

SUNWAY
UNIVERSITY

SECTION 4 : CONTACT DETAILS

Student's Correspondence Address[illegible]**Permanent / Home Address** (please provide if different from Student's Correspondence Address)[illegible]**Parent's / Guardian's Name**[illegible]

Relationship (e.g. FATHER, MOTHER, UNCLE, AUNT, etc)

[illegible]**Contact No.**

Home	Office	Mobile

E-mail

[illegible]

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.]

SECTION 5 : EMERGENCY CONTACT DETAILS

Name

[illegible]

Relationship

(e.g. FATHER, MOTHER, UNCLE, AUNT, etc)

[illegible]**Contact No.**

Home	Office	Mobile

E-mail

[illegible]

Year of Completion	
2019	2020
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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.

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 University 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]

(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 or transferable.
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. Declaration of Criminal Conviction
 - By submitting this application, the applicant affirms that they have no criminal convictions, except for minor motoring offences.
 - Applicants who currently have, or have previously had, any criminal convictions are required to disclose this information prior to submission of this application by contacting the appropriate officer:
 - Local (Malaysian) Applicants : Ms. Meagan Liew Pei Yee at meaganl@sunway.edu.my
 - International Applicants : Ms. Vian Teh at chehthiant@sunway.edu.my
 - Failure to disclose such information may result in the rejection of the application or subsequent disciplinary action.

SECTION 8 : TERMS AND CONDITIONS FOR ADMISSION (CONT.)

16. 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 University including policies on the use of campus facilities.
17. 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 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)

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 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)

2. Review of Conditional Offer by Registry

- ☐ 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 3,300 (non-refundable nor transferable) *
- Student Pass Processing Fee of MYR 4,350 (for Indonesian citizens – valid for 2 years; non-refundable and non-transferable)* (*Applicable to programmes with a duration of 2 years and above.*)

Supporting Documents – must be submitted by EMAIL

- Digital passport-sized photograph (White background; size 3.5cm X 4.5cm)*
- Scanned copy of passport, including blank pages, compiled on A4 size paper with 2 pages per side) – PDF format*
- Official academic transcripts/results – PDF format*
- Health Declaration Form – PDF format*

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

*Application cannot be processed without the required items.

IMPORTANT:

- Applicants are advised to consult the International Office for any additional requirements prior to making payment.
- Please note that the enrolment fee is subject to an additional 6% Sales and Service Tax (SST) for International Students

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. Programme Details
 - iv. Contact details
 - v. Emergency Contact
 - vi. Academic Qualifications
 - vii. Special Condition details
 - viii. Acknowledgement (Signature)

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

- Payment for **Enrolment Fee of RM700 (non-refundable)***
- Digital passport-sized **photograph** (size 3.5cm x 4.5cm)
- ONE (1) 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***:
 - High School (SPM / O-Levels or equivalent)
 - Pre-University / Diploma
 - Degree
 - Other Evidence of prior Studies
- Documentary evidence (if financed by scholarship/sponsorship/study loan)

ADDITIONAL INFORMATION (only applicable for INTERNATIONAL students)

- Enrolment Fee of RM700 (non-refundable nor transferable) *
- Student Pass Processing Fee of MYR 3,300 (non-refundable nor transferable) *
- Student Pass Processing Fee of MYR 4,350 (for Indonesian citizens - 2 years; non-refundable, non-transferable)* (applicable to programmes with a duration of 2 years and above).

Supporting Documents – must be submitted by **EMAIL**.

- Digital passport-sized photograph (White background; size 3.5cm X 4.5cm)*
- Scanned copy of passport, including blank pages, compiled on A4 size paper with 2 pages per side) – PDF format*
- Official academic transcripts/results – PDF format*
- Health Declaration Form – PDF format*

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
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Health Declaration Form	500KB	PDF

IMPORTANT:

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- Please note that the enrolment fee is subject to an additional 6% Sales and Service Tax (SST) for International Students

IMPORTANT NOTES

1. This application cannot be processed without the required items (as indicated with *).
2. 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.
3. 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://sunwayuniversity.edu.my/admissions/payment-instructions>

STEP 5: SUBMIT YOUR APPLICATION

- Submit an online application with all relevant documents and items (<https://onlineapplication.sunway.edu.my/>) ; or
- E-mail / Submit the application form and all relevant documents and items to a counsellor at the **Admissions Office** or **International Office**

(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