

APPLICATION FORM

(International Students)

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 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)

Foundation and Pre-University Programmes

☐ ALE

Cambridge GCE A-Levels

☐ AUSMAT

Australian Matriculation

☐ CIMP

Canadian International Matriculation Programme

☐ FIA

Foundation in Arts

☐ FIST

Foundation in Science and Technology

☐ MUFY

Monash University Foundation Year

Diploma Programmes

☐ DACC

Diploma of Accountancy

☐ DFIN

Diploma in Finance

☐ DCOM

Diploma in Communication

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

☐ VUBU

Bachelor of Business

Postgraduate Programmes (Victoria University, Australia)

☐ VUMBA

Master of Business Administration

☐ VUMB(ERPS)

Master of Business (Enterprise Resource Planning Systems)

Professional Accounting Programmes

☐ ACCA

Association of Chartered Certified Accountants

☐ CAT

Certified Accounting Technician

☐ CFAB

Certificate in Finance, Accounting and Business

☐ ICAEW

Institute of Chartered Accountants in England and Wales

Mode

[]

Full-time

[]

Part-time

[]

Full-time

[]

Part-time

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 College for any sponsorship, scholarship or bursary grant, please provide the details of the sponsor/ scholarship/ bursary in the space given below:

[illegible][illegible][illegible]

SECTION 7: ACADEMIC DETAILS

Name of Highest Academic Qualification

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

[illegible]

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

[illegible]

Result Type	Completion Year
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Name of Institution (where the above qualification was obtained)

[illegible][illegible]

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 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 University 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

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

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.

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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 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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 - Transfer due to a call for National Service.
 - Transfer due to medical reasons.
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Signature of Applicant

Name

Passport

Date

(dd-mm-yyyy)

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

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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.

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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:

<http://sunway.edu.my/college/admissions/payment-instructions>

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 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 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 College 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