

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.

Given Name / First Name

**Name**  
As in NRIC/Passport

Surname / Family Name

**NRIC/Passport No.**

**Passport Expiry Date**  
(dd-mm-yyyy)  
(for international students only)

**Date of Birth**  
(dd-mm-yyyy)

**Nationality**

**Gender**

Male

Female

**Marital Status**

Single

Married

Divorced

Widowed

**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.]

**Race**

Malay

Chinese

Indian

Others (please specify)

(for Malaysians only)

## SECTION 2: STUDENT PASS DETAILS (for international students only)

Please tick one (1) from the categories below:

If you are now in Malaysia, please state your current pass type/visa:

Student

Social Visit

Dependent

Diplomatic

PR

MM2H

**Student Pass Expiry Date**  
(dd-mm-yyyy)

If you are not in Malaysia, you will be required to obtain an e-Visa Approval letter before the commencement of your study and a Single Entry Visa (if applicable) to enter Malaysia. Our International Office will assist you in the process if your application to study is successful.

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 3 : PROGRAMME SELECTION

Please specify intake for admission and select **ONE (1) programme & premise** by placing a tick (✓) in the appropriate box provided below :

**Intake**  
(mm-yyyy)

**Pre-University Programmes**

**Premise – Sunway City only**

ALE Cambridge GCE A-Levels

MUFY Monash University Foundation Year

FIA Foundation in Arts

AUSMAT Australian Matriculation

CIMP Canadian International Matriculation Programme

FIST Foundation in Science & Technology

**Certificate & Diploma Programmes**

**Premise**

Sunway City

Velocity

(\*Only offered at Sunway City Premise)

CBS Certificate in Business Studies

DCSI Diploma in Computer Science

DFIN Diploma in Finance\*

CDCC Certificate in Digital Creative Content\*

DCOMM Diploma in Communication

DINM Diploma in Interactive New Media

DACC Diploma in Accounting

DDCC Diploma in Digital Creative Content\*

DIIT Diploma in Information Technology

DBA Diploma in Business Administration

DFDT Diploma in Fashion Design Technology\*

**Professional Accounting Programmes**

**Premise**

Sunway City

Velocity

(\*Only offered at Sunway City Premise)

AFIA ACCA Foundation in Accountancy

CFAB Certificate in Finance, Accounting and Business\*

ACCA Association of Chartered Certified Accountants

Full time  Part Time

ICAEW Institute of Chartered Accountants in England and Wales\*

Full time  Part Time

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

**Premise – Sunway City only**

VUBU Bachelor of Business

VUENG VU English for Business Enrichment (short course)

Please specify name of programme if it is not listed above

## SECTION 4 : CONTACT DETAILS

### Student's Correspondence Address

Postcode					City															State / Province									
Country																													
Contact No. Home															Mobile														
E-mail																													

### Permanent / Home Address (please provide if different from Student's Correspondence Address)

Postcode					City															State / Province									
Country																													
Contact No. Home															Mobile														
E-mail																													

### Parent's / Guardian's Name

Relationship (e.g. FATHER, MOTHER, UNCLE, AUNT, etc)																													
Contact No. Home										Office										Mobile									
E-mail																													

### Additional information [for B40/M40/T20 purpose] (Only required to be completed for Malaysian students):

#### Monthly Household Income:

- Less than MYR4,000 (B40)  
 Between MYR4,000 and MYR8,500 (M40)  
 Above MYR8,500 (T20)

[Information is collected and processed for reporting purposes to the Ministry of Education and any other relevant authorities.]

## SECTION 5 : EMERGENCY CONTACT DETAILS

Name																													
Relationship (e.g. FATHER, MOTHER, UNCLE, AUNT, etc)																													
Contact No. Home										Office										Mobile									
E-mail																													



**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 ([https://sunway.edu.my/pdpa/notice\\_english.html](https://sunway.edu.my/pdpa/notice_english.html) (English version) or [https://sunway.edu.my/pdpa/notice\\_bm.html](https://sunway.edu.my/pdpa/notice_bm.html) (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.

Signature of Applicant :

Date (DD-MM-YYYY)

 -  - 

Name (as in NRIC/Passport)

NRIC/Passport No.

**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 ([https://sunway.edu.my/pdpa/notice\\_english.html](https://sunway.edu.my/pdpa/notice_english.html) (English version) or [https://sunway.edu.my/pdpa/notice\\_bm.html](https://sunway.edu.my/pdpa/notice_bm.html) (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.

I give consent for the Applicant to participate in psychological services with Sunway College in accordance with Malaysia Counselling Board and Malaysian Society of Clinical Psychology's guidelines.

Signature of Parent/Guardian

Date (DD-MM-YYYY)

 - 

Name (as in NRIC/Passport)

NRIC/Passport No.

**FOR OFFICE USE ONLY**

**1. Approval for Admissions**

- Full Offer       Conditional Offer (with the following conditions)
- Actual results to meet programme entry requirements
  - Produce original academic documents for verification

Please specify other conditions here

Signature

Name

Date (dd-mm-yyyy)

 - 

**2. Review of Conditional Offer by Registry**

- Conditions Fulfilled       Offer Withdrawn

Signature

Name

Date (dd-mm-yyyy)

 - 

**ADDITIONAL INFORMATION (only applicable for international students)**

- Enrolment Fee of RM700 (non-refundable nor transferable) \*
- Student Pass Processing Fee of MYR 2,400 (non-refundable nor transferable) \*
- Student Pass Processing Fee of MYR 3,400 (Indonesian citizens - 2 years; non-refundable)\* (applicable to postgraduate)

**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\*
- Health Declaration Form\*

**If sent by EMAIL, please send in the following file formats:**

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
Photo (white background; size 3.5cm X 4.5cm)	Studio Photo	JPG
Passport Copy	4000KB	PDF
Official Academic Results	2000KB	PDF
Health Declaration Form	500KB	PDF

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

# APPLICATION PROCEDURE

## 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
  - NRIC / Passport
  - Sponsorship / Scholarship Offer letter (if any)

### 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
  - Student Pass Details (International Students only)
  - Programme Details
  - Contact details
  - Emergency Contact
  - Academic Qualifications
  - Special Condition details
  - Acknowledgement (Signature)

### STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

- Payment for Enrolment Fee of RM700 (non-refundable)\*
- Attach ONE(1) passport-size photograph (size 3.5cm x 4.5cm)
- ONE(1) certified true copy of Identity Card (NRIC) / Passport Information Page (for International Students)\*
- Portfolio of creative works (for Art and Design Programme, if required)
- Supporting documents for subject exemption (if applicable)
- Certified true copy of English Language qualification (IELTS, TOEFL, MUET, Others) (if applicable)
- Certified true copies of completion certificate (if available)
- Certified true copies of relevant academic qualifications/results\*:
  - SPM / O-Levels / SIS Year 11
  - Pre-University / Diploma
  - Degree
  - Other Evidence of prior Studies
- Documentary evidence (if financed by scholarship/sponsorship/study loan)

#### ADDITIONAL INFORMATION (only applicable for international students)

- Student Pass Processing Fee of MYR 2,400 (non-refundable nor transferable) \*
- Student Pass Processing Fee of MYR 3,400 (Indonesian citizens - 2 years; non-refundable, non-transferable)\* (applicable to postgraduate)

#### 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\*
- Health Declaration Form\*

##### If sent by **EMAIL**, please send in the following file formats:

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
Photo (white background; size 3.5cm X 4.5cm)	Studio Photo	JPG
Passport Copy	4000KB	PDF
Official Academic Results	2000KB	PDF
Health Declaration Form	500KB	PDF

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

### 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 visit <https://residence.sunwayhouse.com.my/> for more information on the on-campus residence available and application procedure.
4. 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 :  
Payment Channels : <https://sunwaycollege.edu.my/admission/finance>

### STEP 5: SUBMIT YOUR APPLICATION

- Submit an online application with all relevant documents and items (<https://onlineapplication.sunway.edu.my/>) ; or
- Submit the application form and all relevant documents and items to a counsellor at the **Admissions Office** or **International Office**; or
- Post the application form and all relevant documents and items to the following address:

#### (for Malaysian Students only)

##### THE ADMISSIONS OFFICE (SUNWAY COLLEGE)

Operating Address (Sunway City) :  
No 2 Jalan Universiti, Bandar Sunway  
46150 Petaling Jaya  
Selangor, MALAYSIA  
Tel: +603 - 7491 8622  
Email: info@sunway.edu.my

Operating Address (Velocity) :  
V01-06-01, Lingakaran SV  
Sunway Velocity  
55100 Kuala Lumpur, MALAYSIA  
Tel: +603-9770 1155  
Email: info@sunway.edu.my

#### (for International Students only)

##### THE INTERNATIONAL OFFICE

Sunway College  
No 2 Jalan Universiti, Bandar Sunway  
46150 Petaling Jaya  
Selangor, MALAYSIA  
Tel: +603-56387176  
Email: info@sunway.edu.my