APPLICATION FORM



Please follow carefully the steps given on Page (i). Incomplete information may delay the processing of this application. Please affix **SECTION 1: PERSONAL DETAILS** a recent photograph Are you a former student of Sunway? ☐ Yes Programme : Intake П Мо Given Name/ First Name Name (as in NRIC/Passport) Passport Expiry Date NRIC/ (dd-mm-yyyy) Passport No. (for international students only) **Date of Birth Nationality** (dd-mm-yyyy) 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) If you are now in Malaysia, please specify your immigration pass type and expiry date: Expiry Date П мм2н ☐ Student ☐ Social Visit ■ Dependent ☐ Diplomatic 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 3: PROGRAMME DETAILS** Please specify intake for admission and select ONE (1) programme by placing a tick (\checkmark) in the appropriate box provided below: Intake (mm-yyyy) **Foundation and Pre-University Programmes** ☐ CIMP Foundation in Science and Technology ☐ ALE Cambridge GCE A-Levels Canadian International Matriculation Programme ☐ FIST ☐ AUSMAT Australian Matriculation ☐ FIA Foundation in Arts Monash University Foundation Year **Certificate & Diploma Programmes** ☐ CBS Certificate in Business Studies] Bandar Sunway [] Velocity □ CDCC Certificate in Digital Creative Content □ DACC] Bandar Sunway] Velocity Diploma in Accounting] Velocity □ DBA Diploma in Business Administration] Bandar Sunway] Velocity □ DCSI 1 Bandar Sunway Diploma in Computer Science □ DCOM Diploma in Communication] Bandar Sunway] Velocity □ DDCC Diploma in Digital Creative Content □ DFDT Diploma in Fashion Design Technology ☐ DFIN Diploma in Finance □ DINM Diploma in Interactive New Media] Bandar Sunway] Velocity □ DIIT Diploma in Information Technology] Bandar Sunway] Velocity Degree Programmes (Twinning or 3+0, Victoria University, Australia) □ VUBU Bachelor of Business □ VUENG VU English for Business Enrichment (Short course) Premises **Professional Accounting Programmes** Mode ☐ ACCA Association of Chartered Certified Accountants [] Full-time [] Part-time [] Bandar Sunway 1 Velocity ☐ AFIA ACCA Foundation in Accountancy] Bandar Sunway [] Velocity ☐ CFAB Certificate in Finance, Accounting and Business [] Full-time [] Part-time Other Programme (please specify name of programme if it is not listed above)

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SECTION 6: ACADEMIC DETAILS Kindly provide the title of qualification, name of institution and year of completion in the following table: Title of Qualification and Institution of Studies Level 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) (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? 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): \square 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 ☐ 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 :

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)
 - $\,\blacksquare\,$ 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 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.
- 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 Education and Immigration Department.
- 10. Students admitted based on forecast results are required to submit a certififed true copy of the actual results to 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 entry requirements. Late submission of actual result 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 requirement of the programme and decides to withdrawn with no intention to change to other programme, 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 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.
- 15. 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.

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 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.

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 Psyhology's guidelines.

Signature of Parent/Gua	rdian									
Signature of Parent/Guardian										
Date										
(dd-mm-yyyy)										
Name										
(as in NRIC/Passport)										
NRIC/Passport No.										

		FOR OFFI							
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)								

E USE ONLY

Additional information (only applicable to international students):

Application Fees:

- Application rees:

 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 <u>COURIER</u>:

- 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)*
- \square ONE (1) copy of official academic results*
- ☐ Health Declaration Form*

If sent by $\underline{\textit{EMAIL}},$ please send in the following file formats:

<u> </u>						
DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT				
☐ Photo (white background; size 3.5cm X 4.5cm)*	Studio Photo	JPG				
☐ Passport Copy*	2000KB	PDF				
☐ Official Academic Results*	1000KB	PDF				
☐ Health Declaration Form*	500KB	PDF				

* Application cannot be processed without the required items.

IMPORTANT: Please check with International Office for other additional requirements before

47500 Selangor Darul Ehsan

Email: info@sunway.edu.my

Tel: +603-7491 8622

Malaysia

APPLICATION PROCEDURE

Follow 5 simple steps to complete your application to Sunway College!

	STEP 1: TALK TO OUR PROGRAMME COUNSELLO	ORS								
	☐ 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 stru	icture. (Request for scholarship information, if applicable	le)							
	☐ 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 certificat									
	[] English Language Achievements (if any)	[] Sponsorship/Scholarship C	Offer Letter (if applicable)						
	[] Contacts: correspondence, permanent and emergency	,	(),,,	,						
	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 sp	ace given								
		-								
	Complete all sections in this application form using the following									
	[] Applicant's details [] Emergency con		licant's signature and da							
	[] Programme details [] Academic deta		nt's/Guardian's signatur	e and date						
	[] Contact details [] Special condition	on details	_							
	STEP 4: PREPARE THE FOLLOWING DOCUMENTS	S AND ITEMS FOR SUBMISSION								
	☐ Payment for enrolment fee of MYR700 (non-refundable)*									
	☐ Attach ONE (1) passport-size photograph (White background; s	ize 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 / O-Levels / SIS YEAR 11									
	[] Pre-University (STPM, A-Levels, AUSMAT, CIMP, MUFY,	FIA, FIST, UEC etc) [] Certificate	[] Diploma	Degree						
	[] Others (please specify)									
	Additional information (only applicable to international stu	udents):								
	☐ Student Pass Processing Fee of MYR2,400 (non-refundable, nor	n- transferable)*								
	☐ Student Pass Processing Fee of MYR3,400 (Indonesian citizens -	· 2 years; non-refundable, non-transferable)* (applicable	e to diploma/degree/AD	TP)						
	Supporting Documents - must be submitted by COURIER of	or FMAII								
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	If sent by COURIER:	If sent by EMAIL: DOCUMENTS	I BAAYIBAHBA							
	☐ ONE (1) passport photo (White background; size 3.5cm X 4.5cm)* ☐ ONE (1) copy of passport (full passport including blank pages,	(SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT						
	on A4 size paper, 2 passport pages per side)*	☐ Photo (white background; size 3.5cm X 4.		JPG						
	ONE (1) copy of official academic results*	☐ Passport Copy*	2000KB	PDF						
	☐ Health Declaration Form*	☐ Official Academic Results*	1000KB	PDF						
		☐ Health Declaration Form*	500KB	PDF						
10/	IPORTANT NOTES		<u> </u>	<u>. </u>						
	This application cannot be processed without the required items (as in	dicated 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 eventualit	-	-						
	If you require on-campus accommodation, please complete the Hostel Please refer to the information given on page (ii) for more details abou		quired for each applicatio	n.						
	STEP 5: SUBMIT YOUR APPLICATION									
	Submit the application form and all relevant documents and ite	ems to a counsellor at the Admissions Office or Internation	onal Office: or							
	F submit the application form and all relevant about the second form and all relevant and the second form and all relevant and the second form and all relevant and the second form and th									
	For Malaysian Students:		or International Studer	its:						
	THE ADMISSIONS	OFFICE	THE INTERNATION	NAL OFFICE						
	- · · · · · · · · · · · · · · · · · · ·	Operating Address (Velocity):	Operating Addre							
		V01-06-01, Lingkaran SV Sunway Velocity	No. 5 Jalan University Bandar Sunway	ะเรเน						

55100 Kuala Lumpur

Tel: +603-9770 1155

Email: info@sunway.edu.my

Malaysia

Created by Admissions Office (document version: 25122022)

☐ Payment of Enrollment fee can be made via https://epayment.sunway.edu.my/

47500 Selangor Darul Ehsan

Email: info@sunway.edu.my

Tel: +603-7491 8622

Malaysia