

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

## SECTION 1: PERSONAL DETAILS

Please affix  
a recent photograph  
here.

Are you a former student of Sunway?

☐ Yes

☐ No

Programme

Intake

**Name** (as in NRIC/Passport)

Given Name/ First Name

Surname/ Family Name

**NRIC/ Passport No.**

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

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

**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** (for Malaysians only) ☐ Malay ☐ Chinese ☐ Indian ☐ Others (please specify)

**Nationality**

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

If you are now in Malaysia, please specify your immigration pass type and expiry date:

☐ Student ☐ Social Visit ☐ Dependent ☐ Diplomatic ☐ PR ☐ MM2H

**Student Pass 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 one closest to you.

## SECTION 3: 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)

**Certificate Programme**

☐ CBS Certificate in Business Studies ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ CDCC Certificate in Digital Creative Content ☐ [ ] Bandar Sunway ☐ [ ] Velocity

**Foundation and Pre-University Programmes**

☐ ALE Cambridge GCE A-Levels ☐ CIMP Canadian International Matriculation Programme ☐ FIST Foundation in Science and Technology

☐ AUSMAT Australian Matriculation ☐ FIA Foundation in Arts ☐ MUFY Monash University Foundation Year

**Diploma Programmes**

☐ DACC Diploma in Accounting ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ DBA Diploma in Business Administration ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ DCSI Diploma in Computer Science ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ DDCC Diploma in Digital Creative Content ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ DFIN Diploma in Finance ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ DIIT Diploma in Information Technology ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ DCOM Diploma in Communication ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ DINM Diploma in Interactive New Media ☐ [ ] Bandar Sunway ☐ [ ] Velocity

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

☐ VUBU Bachelor of Business

**Professional Accounting Programmes**

☐ ACCA Association of Chartered Certified Accountants ☐ [ ] Full-time ☐ [ ] Part-time ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ AFIA ACCA Foundation in Accountancy ☐ [ ] Bandar Sunway ☐ [ ] Velocity

☐ CFAB Certificate in Finance, Accounting and Business

☐ ICAEW Institute of Chartered Accountants in England and Wales ☐ [ ] Full-time ☐ [ ] Part-time

**Short Courses**

☐ FEP Foundation English Programme ☐ GIFPR Global Issues for the Finance Professional ☐ SPMT Strategic Performance Management

☐ SFMGT Strategic Financial Management ☐ SFPRO Strategic Financial Project

☐ VUENG English for Business Enrichment Programme (Victoria University, Australia) [only for students progressing into VUBU]

**Other Programme** (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	
Email		
Permanent/ Home/ Parent's Address (please provide if different from above)		
Postcode	City	State/ Province
Country		
Contact No.		
Home	Mobile	

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

<b>Relationship</b> (e.g. FATHER, MOTHER, UNCLE, AUNT, etc.)	
<b>Contact No.</b>	
Home	Office
Mobile	
<b>Email</b>	

**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)

**Monthly Household Income**

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

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

## SECTION 5: EMERGENCY CONTACT DETAILS

Parent's/ Guardian's Name	
Relationship (e.g. FATHER, MOTHER, UNCLE, AUNT, etc.)	
Contact No.	
Home	Office
Mobile	
Email	

<b>Relationship</b> (e.g. FATHER, MOTHER, UNCLE, AUNT, etc.)	
<b>Contact No.</b>	
Home	Office
Mobile	
<b>Email</b>	

<b>Contact No.</b>	
Home	Office
Mobile	
<b>Email</b>	

Home	Office
Mobile	
<b>Email</b>	

Mobile	
Email	

## SECTION 6: ACADEMIC DETAILS

Kindly provide the title of qualification, name of institution and year of completion in the following table:

Level	Title of Qualification and Institution of Studies	Year of Completion			
Tertiary Studies (e.g. Diploma/Degree)					
Year 12 or equivalent (e.g. STPM/Pre-U)					
Secondary Studies (e.g. SPM/O-Level)					
Others (e.g. Doctorate/ Master/ IELTS/ TOEFL)					

Please submit **certified true copies of relevant transcripts** (including grading scheme) **for ALL academic studies**. If the qualifications are in languages other than English, please also supply certified translated copies.

**Important Information:** All Malaysian students are required by the Ministry of Education to complete the Bahasa Kebangsaan A Compulsory Subject. However, students who have obtained a 'Credit' or better in their SPM Bahasa Melayu or successfully completed the Bahasa Kebangsaan A subject prior to joining the programme indicated in Section 3 may be waived.

## SECTION 7: STUDENTS WITH SPECIAL CONDITIONS

Do you require special support throughout your studies due to disability, impairment, mental health condition, or long-term medical condition? ☐ Yes ☐ No

If yes, Sunway College may require further information from a relevant health professional or medical documents to guide our admission decision and to determine what adjustments or additional support may be needed if admitted. The Student Welfare Unit may work with you to determine how such support can be arranged.

Please provide the nature of your disability (\*please select all that apply):

- ☐ A specific learning disabilities such as dyslexia, dyspraxia, dysgraphia, dyscalculia etc.
- ☐ Autism Spectrum Disorder
- ☐ Attention-Deficit Hyperactivity Disorder (ADHD)
- ☐ A longstanding illness or health condition such as epilepsy, diabetes, Crohn's disease, or asthma etc.
- ☐ A long-term/ ongoing mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or schizophrenia
- ☐ A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring use of a wheel chair, crutches or other mobility aid , Cerebral Palsy, etc.
- ☐ Deaf or a serious hearing impairment
- ☐ Blind or a serious visual impairment uncorrected by glasses
- ☐ Speech and Language impairment
- ☐ A disability, impairment or medical condition that is not listed , please specify :

[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 payable are due before the commencement of the semester. 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. Fees paid are 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.
7. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 6, and after the deductions made against any fees or payments due and owing to Sunway College.
8. In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
9. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.
10. Students admitted based on forecast results are required to submit a certified true copy of the actual results to the Registry on/before the commencement date or within 10 working days from the official release date of the results. Should the actual results not meet the stipulated entry requirement of the programme, students will be automatically withdrawn from the programme and are allowed to enrol into another programme that meets the minimum entry requirements. Late submission of actual results will lead to withdrawal of this offer, and failure to register the students into the programme of study, and no refund of fees will be given after 10 working days from the date of actual results been released.
11. If students do not meet the entry requirements of the programme and decides to withdraw with no intention to change to other programmes, Clause 2.6 on “Fees and Deposits Policy” for refund of tuition fees will apply.
12. Students are required to declare any special condition in Section 7 of this form and the institution will endeavour to facilitate the necessary needs.
13. The institution reserves the right to vary programme content as well as the locations and modes of academic delivery in case of force majeure.
14. A copy of the Institution’s Student Code of Conduct can be accessed 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.
15. The Institution 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](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 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 ([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 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 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. Review of Conditional Offer**
☐ Conditions Fulfilled

☐ Offer Withdrawn

Signature of Authorised Approver

**Name**
**Date**

(dd-mm-yyyy)

Additional information (only applicable to international students):

**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)

**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
<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 Declaration Form*	500KB	PDF

\* Application cannot be processed without the required items.

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

# APPLICATION PROCEDURE

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
  - ☐ NRIC/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
  - ☐ Programme details
  - ☐ Contact details
  - ☐ Emergency contact
  - ☐ Academic details
  - ☐ Special condition details
  - ☐ Applicant's signature and date
  - ☐ Parent's/Guardian's signature and date

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

- ☐ Payment for enrolment fee of MYR700 (non-refundable)\*
- ☐ Attach ONE (1) passport-size photograph (White background; size 3.5cm X 4.5cm)\*
- ☐ ONE (1) certified true copy of Identity Card (NRIC)\*
- ☐ School leaving/completion certificate (if available)
- ☐ Supporting documents for subject exemption (if applicable)
- ☐ Documentary evidence (if financed by scholarship/sponsorship/study loan)
- ☐ Certified true copy of English Language qualification (if available):
  - ☐ IELTS
  - ☐ TOEFL
  - ☐ MUET
  - ☐ Others (please specify)
- ☐ Certified true copies of all relevant official academic qualifications/results\*:
  - ☐ SPM (Forecast)
  - ☐ SPM (Actual)
  - ☐ O-Levels
  - ☐ UEC
  - ☐ STPM
  - ☐ A-Levels
  - ☐ AUSMAT
  - ☐ CIMP
  - ☐ FIA
  - ☐ FIST
  - ☐ MUFY
  - ☐ Certificate
  - ☐ Diploma
  - ☐ Degree
  - ☐ Others (please specify)

### Additional information (only applicable to international students):

- ☐ 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\*
- ☐ Health Declaration Form\*

#### 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 Declaration Form*	500KB	PDF

### IMPORTANT NOTES

- This application cannot be processed without the required items (as indicated with \*).
- 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.
- If you require on-campus accommodation, please complete the Hostel Application Form. A hostel application fee of MYR500 is required for each application.
- 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 or International Office; or
- ☐ If by courier, please send the application form and all relevant documents and items to the following address:

For Malaysian Students:

#### THE ADMISSIONS OFFICE

Operating Address (Bandar Sunway):  
No. 5 Jalan Universiti  
Bandar Sunway  
47500 Selangor Darul Ehsan  
Malaysia  
Tel: +603-7491 8622  
Email: info@sunway.edu.my

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

For International Students:

#### THE INTERNATIONAL OFFICE

Operating Address:  
No. 5 Jalan Universiti  
Bandar Sunway  
47500 Selangor Darul Ehsan  
Malaysia  
Tel: +603-7491 8622  
Email: info@sunway.edu.my