SUNWAY COLLEGE

																						(	C(	JL	LE	G:G	E	
Please affix		Pleas	e follo	ow c	arefu	illy the	e ste	ps gi	ven	on Pa	age	(i).	Incom	olete	inforn	natior	n may	delay	the p	oroces	ssing	of this	s appl	icatio	n.			
a recent photogr	raph	SEC	TION	<b>1</b> : P	ERS0	NAL D	ETA	ILS																				
here.		Are	you a t	form	er stu	dent of	Sunv	/ay?																				
			Yes		Pro	gramme										ntake					No							
						es, please	specify	/ name	and in	take of	progra	amme	comple	eted.	,	illane												
Name	Given Nan	ne / First	Name				_																_			_		
As in NRIC/Passport																												
				T																								
	Surname /	′ Family N	Name																									
	Camano,			Т	Т	$\top$				Т			П															
				$\dashv$	$\perp$					-			_						Г			_	Ļ	<u> </u>				
NRIC/Passport No.														(dd-	mm-yy	yy)	piry I		lv)					_				
Date of Birth (dd-mm-yyyy)		1	Т	]_[	Т			Nat	tiona	lity																		
Gender	Male			Fema	ıle		N	ı Iarita	ıl Sta	tus _	:	Single	9		М	arried	i		Div	orced			Wido	wed				
Religion	Musli	im		Budo	lhist	C	hristia	n	ı	Hindu		0	thers	pleas	e spec	ify)	Т	Т	П	Т	Т	П					П	
[Information relating to	o your religio	us belief	is collect	ted an	d proces	ssed for re	eportin	g purpo	oses to	the Mir	nistry (	of Edu	cation a	and an	y othe	r relev	ant au	thoritie	es.]									
Race	Malay			Chine	se	In	dian		C	Others	(pleas	se spe	cify)	Т	Т	Т	Т	Т	Т	Т	Т	Т				П	П	
(for Malaysians onl	ly)												L															
SECTION 2: ST	UDENT P	ASS D	DETAI	LS (f	or in	ternati	ional	stu	dent	s only	y)																	
Please tick one (1	•	_							,																			
If you are no Student		ıysıa, p cial Vis			your oende		-	type omati		: PR		M	и2Н	s	tuder	nt Pas	s Exp	iry Da	ate				Т					
											-11-4			41				-mm-y		-4		- 0:			\( \( \)	/:£	!:	-1-1-1
If you are no to enter Mal					•														•	stuay	y and	a Si	ngie	Entry	visa	і (іт ар	piica	abie)
State the preferre	d location o	f the M	alaysia	n Emi	oassy/	Consula	te for	Single	Entry	Visa (i	f ava	ilable	e):															
City													Cour	itry														
Note: Application	for a single	e-entry v	visa sho	ould b	e mad	le at a f	Malays	sian d	iploma	atic mi	ssior	n in y	our ho	me c	ountr	y. If th	here i	s no l	Malay	sian d	diplon	natic	missi	on in	your	count	y, you	ı may
choose to apply at	t one closes	st to you	J.																									
SECTION 3 : PF	ROGRAM	ME S	ELEC	TION																								
Please specify intak	e for admis	sion an	d selec	t ONE	(1) pr	ogramm	e & pr	emise	by pla	acing a	tick	(√) in	the a	oprop	riate	box p	rovide	ed bel	ow:									
Intake (mm-yyyy)	-																											
Pre-University Pro	ngrammes				 Premi	ise – Sı	unwa	v Citv	only																			
	ambridge		-l evel			MUF		-	-	Iniver	sitv F	- Oun	datio	ı Yea	ar				F	ΊΑ		Four	ndatio	on in	Δrts			
	ustralian					CIMP				Interr	•					rogra	mme			IST						nce &	Tec	hnolog
AUSIVIAI A	ustranan	Widthe	ulation			Cliviii		Caric	ulali	IIICII	iatio	illal I	viatric	uiati	OIIF	logia	1111111			101		Our	idati	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Julio	iloc o	100	illolog
Certificate & Dipl	oma Prog	ramme	es		Premi	se	Su	inway	/ City		Ve	locit	y (*	Only	offere	ed at S	Sunwa	y City	/ Pren	nise)								
CBS C	ertificate	in Busi	iness S	Studi	es			CSI	1	Diplor	na ir	Cor	npute	r Sci	ence				D	FIN		Diplo	ma i	n Fin	ance	*		
CDCC C	ertificate	in Digit	tal Cre	ative	Conte	ent*		СОМ	IM I	Diplor	na ir	n Cor	nmun	icati	on				D	INM		Diplo	ma i	n Inte	eract	ive N	ew M	edia
DACC D	iploma in	Accou	nting					DCC	1	Diplor	na ir	n Dig	ital Cr	eativ	e Co	nten	t*		D	IIT		Diplo	ma i	n Info	orma	tion T	echr	ology
DBA D	iploma in	Busine	ess Ad	minis	stratio	n		FDT	ı	Diplor	na ir	r Fas	hion	Desig	gn Te	chnc	ology:	k										
Professional Acco	_	_			Premi	se	Su	nway	/ City		Ve	locit	y (*	Only	offere	ed at S	Sunwa	y City	Pren	nise)								
AFIA A	CCA Foun	dation	in Acc	ount	ancy																							
CFAB C	ertificate	in Fina	nce, A	ccou	nting	and Bu	sines	s*																				
ACCA As	ssociation	of Cha	artered	d Cer	tified /	Accoun	tants				Full	time	е	Part	Tim	е												
ICAEW In	stitute of	Charte	ered Ac	ccour	ntants	in Engl	land a	and W	Vales	*	Ful	l time	е	Part	: Tim	е												
Nedree Brodrom	nes (Twis-	ning or	3TU /	/icto	ria llei	ivereit.	Aug	relic'		Draw	nice	Q	nway	City	nnly													
Degree Programn				v IGCO	iia UIII	versity		ralia) /UEN					-	-	-	hmo	nt (cl	nort c	Oliro	۵)								
	ichelor of			<b>:</b>	4 II			UEIN	u	VU En	igiiSi	101	וווכטם	<del>.</del> 55	LITTC	iiiie	iit (51	1011	ours	G)								
Please specify na	ine of pro	gramm	IE IT IT	is no	LIISTE	u aDOV	7																					

Created by Admissions Office (document version: 06.06.202)

SE	SECTION 4: CONTACT DETAILS																																				
Stu	Student's Correspondence Address																																				
	T			Γ	Τ	T				Τ	T	T																			Г	Τ	T	T	T	T	
F	Ī				T					T	Ť																						Ť	Ť	Ť	Ť	
Pos	tco	de			_	_		City			_											]	Stat	e / Pro	ovince	•											
Cou	ntry	y				_					_																										
Cor	nta	ct l	No.	Г	Τ	Т				Τ	Т	П																					Τ		Т	T	
				Hor	ne	_														Mobile	e												_				
E-n	าลเ				Т	Т				Т	Т	Т	Т																		П	Т	Т	Т		$\top$	7
Per	Permanent / Home Address (please provide if different from Student's Correspondence Address)																																				
	Т		Ť	Т	Т				Ť	Т	Т					Т		Т	Т	Т	Ť	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	$\top$	$\top$	
L	4			Ļ	_					_								<u> </u>	<u> </u>		<u> </u>		<u> </u>	<u></u>			_	_	<u></u>	_							
	Т		Т	Т	Т				Τ	Т	П				Π	Т	Π	Т		Т				Т	Π	Τ	Т	Т	Т	Т	Т	Τ	Т	Т	$\top$	Т	
Po	stc	ode		_	_			City															Stat	e / Pro	ovince	 B							_				
	Т		Г	Т	Т				Т	Т					Г		Г			Т																	
Co	unt	ry			_						_																										
			No.	Г	Т			Τ	Т	Т	П					T		Τ	7		Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	Т	$\top$	
U		400		Ho	me															Mob	ile													_			
E-1	na	il		Г	T				Τ	Τ						Τ		Т	Τ	Π	Т		Τ	Τ	Π	Τ	Τ	Τ	Τ	Τ	Т	Τ	T	П	Т	Т	
D	Parent's / Guardian's Name																																				
Ï	110			luai	ala.	31			Т	Т			Т	Т	Т	T	Т	Т	Т	T	T	Т	T		Т	Т	T	T	Т	Т	Т	T					
D,	ala	tio	nehii	<b>n</b> (0 (	ς ΕΛ	TUE	D M	ОТНЕ	- II	NCL	E 11	INIT	oto)	_																	$\perp$	_					
	JIA		13111	<b>J</b> (C.8	g. 7 A		K, W	UITI	-n, u	INCL	L, A	JIVI,		Т	Т																						
L				_					_																												
C	ont	tact	No.	_	_	_		_	_	_			1		_	_	_	_	_	_	_	_	_		Г	$\top$	_	_	_	$\top$	$\neg$	_					
L														L											L		$\perp$			$\perp$	丄						
Н	ome	В											_	Offi	се										Мс	bile											
E	ma	ail																																			
M	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.]																																				
SE	CT	[ <b>10</b> ]	N 5	: EN	/IER	GE	NC	Y C	DNT	ACT	ſ DE	TAI	LS																								
Nar	ne							$\perp$								$\perp$		$\perp$	I	I	I										$\Box$						
(e.g.	FAT	THEF	ship R, MOT T, etc,	THER,										Ι	I		I																				
Cor																																					
Hon E-m														Office										N	/lobile	)											

<b>SECTION 6 : ACADEMIC</b>	DETAILS	
Kindly provide the title of qu	ualification, 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)		
English, please also supply Important Information: All M	Malaysian students are required by the Ministry of Education to complete the Bahasa Kebangsaan A Compulsor d a 'Credit' or better in their SPM Bahasa Melayu or successfully completed the Bahasa Kebangsaan A subject	y Subject. However,
SECTION 7 : STUDENTS	WITH SPECIAL CONDITIONS	
Do you require special supp	port throughout your studies due to disability, impairment, mental health condition, or long-term medical conditi	on? Yes No
	ay require further information from a relevant health professional or medical documents to guide our admits or additional support may be needed if admitted. The Student Welfare Unit may work with you to determine h	
Please provide the nature o	of your disability (*please select all that apply):	
A specific learning dis	sabilities such as dyslexia, dyspraxia, dysgraphia, dyscalculia etc.	
Autism Spectrum Dise	order	
Attention-Deficit Hype	eractivity Disorder (ADHD)	
A longstanding illness	s or health condition such as epilepsy, diabetes, Crohn's disease, or asthma etc.	
A long-term/ ongoing or schizophrenia	mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depress	ion, an anxiety disorder,
A physical impairmer Palsy, etc.	nt or mobility issues, such as difficulty using arms or hands, or requiring use of a wheel chair, crutches or oth	er mobility aid, Cerebral
Deaf or a serious hea	aring impairment	
Blind or a serious visi	ual impairment uncorrected by glasses	
Speech and Languag	ge impairment	
A disability, impairme	ent or medical condition that is not listed, please specify :	

### **SECTION 8: TERMS AND CONDITIONS FOR ADMISSION**

IMPORTANT: Students 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:
  - $\bullet$   $\,$  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 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 College will provide appropriate certificates for all students who have successfully completed an academic programme. Endorsement or acceptance of certificates are subject to third parties' discretion.
- 14. The institution reserves the right to vary programme content as well as the locations and modes of academic delivery in case of force majeure.
- 15. A copy of the Institution's Student Code of Conduct can be accessed at <a href="http://izone.sunway.edu.my">http://izone.sunway.edu.my</a>. Students are expected to read and abide by all rules and regulations of Sunway College including policies on the use of campus facilities.
- 16. The Institution reserves the right to review and amend the rules and regulations (including policies) at anytime.

### 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 (English version) or 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.

# Appointed representative's email: Parent / Guardian (if Applicant is below 18 years old)

APPOINTED
REPRESENTATIVE
Appointed representative's stamp

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 (English version) or 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 Admiss	ions						
	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							
	<b></b> .							
١	Signature							
Ν	Name							
_	Date							

### 2. Review of Conditional Offer by Registry

	o) Hobicaly
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:
  - i. Academic records (e.g., results, transcripts and certificates)
- iv. NRIC / Passport
- ii. English Language achievements (if any)
- v. Sponsorship / Scholarship Offer letter (if any)
- iii. 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 space given.
- Complete all sections in this application form using the following checklist:
  - Applicant's details

- Programme Details
- v. Emergency Contact
- Special Condition details

- ii. Student Pass Details (International Students only) iv.
- Contact details
- Academic Qualifications
- viii. 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\*:
  - o SPM / O-Levels / SIS Year 11
  - o Pre-University / Diploma
  - o Degree
  - o 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) \*

vii.

 Student Pass Processing Fee of MYR 3,400 (Indonesian citizens - 2 years; nonrefundable, non-transferable)\* (applicable to postgraduate)

### Supporting Documents – must be submitted by **COURIER** or **EMAIL**.

### If sent by COURIER:

vi.

- 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  $^{\star}$ ).
- 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 <a href="https://residence.sunwayhouse.com.my/">https://residence.sunwayhouse.com.my/</a> 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: <a href="https://sunwaycollege.edu.my/admission/finance">https://sunwaycollege.edu.my/admission/finance</a>

### **STEP 5: SUBMIT YOUR APPLICATION**

- Submit an online application with all relevant documents and items (<a href="https://onlineapplication.sunway.edu.my/">https://onlineapplication.sunway.edu.my/</a>); 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