

APPLICATION FORM

(International Students)



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

SECTION 1: PERSONAL DETAILS

Please affix

a recent photograph

here.

Are you a former student of Sunway?

☐ Yes

Programme

Intake

☐ No

Name
(as in Passport)

Surname/ Family Name

Given Name/ First Name

Passport No.

Passport Expiry Date
(dd-mm-yyyy)

Date of Birth
(dd-mm-yyyy)

Place of Birth

Nationality

Gender

☐ Male

☐ Female

Marital Status

☐ Single

☐ Married

☐ Divorced

☐ Widowed

Race

☐ Malay

☐ Chinese

☐ Indian

☐ Others (please specify)

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.]

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

☐ Student

☐ Social Visit

☐ Dependent

☐ Diplomatic

☐ PR

☐ MM2H

☐ 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 apply at one closest to you.

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

(mm-yyyy)

Diploma Programmes

☐ 811DCA

Diploma in Culinary Arts

☐ 212DPA

Diploma in Performing Arts

☐ 723DNU

Diploma in Nursing

☐ 811DHM

Diploma in Hotel Management

☐ 213DGM

Diploma in Graphic and Multimedia Design

☐ 812DEM

Diploma in Events Management

☐ 214DID

Diploma in Interior Design

Degree Programmes

☐ 340BENT

BA (Hons) Entrepreneurship

☐ 545MBIO

BSc (Hons) Medical Biotechnology

☐ 212BCMAT

BA (Hons) Contemporary Music
(Audio Technology)

☐ 342BMKT

BSc (Hons) Marketing

☐ 720BIOM

BSc (Hons) Biomedicine

☐ 212BMP

BA (Hons) Music Performance

☐ 343BFA

BSc (Hons) Financial Analysis

☐ 481BCS

BSc (Hons) in Computer Science

☐ 213BDFP

BA (Hons) Digital Film Production

☐ 343BFE

BSc (Hons) Financial Economics

☐ 481BIS

BSc (Hons) in Information Systems

☐ 214BDC

BA (Hons) Design Communication

☐ 344BAF

BSc (Hons) Accounting & Finance

☐ 481BIT

BSc (Hons) Information Technology

☐ 581BIA

BA (Hons) in Interior Architecture

☐ 345BBM

BSc (Hons) Business Management

☐ 481BCNS

BSc (Hons) Information Technology
(Computer Networking and Security)

☐ 811BHMT

BSc (Hons) in International Hospitality
Management

☐ 345BBS

BSc (Hons) Business Studies

☐ 481BSE

Bachelor of Software Engineering (Hons)

☐ 811BCM

BSc (Hons) in Culinary Management

☐ 345BIB

BSc (Hons) International Business

☐ 482BSBA

BSc (Hons) Information Systems
(Business Analytics)

☐ 811BCEM

BSc (Hons) in Conventions and Events
Management

☐ 345BGSCM

BSc (Hons) Global Supply Chain
Management

☐ 482BMCE

Bachelor of Information Systems (Hons) in
Mobile Computing with Entrepreneurship

☐ 462BAS

BSc (Hons) in Actuarial Studies

☐ 321BCO

BA (Hons) in Communication

☐ 311BPS

BSc (Hons) Psychology

☐ 421BIOP

BSc (Hons) Biology with Psychology

American Degree Transfer Programs

☐ ADTPART

ADTP (Arts)

Major (please indicate)

☐ ADTPSCI

ADTP (Science/Engineering)

Major (please indicate)

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																													

Contact No.

Home															Mobile														

Email

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

Postcode					City															State/ Province									
Country																													

Contact No.

Home															Mobile														

Parent's/ Guardian's Name

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Relationship

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Contact No.

Home															Office															Mobile									

Email

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SECTION 4: EMERGENCY CONTACT DETAILS

Name

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Relationship

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Contact No.

Home															Office															Mobile									

Email

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SECTION 5: MEDICAL DETAILS

If you have any disability / impairment / long-term medical conditions that may affect your studies, please provide details in the space given below in order for us to assist you during your studies:

SECTION 6: SPONSORSHIP/ SCHOLARSHIP/ BURSARY DETAILS

If you have or will be applying to Sunway University for any sponsorship, scholarship or bursary grant, please provide the details of the sponsor/ scholarship/ bursary in the space given below:

[illegible][illegible]

SECTION 7: ACADEMIC DETAILS

Name of Highest Academic Qualification

☐ SPM ☐ O-Levels ☐ UEC ☐ Others (please specify below)

☐ STPM ☐ A-Levels

Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Level 1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

☐ High School ☐ Diploma ☐ Others (please specify below)

[illegible]

Result Type	Completion Year
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Completion Year

☐ Actual ☐ Forecast

Name of Institution (where the above qualification was obtained)

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.

1. A student is considered fully enrolled 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. 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. A transfer fee of RM300 is charged for every inter-programme transfer.
7. 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.
8. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 7, and after the deductions made against any fees or payments due and owing to Sunway University.
9. In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
10. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.
11. A student on conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated refund of the tuition fees paid.
12. The details regarding any disability / impairment / long-term medical condition is declared in Section 5 of this form. In this circumstance, the available facilities are understood and accepted.
13. A copy of the Sunway University Student Code of Conduct has been posted on the portal at <http://izone.sunway.edu.my>. Students are expected to read and abide by all rules and regulations of Sunway University including policies on the use of campus facilities.
14. Sunway University 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 University 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 University 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 University with information which they hold about me for the purpose of Sunway University verifying my grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway University to release fee and academic progress information to my Sponsor. I also consent to Sunway University releasing fee and academic progress information to my parent or guardian.

[] (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group including future events, promotions, updates and any other marketing activities.

[] (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Applicant

Name

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 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 University.

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 University 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 University with information which they hold about the Applicant for the purpose of Sunway University verifying the Applicant's grades and/or qualifications and/or experience.

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Signature of Parent/Guardian

Name

(as in NRIC/Passport)

NRIC/Passport No.

Date

(dd-mm-yyyy)

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. 1st Review of Conditional Offer

- ☐ Conditions Fulfilled ☐ New Conditions (please specify below)
- ☐ Offer Withdrawn

Signature of Authorised Approver

Name

Date

(dd-mm-yyyy)

3. 2nd Review of Conditional Offer

(only applicable if conditions given in 1st review)

- ☐ Conditions Fulfilled ☐ Offer Withdrawn

Signature of Authorised Approver

Name

Date

(dd-mm-yyyy)

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/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*
- ☐ Original Health Examination Report*

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 Examination Report*	1000KB	PDF

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

* Application cannot be processed without the required items.

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- 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.
- The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 7, and after the deductions made against any fees or payments due and owing to Sunway University.
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- The details regarding any disability / impairment / long-term medical condition is declared in Section 5 of this form. In this circumstance, the available facilities are understood and accepted.
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☐ (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Applicant

Name

NRIC 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 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 University.

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☐ (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Parent/Guardian

Name

(as in NRIC/Passport)

NRIC/Passport No.

Date

(dd-mm-yyyy)

INFORMATION FOR MAKING PAYMENTS

There are various modes to choose from when making payment for fees.

The following link provides you with full details of options available to you:

<https://university.sunway.edu.my/Payment-Fees>

For further enquiry, please contact Financial Services Department at:

Tel: (60)3 7491 8622; or

Email: finance@sunway.edu.my

APPLICATION PROCEDURE

(International Students)

Follow 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
 - ☐ 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
 - ☐ Academic details
 - ☐ Emergency contact and medical details
 - ☐ Sponsorship/Scholarship/Bursary details
 - ☐ Contact details
 - ☐ Parent's/Guardian's signature and date
 - ☐ Programme details
 - ☐ Applicant's signature and date

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

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/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*
- ☐ Original Health Examination Report*

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 Examination Report*	1000KB	PDF

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 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 International Office; or
- ☐ Post the application form and all relevant documents and items to the following address:

THE INTERNATIONAL OFFICE

Operating Address:

No. 5 Jalan Universiti
Bandar Sunway
47500 Selangor Darul Ehsan
Malaysia
Tel: +603-7491 8622
Fax: +603-5635 8630
Email: info@sunway.edu.my