

SUNWAY EDUCATION GROUP

CHECKLIST

INTERNATIONAL STUDENT APPLICATION DOCUMENTS

- Completed Application Form
- MYR 700** Enrolment Fee (non-refundable, non-transferable)
- MYR 2,260** – 1 Year Student Visa & EMGS processing fees (non-refundable)
- Indonesian applicants**

 - MYR 3,200** – 2 Years Student Visa & EMGS processing fees (non-refundable)
(for programs with duration of two years and above)
- Completed Pre-Arrival Medical Health Examination Report (inclusive of laboratory test results)
- 2** passport photos (white background – size 3.5cm X 4.5cm, neutral facial expression)
(Refer to EMGS photo guideline)
- 1** copy of passport (All pages inclusive blank pages & front cover) – in PDF version
 - Scan two passport pages in one A4 scan.
 - Passport must have minimum 18 months validity from intake date

Indonesian **Passport holders** applying for programs with duration of two years and above require 30 months' passport validity from intake date

- 1** copy of official academic results & completion certificate
- Nearest Malaysian Embassy for Single Entry Visa (SEV): _____

Others (if requested by International Office)

- 1** copy of Release Letter, including attendance & academic record
- 1** copy of English Language qualifications such as IELTS, TOEFL, etc.
- 1** copy of Resume/Character Reference Letter
- 1** copy of Sponsorship letter
- Statutory Declaration confirming identity
- No Objection Certificate (**NOC**) for Sudan or Letter of Eligibility (**LOE**) for Iran citizens

CAMPUS RESIDENCE APPLICATION DOCUMENTS (OPTIONAL)

- Completed Residence Application Form
- MYR 500** Residence Application Fee (non-refundable nor transferable)
- 1** passport photograph
- 1** copy of passport (only the personal information page)

10 STEPS TO APPLY

1. Submit all the application documents and payment according to checklist. The payable amount is as follow:

Description(s)	*Compulsory* MYR	*Optional* MYR	Total Payable MYR
Enrolment Fee	700	-	700
EMGS Visa Processing Fee	2,260	-	2,260
Hostel Application Fee		500	500
			3,460

For **Indonesian Applicants**, payable amount as follows:

Description(s)	*Compulsory* MYR	*Optional* MYR	Total Payable MYR
Enrolment Fee	700		700
EMGS Visa Processing Fee	3,200		3,200
Hostel Application Fee		500	500
			4,400

Please check with Sunway representative on the exchange rate use

2. Payment can be wired through Telegraphic Transfer (TT). Bank details are in the following page.
3. An Offer Letter will be sent to you from International Office (I.O).
4. Sign and return the Acceptance of Offer Form (by email) to I.O.
5. Documents are submitted to EMGS & Malaysia Immigration for student visa approval.
(estimated processing time after I.O receives all required documents: 6-8 weeks)
6. I.O will inform when you VAL is approved. During this time, please pay Advance Fee of **MYR 18,000/ fees due for your Semester 1** via TT to Sunway.
7. Your e-VAL can be downloaded from EMGS link:
<https://educationmalaysia.gov.my/emgs/application/searchForm/>
8. Apply for a Single Entry Visa (SEV) at the nearest Malaysian Embassy/ Consulate.
(Certain nationalities are exempted, kindly check with I.O.)
9. Notify / Email I.O your Airport Arrival Form with a copy of your flight ticket enclosed.
10. Report to I.O. on the next working day for registration and briefing on Post-Arrival Medical Screening, opening bank account, Passport endorsement etc.

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PAYMENT INSTRUCTIONS

BENEFICIARY	:	SUNWAY EDUCATION GROUP SDN BHD
BANK & ADDRESS	:	MALAYAN BANKING BERHAD (MAYBANK) 30-32 JALAN PJS 11/28A BANDAR SUNWAY 46150 PETALING JAYA SELANGOR MALAYSIA
ACCOUNT NO.	:	012 316 401 449
SWIFT CODE	:	MBBEMYKL

Email the computer printout of the Telegraphic Transfer (T/T) confirmation from your bank to: int_admin@sunway.edu.my (International Office) or finance@sunway.edu.my to trace and confirm the payment.

Please include the following information:

- Name of student – Nationality - Passport Number
- Program of study - Month / Year of intake (e.g. January 2017)
- Details of payment – e.g. for Application fees, Residence application, EMGS fees, Tuition, Rent, etc.

Funds transferred must be confirmed “Received” by our bank before further processing.
USD exchange rates are estimates only and subject to daily forex movements at the time of remittance.

All bank charges and foreign exchange rate movements are borne by applicants.

Excess amounts (if any) will be set-off against following semester’s fees, and shortages (if any) need to be topped up.

* *EMGS (Education Malaysia Global Services) grants Indonesian applicants 2-year student visas for programs with duration of 2 years and more: ACCA, ADTP, Diploma, Bachelor degrees.
Pre-University programs (Except Cambridge A-Level) are not affected.*