

## CHECKLIST

### INTERNATIONAL STUDENT APPLICATION DOCUMENTS

- ☐ Completed Application Form
- ☐ Enrolment Fee of RM 700 (non-refundable, non-transferable)
- ☐ Student Visa processing fee RM 2,000 (non-refundable)
- ☐ Student Visa processing fee for **Indonesian** applicants RM 3,000 (2 years) \*  
(Programs: ACCA, ADTP, Diploma, Bachelor)
- ☐ Completed Pre-Arrival Medical Health Examination Report
- ☐ 4 passport-size photographs (sky blue background – size 3.5cm X 5.0cm, neutral facial expression)
- ☐ 2 copies of passport (ALL pages including blank pages, 2 pages per A4 sheet, single side).  
Passport must be valid for a **minimum of 18 months** from intake date.  
\*For **Indonesian** applicants, passport must be valid for a **minimum of 30 months** from intake date.  
(Programs: ACCA, ADTP, Diploma, Bachelor)
- ☐ 2 copies of official academic results

#### Others

- ☐ 2 photocopies of Release Letter, including attendance & academic record  
(for applicants with previously issued student Visa Approval Letters from other higher education institutions in Malaysia)
- ☐ 2 photocopies of English Language qualifications such as IELTS, TOEFL, etc.  
(for non-English medium of instruction/ education system/ qualifications)
- ☐ Resume/Character Reference Letter  
(for applicants above 23 years old, required by the Malaysian Immigration Dept.)
- ☐ 1 original copy of Sponsorship letter  
(for applicants financed by scholarship/sponsorship/study loan)
- ☐ 2 photocopies of School Leaving Certificate  
(for applicants graduating from high schools in Malaysia)
- ☐ Statutory Declaration confirming identity  
(for applicants with names spelt differently in official transcripts and documents)
- ☐ No Objection Certificate (NOC) (for applicants from sub-Sahara African countries)  
or Letter of Eligibility (for Nigerian citizens)

### CAMPUS RESIDENCE APPLICATION DOCUMENTS (IF REQUIRED)

- ☐ Completed Residence Application Form
- ☐ Application Fee of RM 500 (non-refundable nor transferable)
- ☐ 2 passport photographs
- ☐ 1 photocopy of passport (only the personal information page)

## PAYMENT INSTRUCTIONS

PAYEE	:	<b>SUNWAY EDUCATION GROUP SDN BHD</b>
BANK NAME	:	<b>HSBC BANK (M) SDN BHD Unit 2A, Jalan USJ 10/1B, 47610 UEP SUBANG JAYA SELANGOR, MALAYSIA</b>
ACCOUNT NO.	:	<b>352-063093-101</b>
SWIFT CODE	:	<b>HBMBMYKL</b>

Email the computer printout of the Telegraphic Transfer (T/T) confirmation from your bank to: [int\\_admin@sunway.edu.my](mailto:int_admin@sunway.edu.my) (International Office) or [finance@sunway.edu.my](mailto: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 2014)
- 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 are not affected.