

# APPLICATION FORM

## (English Language)



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

Name

(as in NRIC/  
Passport)

Surname/ Family Name

Given Name/ First Name

NRIC/ Passport  
No.

Date of Birth  
(dd-mm-yyyy)

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)

Full-time Programme

☐ IEP

Intensive English Programme (10 weeks)

☐ VES

Vacation English Language School

☐ Others (please specify)

Part-time Programme

☐ IELTS

International English Language Testing System (10 weeks)

I am:

☐ planning to study

☐ currently studying

☐ transferring from

Intake

(mm-yyyy)

Diploma Programmes

☐ 811DCA

Diploma in Culinary Arts

☐ 811DHM

Diploma in Hotel Management

☐ 812DEM

Diploma in Events Management

☐ 212DPA

Diploma in Performing Arts

☐ 213DGM

Diploma in Graphic and Multimedia Design

☐ 214DID

Diploma in Interior Design

☐ 723DNU

Diploma in Nursing

Degree Programmes

☐ 340BENT

BA (Hons) Entrepreneurship

☐ 342BMKT

BSc (Hons) Marketing

☐ 343BFA

BSc (Hons) Financial Analysis

☐ 343BFE

BSc (Hons) Financial Economics

☐ 344BAF

BSc (Hons) Accounting & Finance

☐ 345BBM

BSc (Hons) Business Management

☐ 345BBS

BSc (Hons) Business Studies

☐ 345BIB

BSc (Hons) International Business

☐ 345BGSCM

BSc (Hons) Global Supply Chain Management

☐ 545MBIO

BSc (Hons) Medical Biotechnology

☐ 720BIOM

BSc (Hons) Biomedicine

☐ 481BCS

BSc (Hons) in Computer Science

☐ 481BIS

BSc (Hons) in Information Systems

☐ 481BIT

BSc (Hons) Information Technology

☐ 481BCNS

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

☐ 481BSE

Bachelor of Software Engineering (Hons)

☐ 482BSBA

BSc (Hons) Information Systems (Business Analytics)

☐ 482BMCE

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

☐ 321BCO

BA (Hons) in Communication

☐ 212BCMAT

BA (Hons) Contemporary Music (Audio Technology)

☐ 212BMP

BA (Hons) Music Performance

☐ 213BDFP

BA (Hons) Digital Film Production

☐ 214BDC

BA (Hons) Design Communication

☐ 581BIA

BA (Hons) in Interior Architecture

☐ 811BHMT

BSc (Hons) in International Hospitality Management

☐ 811BCM

BSc (Hons) in Culinary Management

☐ 811BCEM

BSc (Hons) in Conventions and Events Management

☐ 462BINDS

BSc (Hons) in Industrial Statistics

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
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☐ 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
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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](http://sunway.edu.my/pdpa/notice_english) (English version) or [http://sunway.edu.my/pdpa/notice\\_BM](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**

(as in NRIC/Passport)

**NRIC/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](http://sunway.edu.my/pdpa/notice_english) (English version) or [http://sunway.edu.my/pdpa/notice\\_BM](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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I give consent for the Applicant to participate in counselling with Sunway University in accordance with Malaysia Counselling Board's guideline.

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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

☐ Offer Withdrawn

☐ New Conditions (please specify below)

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)

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Signature of Applicant

Name

(as in NRIC/Passport)

NRIC/Passport No.

Date

(dd-mm-yyyy)

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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](mailto:finance@sunway.edu.my)

# APPLICATION PROCEDURE

(English Language)

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

- ☐ Payment for enrolment fee of RM700 (non-refundable)\*
- ☐ Attach ONE (1) passport-size photograph on the space given\*
- ☐ ONE (1) certified true copy of Identity Card (NRIC)\*
- ☐ School leaving/completion certificate
- ☐ Supporting documents for subject exemption (if applicable)
- ☐ Documentary evidence (if financed by scholarship/sponsorship/study loan)
- ☐ Certified true copy of English Language qualification:
  - ☐ IELTS
  - ☐ TOEFL
  - ☐ MUET
  - ☐ Others (please specify)
- ☐ Certified true copies of all relevant academic qualifications/results\*:
  - ☐ SPM (Forecast)
  - ☐ AUSMAT
  - ☐ Diploma
  - ☐ Others (please specify)
  - ☐ SPM (Actual)
  - ☐ CIMP
  - ☐ Degree
  - ☐ O-Levels
  - ☐ FIA
  - ☐ UEC
  - ☐ FIST
  - ☐ STPM
  - ☐ MUFY
  - ☐ A-Levels
  - ☐ Certificate

## 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 Admissions Office (Malaysian Students) or at the International Office (International Students); or

- ☐ Post the application form and all relevant documents and items to the following address:

### THE ADMISSIONS OFFICE (MALAYSIAN STUDENTS)

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

### THE INTERNATIONAL OFFICE (INTERNATIONAL STUDENTS)

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