# APPLICATION FORM

Please affix a recent photograph here.

Name

Gender

Race

City

Intake



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? Nο Intake If yes, please specify name and intake of programme completed. Given Name / First Name As in NRIC/Passport Surname / Family Name NRIC/Passport **Passport Expiry Date** (dd-mm-yyyy) (for international students only) Date of Birth Nationality **Marital Status** Single Married Divorced Widowed Male Female 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.] Indian Malay Chinese 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 Pass Expiry Date Social Visit PR MM2H Student Dependent Diplomatic (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): 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 by placing a tick ( $\sqrt{}$ ) in the appropriate box provided below ) Diploma in Performing Arts Diploma in Hotel Management Post Basic in Perioperative Nursing Diploma in Graphic & Multimedia Design Diploma in Events Management Post Basic in Intensive Care Nursing Diploma in Interior Design Diploma in Culinary Arts (mm-yyyy) Post Basic in Renal Care Nursing Diploma in Nursing Post Basic in Oncology Nursing BSc (Honours) Accounting & Finance BA (Honours) Music Performance Bachelor of Mechanical Engineering with Honours Bachelor of Electronic and Electrical Engineering BSc (Honours) Business Management BA (Honours) Contemporary Music (Audio Technology) with Honours BSc (Honours) Business Studies BSc (Honours) in Conventions and Events Management School of American Education BA (Honours) in International Hospitality Management Bachelor of Business Analytics (Honours) BA (Honours) Entrepreneurship BSc (Hons) in Culinary Management BA in Psychology (Honors) Bachelor in Digital Communication (Advertising) BSc (Hons) Medical Biotechnology Bachelor (Honours) in Finance with Honors BSc (Honours) Biomedicine BSc (Honours) Global Supply Chain Management BSc (Honors) Computer Science (Artificial Intelligence) Doctor of Medicine (MD) BSc (Honours) Financial Analysis Bachelor in Digital Media Design with Honors BSc (Honours) Financial Economics BSc (Hons) Psychology American Degree Transfer Program (ADTP) BSc (Honours) International Business Bachelor of Nursing (Honours) ADTP (Arts) ADTP (Science / Engineering) BSc (Honours) in Computer Science BSc (Honours) Marketing Major (please indicate) Bachelor of Software Engineering (Hons) BSc (Honours) in Actuarial Studies BSc (Hons) Information Technology BSc (Honours) in Statistical Data Modelling BA (Honours) in Advertising & Branding Intensive English Programme BSc (Hons) Information Technology (Computer Networking & Security) BA (Hons) Communication International Preparatory Programme Bachelor of Information Systems (Honours) BA (Honours) Design Communication Please specify name of programme if it is not listed (Data Analytics) above BA (Honours) in Interior Architecture Bachelor of Chemical Engineering with Honours

Bachelor of Civil Engineering with Honours

Bachelor of Mechatronic Engineering (Robotics) with Honours

Created by Admissions (document version: 07.12.2024)

BA (Honours) Digital Film Production

BA (Honours) in Theatre Production

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## **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 University 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 University.
- 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 University 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 University 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

# SECTION 9: ACKNOWLEDGEMENT, AGREEMENT AND

# **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 University 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 University 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 University with information which they hold about me for the purpose of Sunway University verifying my grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway University to release fee and academic progress information to my Sponsor.

I also consent to Sunway University 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)

Appointed Representative's

APPOINTED REPRESENTATIVE's

email address:

STAMP

I hereby agree to pay all fees due on the dates stipulated by Sunway University.

I understand and agree that Sunway University 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 University.

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 University 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 University with information which they hold about the Applicant for the purpose of Sunway University verifying the Applicant's grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway University 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 University 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 condit	ions here
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N	lame	
_	Date Ld-mm-yyyy)	

2.	2. Review of Conditional Offer by Registry										
	Conditio	ons Fulfilled	Offer Withdrawn								
	Signature										
	Name										
	Date (dd-mm-yyyy)	_	<b></b>								

# 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, non-transferable)\* (applicable to diploma/degree/ADTP)

# Supporting Documents – must be submitted by <u>COURIER</u> or <u>EMAIL</u>. *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 <u>EMAIL</u>, 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

<sup>\*</sup>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 the 5 Simple Steps to Complete Your Application to Sunway University!

#### 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.
  - $\label{lem:complete} \mbox{Complete all sections in this application form using the following checklist:} \\$

i. Applicant's details

iii. Programme Details

v. Emergency Contact

vii. 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 of 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 High School (SPM / O-Levels / SIS Year 11)
  - o Pre-University / Diploma
  - o 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:

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- 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 <u>EMAIL</u>, 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 University 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://university.sunway.edu.my/students/payment-instructions">https://university.sunway.edu.my/students/payment-instructions</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 University
No 5 Jalan Universiti, Bandar Sunway
46150 Petaling Jaya
Selangor, MALAYSIA
Tel: +603-7491 8622
Email: info@sunway.edu.my

(for International Students only)
THE INTERNATIONAL OFFICE
Sunway University

Sunway University No 5 Jalan Universiti, Bandar Sunway 46150 Petaling Jaya Selangor, MALAYSIA Tel: +603-7491 8622 Email: info@sunway.edu.my