : _____

Mobile phone : _____ Telephone : _____

Section 5: MEDICAL HISTORY (If you are physical disabled, please state the nature of the disability)

Please state any disability / impairment / long-term medical condition which may be of concern:

☐ Yes Please state: _____ ☐ No

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

Name (Sponsor / Scholarship) : _____

Contact Person : _____ Telephone : _____

Address : _____

Postcode State Country

Email : _____

Section 7: ENGLISH LANGUAGE ACHIEVEMENT

☐ TOEFL ☐ IELTS ☐ Others : _____ Score : _____ Year completed : _____

School / Institution : _____

Section 8: IMMIGRATION PASS STATUS

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

☐ Dependent ☐ MM2H ☐ Social Visit ☐ Student ☐ Others : _____

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 student 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:
 - 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) Fees paid are normally not transferable except in extraordinary circumstances provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of Programme for special approval.
- 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) Enrolment fee 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 URL link to 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 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.

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: _____ Day / Month / Year

PARENT'S / GUARDIAN'S CONSENT (if Applicant is below 18 years old)

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 : _____ Relationship : _____

Contact No : _____ Email : _____

Address : _____

Postcode State Country

Occupation : _____ Company : _____

Signature of Parent / Guardian: _____

Date: _____ Day / Month / Year

Section 11: ENCLOSURES (Required Documents)

- ☐ Initial fee of RM5000 (non-refundable)*
- ☐ FOUR (4) passport-size photographs*
- ☐ ONE (1) copy of passport (including blank pages)*
- ☐ Certified true copies of all relevant academic transcripts / results*
- ☐ School leaving / completion certificate*
- ☐ Health declaration*
- ☐ IELTS 5.0 or TOEFL 500 statement of results*
- ☐ 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
Johor, 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 18 months from the commencement date of the intake.
4. Your application **CANNOT** proceed 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.
6. Cheques/ Bankdrafts to be made payable to **SUNWAY COLLEGE JOHOR SDN. BHD**
7. Please complete the Hostel Application Form if you require accommodation (a booking fee is required for each application).

Section 12: EDUCATION REPRESENTATIVE

Company Name : _____

Contact Person : _____ Telephone : _____

Address : _____

Postcode _____ State _____ Country _____

Email : _____

FOR OFFICE USE ONLY

Application received by:	Date:	Time:
1. Approval by Head of Department (HOD) / Head of Programme (HOP)		Approved by:
<input type="checkbox"/> Full Offer <input type="checkbox"/> Conditional Offer <input type="checkbox"/> Reject		_____
_____		Signature _____
_____		Name _____
		Date _____
2. Review of Conditional Offer by Head of Department (HOD) / Head of Programme (HOP)		Approved by:
<input type="checkbox"/> Condition Fulfilled <input type="checkbox"/> Reject		_____
_____		Signature _____
_____		Name _____
		Date _____

INTERNATIONAL STUDENT OFFICE

<input type="checkbox"/> Student Pass <input type="checkbox"/> Non-student Pass	Approved by:
_____	_____
_____	Signature _____
_____	Name _____
	Date _____