

APPLICATION FORM

(International Students)

SUNWAY COLLEGE



Please affix
a recent photograph
here.

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

SECTION 1: PERSONAL DETAILS

Are you a former student of Sunway?

☐ Yes

Programme

Intake

☐ No

If yes, please specify name and intake of programme completed.

Name As in Passport	Surname / Family Name	Given Name / First Name
	<input type="text"/>	<input type="text"/>
Passport No.	<input type="text"/>	Passport Expiry Date (dd-mm-yyyy)
Date of Birth (dd-mm-yyyy)	<input type="text"/>	Place of Birth
Nationality	<input type="text"/>	<input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Race	<input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others (please specify)	<input type="text"/>
Religion	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Others (please specify)	<input type="text"/>
[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 (for International Students only):		
<input type="checkbox"/> Student <input type="checkbox"/> Social Visit <input type="checkbox"/> Dependent <input type="checkbox"/> Diplomatic <input type="checkbox"/> PR <input type="checkbox"/> MM2H	Expiry Date (dd-mm-yyyy)	<input type="text"/>
If you are currently holding a student pass, please state the name of the institution you are enrolled with:		
<input type="text"/>		

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)

Foundation and Pre-University Programmes

- | | |
|--|--|
| <input type="checkbox"/> FIA Foundation in Arts | <input type="checkbox"/> CIMP Canadian International Matriculation Programme |
| <input type="checkbox"/> AUSMAT Australian Matriculation | <input type="checkbox"/> MUFY Monash University Foundation Year |
| <input type="checkbox"/> ALE Cambridge GCE A-Levels | |

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

- ☐ VUBU Bachelor of Business

Postgraduate Programme (Victoria University, Australia)

- ☐ VUMBA Master of Business Administration

Professional Accounting Programmes

- ☐ ACCA Association of Chartered Certified Accountants
☐ CAT Certified Accounting Technician
☐ ICAEW Institute of Chartered Accountants in England and Wales
☐ DPAC Diploma in Professional Accounting
☐ ADPAC Advanced Diploma in Professional Accounting

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

Student's Correspondence Address[illegible][illegible][illegible][illegible]

SECTION 7: ACADEMIC DETAILS

Name of Highest Academic Qualification

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

Level ☐ High School ☐ Pre-U/Cert. ☐ Diploma ☐ Degree ☐ Others (please specify)

Result Type ☐ Actual ☐ Forecast **Year Completed**

Name and Address of Institution or School (where the above qualification was obtained)

Please refer to the programme leaflet for information on English Language requirements to ensure your eligibility for admission to the chosen programme.

English Language Qualification (please provide highest achievement)

Level ☐ SPM ☐ IELTS ☐ MUET ☐ TOEFL ☐ Others (please specify)

Grade/Score **Year Completed**

Name and Address of Institution or School (where the English Language Qualification was obtained)

Important Notes

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.

SECTION 8: TERMS AND CONDITIONS FOR ADMISSION

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 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 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 College.
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 College 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 College including policies on the use of campus facilities.
14. Sunway College 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.

[] *(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

As in Passport

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 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.

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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)

- [] Actual results to meet programme entry requirements
- [] Produce original academic documents for verification
- [] Other conditions (please specify)

Signature of Authorised Approver

Name
Date

(dd-mm-yyyy)

2. 1st Review of Conditional Offer
☐ Conditions Fulfilled

☐ New Conditions (please specify)

☐ Offer Withdrawn

Signature of Authorised Reviewer

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 Reviewer

Name
Date

(dd-mm-yyyy)

Application required documents and items
☐ Payment for Enrolment Fee of RM700 (non-refundable nor transferable)**

☐ Student Pass Application Fee of RM2,000 (non-refundable nor transferable)**

☐ THREE (3) passport-size photographs (sky-blue background; size 3.5cm X 5cm)**

☐ TWO (2) certified true copies of Passport in A4 sized paper (full book; including blank pages)**

☐ TWO (2) certified true copies of official academic results**

☐ Original Health Examination Report**

☐ International Certificate of Vaccination or Prophylaxis**

Other required documents, if applicable
☐ TWO (2) copies of Release Letter with attendance and academic records (for applicants who transferred from another institution in Malaysia)**

☐ Student Visa processing fee for **Indonesian** applicants RM 3,000 (2 years; non-refundable nor transferable)** (applicable to diploma/degree/ACCA/ICAEW programmes)

☐ ONE (1) original copy of No Objection Certificate (NOC) (for applicants from Sub-Saharan Africa countries)**

☐ ONE (1) copy of Resume/Character Reference Letter (for applicants above 23 years old)

☐ ONE (1) original copy of documentary evidence (if financed by scholarship/sponsorship/study loan)**

☐ TWO (2) certified true copy of English Language qualification:

☐ IELTS ☐ TOEFL ☐ MUET

☐ Others

(please specify)

☐ TWO (2) copies of School Leaving Certificate

☐ Supporting documents for exemptions (if applicable)

☐ Affidavit document

(for applicants with different names in any of the above required documents)

Note: This application cannot be processed without the required items (as indicated with **).

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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.

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Signature of Applicant

Name

As in Passport

Passport No.

Date

(dd-mm-yyyy)

Parent / Guardian (if Applicant is below 18 years old)

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Signature of Parent/Guardian

Name

As in NRIC/Passport

NRIC/Passport No.

Date

(dd-mm-yyyy)

INFORMATION FOR MAKING PAYMENTS

Choose one of the following methods for payment of fees:

Cash Pay at the Financial Services Counter, which is located at Level 1, North Building of Sunway Campus.

Direction: Enter the campus building through the foyer (from the main entrance in South Building) and walk towards the escalator/stairway to North Building. The Financial Services Counters is on your left, immediately after the escalator/stairway.

Cheque Cheques must be made payable to Sunway Education Group Sdn Bhd.

Please write the student's name, Passport number and programme enrolled on the reverse of the cheque.

Pay or use the "Drop & Go" box at the Financial Services Counter. Follow the direction given above to get there.

Direct bank-in or telegraphic transfer Payments must be made payable to Sunway Education Group Sdn Bhd.

Bank name: **HSBC Bank (Malaysia) Bhd**

Account number: **352-063093-101**

Address: **Unit 2A & 2A-A, Jalan USJ 10/1B, 47610 UEP Subang Jaya, Selangor Darul Ehsan, Malaysia**

Swift code: **HBMBMYKL (for TT)**

Please fax or email telegraphic slip as proof of payment and provide the student's name, Passport number and programme enrolled.

APPLICATION PROCEDURE

(International Students)

Follow the 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
 - ☐ 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 details
 - ☐ Sponsorship/Scholarship/Bursary details
 - ☐ Contact details
 - ☐ Medical details
 - ☐ Programme details
 - ☐ Applicant's signature and date
 - ☐ Parent's/Guardian's signature and date

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

Application required documents and items

- ☐ Payment for Enrolment Fee of RM700 (non-refundable nor transferable)**
- ☐ Student Pass Application Fee of RM2,000 (non-refundable nor transferable)**
- ☐ THREE (3) passport-size photographs (sky-blue background; size 3.5cm X 5cm)**
- ☐ TWO (2) certified true copies of Passport in A4 sized paper (full book; including blank pages)**
- ☐ TWO (2) certified true copies of official academic results**
- ☐ Original Health Examination Report**
- ☐ International Certificate of Vaccination or Prophylaxis**

Other required documents, if applicable

- ☐ TWO (2) copies of Release Letter with attendance and academic records (for applicants who transferred from another institution in Malaysia)**
- ☐ Student Visa processing fee for **Indonesian** applicants RM 3,000 (2 years; non-refundable nor transferable)** (applicable to diploma/degree/ACCA/ICAEW programmes)
- ☐ ONE (1) original copy of No Objection Certificate (NOC) (for applicants from Sub-Saharan Africa countries)**
- ☐ ONE (1) copy of Resume/Character Reference Letter (for applicants above 23 years old)
- ☐ ONE (1) original copy of documentary evidence (if financed by scholarship/sponsorship/study loan)**
- ☐ TWO (2) certified true copy of English Language qualification:
 - ☐ IELTS
 - ☐ TOEFL
 - ☐ MUET
 - ☐ Others (please specify)
- ☐ TWO (2) copies of School Leaving Certificate
- ☐ Affidavit document (for applicants with different names in any of the above required documents)
- ☐ Supporting documents for exemptions (if applicable)

IMPORTANT NOTES

1. This application cannot be processed without the required items (as indicated with **). Your application should reach us **EIGHT (8) weeks** before the commencement date of intake. Your passport must be valid for a minimum period of **ONE (1) year** from the commencement date of intake.
2. 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. Cheques/Bankdrafts are to be made payable to **SUNWAY EDUCATION GROUP SDN BHD**.
3. If you require on-campus accommodation, please complete the Hostel Application Form. A hostel application fee of **RM500.00** is required for each application.
4. New international students are required to pay an advance fee on successful enrolment at Sunway College.
5. 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. 2 Jalan Universiti
Bandar Sunway
47500 Selangor Darul Ehsan
Malaysia
Tel: +603-5638 7176
Fax: +603-5635 8635
Email: info@sunway.edu.my