

SECTION 8 : ACADEMIC QUALIFICATIONS

| Period of Study | | Full-time/ Part-time | Name of Institution | Qualification Obtained | Year Awarded | Class/ CGPA/ Grade | Country | Language of Instruction |
|-----------------|----|-------------------------|---------------------|------------------------|--------------|--------------------------|---------|-------------------------|
| From | To | | | | | | | |
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For applicants whose native language is NOT English and whose undergraduate study was NOT conducted in English, it will be necessary to demonstrate the required level of English proficiency. Please refer to the requirements of your selected programme.

SECTION 9 : ENGLISH LANGUAGE QUALIFICATIONS

Please provide highest achievement:

| English Qualification | Year Awarded | Grade/ Score/ Band |
|---------------------------|--------------|--------------------|
| TOEFL | | |
| IELTS | | |
| MUET | | |
| Others (please specify) : | | |

SECTION 10 : CURRICULUM VITAE

Please submit your CV with the below information:

- 1. Full name** (as per NRIC/Passport)
- 2. Work Experience** (if any)
- 3. Professional Body Membership** (if any)
- 4. Awards** (if any)
- 5. Specific Training** (if any)
- 6. Additional information** (if any)
 - A link to your website or portfolio – it could be a research creation or links to your work which will be useful as an admission reference to your application.
 - List any publication(s) you may have; or public exhibition you may have participated in
 - List the different languages you can speak and/ or write

SECTION 11 : REFEREE

Name

Contact No.
Mobile

E-mail

SECTION 12: TERMS AND CONDITIONS FOR ADMISSION

IMPORTANT : Students are advised to read carefully and understand fully the terms and conditions set out in Section 12 before proceeding to the next section of this application form.

- A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).
- 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).
- Fees due in the semester must be paid in advance in the first semester and before the first day of class in the subsequent semesters. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.
- Enrolment and General fees are NOT refundable.
- 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)
- 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.
- 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.
- In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
- Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Education and Immigration Department.
- A student on conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated refund of the tuition fees paid.
- The details regarding any special condition is declared in Section 5 of this form. In this circumstance, the available facilities are understood and accepted.
- The University will provide appropriate certificates for all students who have successfully completed an academic programme. Endorsement or acceptance of certificates are subject to their parties' discretion.
- The University reserves the right to vary programme content as well as the locations and modes of academic delivery in case of force majeure.
- A copy of the Sunway University 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 University including policies on the use of campus facilities.
- Sunway University reserves the right to review and amend the rules and regulations (including policies) at anytime.

Appointed representative's stamp

Appointed representative's E-Mail

SECTION 13: 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 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 / emergency contact) 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

Name
As in NRIC/Passport

**NRIC /
Passport No.**

Date
(dd-mm-yyyy)

FOR OFFICE USE ONLY

POSTGRADUATE (BY RESEARCH)

1. Recommendation by Associate Dean (Research & Postgraduate Studies)

- Full Offer Unsuccessful / Not Recommended for Admissions

- Conditional Offer (with the following conditions)
- To submit actual results that meet programme entry requirements
 - To produce original academic documents for verification

Please specify other conditions here

Signature

Name

Date
(dd-mm-yyyy)

2. Approval by Pro Vice-Chancellor (Research Engagement and Impact)

- Conditions Fulfilled Offer Withdrawn

Signature

Name

Date
(dd-mm-yyyy)

POSTGRADUATE (BY TAUGHT)

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)

Review of Conditional Offer by Registry

- Conditions Fulfilled Offer Withdrawn

Signature

Name

Date
(dd-mm-yyyy)

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)
 - ii. English Language achievements (if any)
 - iii. Contacts: correspondence, permanent and emergency
 - iv. NRIC / Passport
 - v. 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 :
 - i. Applicant's details
 - ii. Student Pass Details (International Students only)
 - iii. Contact details
 - iv. Emergency Contact
 - v. Special Condition details
 - vi. Programme Details
 - vii. Funding/Scholarship
 - viii. Academic Qualifications
 - ix. English Language Qualification
 - x. Curriculum Vitae
 - xi. Referee

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)*
- Statement of research interest (applicable for Programme By Research only)
- Curriculum Vitae (CV)
- Portfolio of creative works (for Programme by Coursework, if required)
- Supporting documents for subject exemption (if applicable)
- Certified true copy of English Language qualification (IELTS, TOEFL, MUET, Others)
- Certified true copies of completion certificate (if available)
- Certified true copies of relevant academic qualifications/results*:
 - Pre-University / Diploma
 - Degree
 - Master
 - 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 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 <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://university.sunway.edu.my/students/payment-instructions>

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 University
No 5 Jalan Universiti, Bandar Sunway
47500 Petaling Jaya
Selangor, MALAYSIA
Tel: +603-7491 8622
Email: info@sunway.edu.my

(for International Students only)

THE INTERNATIONAL OFFICE
Sunway University
No 5 Jalan Universiti, Bandar Sunway
47500 Petaling Jaya
Selangor, MALAYSIA
Tel: +603-7491 8622
Email: info@sunway.edu.my