

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

Please affix  
a recent photograph  
here.

## SECTION 1: PERSONAL DETAILS

Are you a former student of Sunway?

Yes Programme  Intake

No

Given Name/ First Name

Name (as in NRIC/Passport)

Surname/ Family Name

NRIC/ Passport No.

Date of Birth (dd-mm-yyyy)  -  -  **Nationality**

Passport Expiry Date (dd-mm-yyyy)  -  -  (for international students only)

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

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.]

Race (for Malaysians only)  Malay  Chinese  Indian  Others (please specify)

## SECTION 2: STUDENT PASS DETAILS (for international students only)

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

Student  Social Visit  Dependent  Diplomatic  PR  MM2H **Student Pass 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 one closest to you.

## SECTION 3: 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)  -

**Certificate Programme**

CBS Certificate in Business Studies [ ] Bandar Sunway [ ] Velocity

**Foundation and Pre-University Programmes**

ALE Cambridge GCE A-Levels  CIMP Canadian International Matriculation Programme  FIST Foundation in Science and Technology

AUSMAT Australian Matriculation  FIA Foundation in Arts  MUFY Monash University Foundation Year

**Diploma Programmes**

**Premises**

DACC Diploma in Accounting [ ] Bandar Sunway [ ] Velocity

DBA Diploma in Business Administration [ ] Bandar Sunway [ ] Velocity

DCSI Diploma in Computer Science [ ] Bandar Sunway [ ] Velocity

DFIN Diploma in Finance [ ] Bandar Sunway [ ] Velocity

DIIT Diploma in Information Technology [ ] Bandar Sunway [ ] Velocity

DCOM Diploma in Communication [ ] Bandar Sunway [ ] Velocity

DINM Diploma in Interactive New Media [ ] Bandar Sunway [ ] Velocity

**Degree Programmes (Twinning or 3+0, Victoria University, Australia)**

VUBU Bachelor of Business

**Professional Accounting Programmes**

**Mode** **Premises**

ACCA Association of Chartered Certified Accountants [ ] Full-time [ ] Part-time [ ] Bandar Sunway [ ] Velocity

AFIA ACCA Foundation in Accountancy [ ] Bandar Sunway [ ] Velocity

CFAB Certificate in Finance, Accounting and Business

ICAEW Institute of Chartered Accountants in England and Wales [ ] Full-time [ ] Part-time

**Short Courses**

FEP Foundation English Programme GIFPR Global Issues for the Finance Professional SPGMT Strategic Performance Management

SFMGT Strategic Financial Management SFPRO Strategic Financial Project

VUENG English for Business Enrichment Programme (Victoria University, Australia) [only for students progressing into VUBU]

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





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.

Signature of Applicant

**Date**  
(dd-mm-yyyy)    [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]

**Name**  
(as in NRIC/Passport)

**NRIC/Passport No.**

**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.  
 If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway College to release the Applicant's fee and academic progress information to the Sponsor.  
 I give consent for the Applicant to participate in psychological services with Sunway College in accordance with Malaysia Counselling Board and Malaysian Society of Clinical Psychology's guidelines.

Signature of Parent/Guardian

**Date**  
(dd-mm-yyyy)    [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]

**Name**  
(as in NRIC/Passport)

**NRIC/Passport No.**

**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. Review of Conditional Offer**

Conditions Fulfilled

Offer Withdrawn

Signature of Authorised Approver

**Name**

**Date**  
(dd-mm-yyyy)    [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]

Additional information (only applicable to international students):

**Application Fees:**

- Enrolment Fee of MYR700 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR2,400 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR3,400 (Indonesian citizens - 2 years; non-refundable, non-transferable)\* (applicable to diploma/degree)

**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\*
- Health Declaration Form\*

**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 Declaration Form*	500KB	PDF

**\* Application cannot be processed without the required items.**

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

# APPLICATION PROCEDURE

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
  - NRIC/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
  - Programme details
  - Contact details
  - Emergency contact
  - Academic details
  - Special condition 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 enrolment fee of MYR700 (non-refundable)\*
- Attach ONE (1) passport-size photograph (White background; size 3.5cm X 4.5cm)\*
- ONE (1) certified true copy of Identity Card (NRIC)\*
- School leaving/completion certificate (if available)
- Supporting documents for subject exemption (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copy of English Language qualification (if available):
  - IELTS
  - TOEFL
  - MUET
  - Others (please specify)
- Certified true copies of all relevant official academic qualifications/results\*:
  - SPM (Forecast)
  - SPM (Actual)
  - O-Levels
  - UEC
  - STPM
  - A-Levels
  - AUSMAT
  - CIMP
  - FIA
  - FIST
  - MUFY
  - Certificate
  - Diploma
  - Degree
  - Others (please specify)

### Additional information (only applicable to international students):

- Student Pass Processing Fee of MYR2,400 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR3,400 (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\*
- Health Declaration Form\*

#### 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 Declaration Form*	500KB	PDF

### IMPORTANT NOTES

- This application cannot be processed without the required items (as indicated with \*).
- 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.
- If you require on-campus accommodation, please complete the Hostel Application Form. A hostel application fee of MYR500 is required for each application.
- 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 Admissions Office or International Office; or
- If by courier, please send the application form and all relevant documents and items to the following address:

For Malaysian Students:

### THE ADMISSIONS OFFICE

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

Operating Address (Velocity):  
V01-06-01, Lingkaran SV  
Sunway Velocity  
55100 Kuala Lumpur  
Malaysia  
Tel: +603-9770 1155  
Email: info@sunway.edu.my

For International Students:

### THE INTERNATIONAL OFFICE

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