APPLICATION FORM



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Please	affix				he steps (. Incom	plete in	formati	on may	delay t	he prod	essing	of this	applic	ation.		
a recent photograph here.		SECTION 1: PERSONAL DETAILS Are you a former student of Sunway?																	
		☐ Yes		amme	t or surre	ay:									Intake				
		□ No												J L					
Name (as in	Given Name/ Firs	t Name												Т					\neg
NRIC/Passport)								++				$\frac{\square}{\square}$		++	$\frac{\perp}{\Box}$		\vdash	$\frac{\square}{\square}$	\dashv
	Surname/ Family	Name													Ш		Ш	Ш	
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Passport No. Date of Birth		\dashv						 				al stude	nts only)			_			
(dd-mm-yyyy)					Nat	ionality													╛
Gender	☐ Male	☐ Female			Ma	rital Sta	tus	☐ Si	ngle	□ ма	arried		Divor	ced		Widow	red		\neg
Religion [Information relating	☐ Muslim	☐ Buddhis		hristian		du 🔲 O		-			d any oth	or rolov	ant auth	oritios 1					
Race	_	Malay	Chine	_	I lor report		thers (p			ation and	a any ou	ler relev	ant auth	lorities.j					٦
(for Malaysians only	<u>/) </u>																		
SECTION 2	2: STUDENT alaysia, please spec			_			tudei	nts or	ıly)										
<u>_</u> _	Social Visit	☐ Dep			olomatic	☐ PF	. [□ мм2н	ł	Studen (dd-mn		piry Dat	te	\prod .	- \square			П	
If you are currently I	holding a student p	ass, please s	tate the n	ame of th	e institutio	n you are	enrolled	with:		(44	. ,,,,,								
) / / / / / / / / / / / / / / / / / / /													
State the preferred I	location of the Mai	aysian Emba	issy/Consu	late for Si	ingle Entry	Visa (if ava	allable):	\Box	Count	ry 🗀	П	П	П	П					\neg
Note: Application for a	a single-entry visa sh	ould be made	at a Malays	ian diplom	natic mission	n in your ho	me count	ry. If the	e is no Ma	ll laysian di	plomatic	mission i	n your co	untry, yo	ou may o	choose to	o one clo	sest to y	ار you.
SECTION 3	3: PROGRAN	лме DE	TAILS																
Please specify <u>ir</u> Intake (mm-yyyy)				NE (1) p	orogram	me by p	lacing a	a tick (∕) in th	e appr	opriate	e box p	rovide	d belo	w:				
Certificate Progra				Premi			r 1	\											
□ CDCC Ce	ertificate in Busin ertificate in Digita	al Creative (Content		Bandar Su Bandar Su			Velocity Velocity											
Foundation and ALE Ca	Pre-University I mbridge GCE A-L	_	es □ C	IMP	Canadia	n Interna	itional N	Matricu	ation Pr	ogramn	ne 🗆	FIST	Fo	oundati	ion in :	Science	e and Te	chnol	logy
AUSMAT Au Diploma Progran	ustralian Matricu nmes	lation	□ FI	A Premis		tion in Ar	ts					MUFY	' M	lonash	Unive	rsity Fc	oundatio	on Yea	ır
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Degree Progran ☐ VUBU Ba	chelor of Busine	-	VICTORIA	Oniver	sity, Aus	otranaj													
Professional Acc	ounting Program	nmes				Mode				Premis	ies								
☐ ACCA Associa	ation of Chartered Foundation in Acc		ccountan	ts		[] Full-	time [] Part	time		andar S andar S]] Velo					
☐ CFAB Certific	cate in Finance, Ad	ccounting ar			los	[] Full-	time 「] Dart	time	-		,	-						
Short Courses	te of Chartered A	.countaints i	iii EiigiaiiC	i aiiu Wa	162	j Fuil-	une [j rait	une										
☐ FEP Found	dation English Pro egic Financial Mar			IFPR FPRO	Global Iss Strategic			e Profe	ssional			SPM	IGT :	Strategi	c Perfo	ormanc	e Mana	gemen	it
☐ VUENG Englis	sh for Business En	richment Pr	ogramme	(Victoria	Universit	y, Austral	ia) [only		dents pro	gressing	g into VI	JBU]							
Other Program	me (please spe	city name	e of prog	ramme	if it is n	ot listed	above)	1 1										_

SECTION 4: CONTACT DET	AILS			
Student's Correspondence Address				
Postcode City		State/ Prov	vince	
Country				
Contact No.				
Email		Mobile		
Permanent/ Home/ Parent's Addre	ess (please provide if different from ab	ove)		
, ,				
Postcode City		State/ Prov	vince	
Country Contact No.				
Home		Mobile		
Parent's/ Guardian's Name				
Relationship (e.g. FATHER, MOTHER	R, UNCLE, AUNT, etc.)			
Contact No.				
Home		Office		
Mobile				
Email				
Additional Information [for B40/M Monthly Household Income	40/T20 purpose] (Only required to be	completed for Malaysian st	tudents)	
☐ Less than MYR4,000 (B40)	Between MYR4,000 and MY	(R8,500 (M40)	Above MYR8,500 (T20)	
SECTION 5: EMERGENCY Parent's/ Guardian's Name	CONTACT DETAILS			
Relationship (e.g. FATHER, MOTHE	R, UNCLE, AUNT, etc.)			
Contact No.				
Home		Office		
Mobile				
Email				

SECTION 6: ACADEMIC DETAILS Kindly provide the title of qualification, name of institution and year of completion in the following table: Title of Qualification and Institution of Studies Level Year of Completion **Tertiary Studies** (e.g. Diploma/Degree) Year 12 or equivalent (e.g. STPM/Pre-U) **Secondary Studies** (e.g. SPM/O-Level) (e.g. Doctorate/ Master/ IELTS/ TOEFL) Please submit certified true copies of relevant transcripts (including grading scheme) for ALL academic studies. If the qualifications are in languages other than English, please also supply certified translated copies. Important Information: All Malaysian students are required by the Ministry of Education to complete the Bahasa Kebangsaan A Compulsory Subject. However, students who have obtained a 'Credit' or better in their SPM Bahasa Melayu or successfully completed the Bahasa Kebangsaan A subject prior to joining the programme indicated in Section 3 may be waived. **SECTION 7: STUDENTS WITH SPECIAL CONDITIONS** Do you require special support throughout your studies due to disability, impairment, mental health condition, or long-term medical condition? If yes, Sunway College may require further information from a relevant health professional or medical documents to guide our admission decision and to determine what adjustments or additional support may be needed if admitted. The Student Welfare Unit may work with you to determine how such support can be arranged. Please provide the nature of your disability (*please select all that apply): \square A specific learning disabilities such as dyslexia, dyspraxia, dysgraphia, dyscalculia etc. ☐ Autism Spectrum Disorder ☐ Attention-Deficit Hyperactivity Disorder (ADHD) ☐ A longstanding illness or health condition such as epilepsy, diabetes, Crohn's disease, or asthma etc. ☐ A long-term/ ongoing mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring use of a wheel chair, crutches or other mobility aid, Cerebral Palsy, etc. ☐ Deaf or a serious hearing impairment $\hfill\square$ Blind or a serious visual impairment uncorrected by glasses ☐ Speech and Language impairment \square A disability, impairment or medical condition that is not listed , please specify : **SECTION 8: TERMS AND CONDITIONS FOR ADMISSION** Important Students and parents are advised to read carefully and understand fully the terms and conditions set out in Section 8 before proceeding to the next section of this

application form

- A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).
- Fees payable are shown in the programme fee structure. Please note that Sunway College 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 payable are due before the commencement of the semester. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.
- 4. Enrolment 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. Fees paid are 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.
- 7. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 6, and after the deductions made against any fees or payments due and owing to Sunway College.
- 8. In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.
- 10. Students admitted based on forecast results are required to submit a certified true copy of the actual results to the Registry on/before the commencement date or within 10 working days from the official release date of the results. Should the actual results not meet the stipulated entry requirement of the programme, students will be automatically withdrawn from the programme and are allowed to enrol into another programme that meets the minimum entry requirements. Late submission of actual results will lead to withdrawal of this offer, and failure to register the students into the programme of study, and no refund of fees will be given after 10 working days from the date of actual results been released
- 11. If students do not meet the entry requirements of the programme and decides to withdraw with no intention to change to other programmes, Clause 2.6 on "Fees and Deposits Policy" for refund of tuition fees will apply.
- 12. Students are required to declare any special condition in Section 7 of this form and the institution will endeavour to facilitate the necessary needs.
- 13. The institution reserves the right to vary programme content as well as the locations and modes of academic delivery in case of force majeure.
- 14. A copy of the Institution's Student Code of Conduct can be accessed at http://izone.sunway.edu.my. Students are expected to read and abide by all rules and regulations of Sunway College including policies on the use of campus facilities.
- 15. The Institution reserves the right to review and amend the rules and regulations (including policies) at anytime.

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 (English version) or 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.	

Paent / 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 (English version) or 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 OFFIC					
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)						
Review of Conditional Offer						
☐ Conditions Fulfilled						
☐ Offer Withdrawn						
Signature of Authorised Approver						
Name						
Name						
Date						
(dd-mm-yyyy)						

Additional information	n (only applicable to	intornational	ctudontc)

Application Fees:

USE ONLY

- ☐ 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 <u>COURIER</u>:

- 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)*
- \square ONE (1) copy of official academic results*
- ☐ Health Declaration Form*

If sent by <u>EMAIL</u>, please send in the following file formats:

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
☐ Photo (white background; size 3.5cm X 4.5cm)*	Studio Photo	JPG
☐ Passport Copy*	2000KB	PDF
☐ Official Academic Results*	1000KB	PDF
☐ 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

Malaysia

Tel: +603-7491 8622

Email: info@sunway.edu.my

Follow 5 simple steps to complete your application to Sunway College!

STEP 1: TALK TO OUR PROGRAMME COUN	SELLORS						
☐ 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)							
\square Understand the structure, options and duration of the p	programme. (Request for subject exemptions, if applicabl	e)					
CTED 3: CET DEADY TO FULLUD THIS ADDITION	CATION FORM						
STEP 2: GET READY TO FILL UP THIS APPLIC							
Get ready the following documents/information before							
[] Academic Records (e.g. results, transcripts and c							
[] English Language Achievements (if any)	[] Sponsorship/Schola	rship Offer Letter (if applicable)					
[] Contacts: correspondence, permanent and eme	gency						
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 rele	vant space given.						
☐ Complete all sections in this application form using the	following checklist:						
	ency contact [] Applicant's signature and dat	e				
	nic details	Parent's/Guardian's signature					
	condition details	, ,					
STEP 4: PREPARE THE FOLLOWING DOCUM							
☐ Payment for enrolment fee of MYR700 (non-refundable							
☐ Attach ONE (1) passport-size photograph (White backgr	ound; size 3.5cm X 4.5cm)*						
☐ ONE (1) certified true copy of Identity Card (NRIC)*							
☐ School leaving/completion certificate (if available)							
\square Supporting documents for subject exemption (if applica	ble)						
\square Documentary evidence (if financed by scholarship/spon	sorship/study loan)						
\square Certified true copy of English Language qualification (if	available):						
[] IELTS [] TOEFL [] MUET	[] Others (please specify)						
☐ Certified true copies of all relevant official academic qua	alifications/results*:						
[] SPM (Forecast) [] SPM (Actual)	[] O-Levels [] UEC [] STPN	η [] A-Levels [] AUSMAT				
[] CIMP [] FIA	[] FIST [] MUFY [] Certi] Degree				
[] Others (please specify)	t 1 FIST t 1 MOFT t 1 Certi	ilicate i i Dipioriia i	1 Degree				
Additional information (only applicable to internation	onal students):						
☐ Student Pass Processing Fee of MYR2,400 (non-refunda	ble, non- transferable)*						
☐ Student Pass Processing Fee of MYR3,400 (Indonesian c	tizens - 2 years; non-refundable, non-transferable)* (app	licable to diploma/degree/ADTP	')				
Supporting Documents - must be submitted by COU	RIER or EMAIL						
If sent by COURIER:	If sent by EMAIL:						
☐ ONE (1) passport photo (White background; size 3.5cm X 4.5	<u> </u>	MAXIMUM					
☐ ONE (1) copy of passport (full passport including blank pages	, , , , , , , , , , , , , , , , , , , ,	FILE SIZE	FILE FORMAT				
on A4 size paper, 2 passport pages per side)*	□ Photo (white background; size 3.5c		JPG				
☐ ONE (1) copy of official academic results*	☐ Passport Copy*	2000KB	PDF				
☐ Health Declaration Form*	☐ Official Academic Results*	1000KB	PDF				
	☐ Health Declaration Form*	500KB	PDF				
IMPORTANT NOTES	•	•					
This application cannot be processed without the required iten	ns (as indicated with *).						
2. Please do not send cash through the post. Sunway College will			of cash.				
 If you require on-campus accommodation, please complete the Please refer to the information given on page (ii) for more deta 		o is required for each application.					
STEP 5: SUBMIT YOUR APPLICATION							
☐ Submit the application form and all relevant documents	and items to a counsellor at the Admissions Office or Into	ernational Office; or					
☐ If by courier, please send the application form and all re		 					
For Malaysian Students:	3	For International Students	s:				
	SIONS OFFICE	THE INTERNATIO	THE INTERNATIONAL OFFICE				
Operating Address (Bandar Sunway):							
	Operating Address (Velocity):	Operating Addres					
No. 5 Jalan Universiti Bandar Sunway	Operating Address (Velocity): V01-06-01, Lingkaran SV Sunway Velocity	Operating Addres No. 5 Jalan Unive Bandar Sunway					

Malaysia

Tel: +603-9770 1155

Email: info@sunway.edu.my

47500 Selangor Darul Ehsan

Malaysia

Tel: +603-7491 8622 Email: info@sunway.edu.my