

MALAYSIAN STUDENTS APPLICATION FORM

Student number (For office use)

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☐ HELP University (Damansara campus) ☐ Subang 2 campus



☐ HELP Academy

Photo
(1 copy)

Please tick (✓) the appropriate box to indicate the institution you wish to apply to:

Intake: Month Year Name of Applicant: _____

Please tick (✓) course(s) applying for :

HELP ACADEMY (HA)

Department of A-Levels

- ☐ Edexcel International A-Levels
☐ Cambridge A-Levels

University of Derby 3+0 Programmes

- ☐ HELP Certificate in Business Management
☐ HELP Diploma in Business Management
☐ HELP Diploma in Accounting
☐ HELP Diploma in Marketing
☐ Bachelor of Arts (Hons) Accounting & Finance
☐ Bachelor of Arts (Hons) Business Management

- ☐ BA (Hons) Business Management (International Business)

University of London Programmes

- ☐ Bachelor of Science (Hons) Accounting & Finance
☐ Bachelor of Science (Hons) Economics & Management
☐ Bachelor of Science (Hons) Banking & Finance
☐ Bachelor of Science (Hons) Economics

☐ Others: _____

HELP UNIVERSITY (HU)

HELP Matriculation Centre

- ☐ HELP Foundation in Arts
☐ HELP Foundation in Science

Department of American and Canadian Education

- ☐ American Degree Transfer Program

Department of Communication

- ☐ HELP Diploma in Communication
☐ HELP Bachelor of Communication (Media Studies) (Hons)
☐ HELP Bachelor of Communication (Marketing Communication) (Hons)
☐ HELP Bachelor of Communication (Public Relations) (Hons)

School of Hospitality & Tourism

- ☐ HELP Bachelor of Business (Hospitality Management) (Hons)
☐ HELP Bachelor of Tourism Management (Hons)

Department of Business Studies

- ☐ HELP Diploma in Business
☐ HELP Bachelor of Business (Accounting) (Hons)
☐ HELP Bachelor of Business (Finance) (Hons)
☐ HELP Bachelor of Business (Marketing) (Hons)
☐ HELP Bachelor of Business Psychology (Hons)
☐ HELP Bachelor of Business (Entrepreneurship) (Hons)
☐ HELP Bachelor of Business (International Business) (Hons)
☐ HELP Bachelor of Business (Human Resource Management) (Hons)

- ☐ HELP Bachelor of Business Analytics (Hons)
☐ HELP Bachelor of Management (Hons)
☐ HELP Bachelor of Economics (Hons)

Department of Law

- ☐ HELP Bachelor of Laws (Hons)
☐ UK Degree Transfer Programme (Law)

School of Information and Communication Technology

- ☐ HELP Diploma in Information Technology
☐ HELP Bachelor of Information Technology (Hons)
☐ HELP Bachelor of Information Technology (Hons) Data Analytics

Department of Psychology

- ☐ HELP Bachelor of Psychology (Hons)
☐ HELP-Flinders Bachelor of Psychological Science (Hons)

Department of Education

- ☐ HELP Diploma in Early Childhood Education
☐ HELP Bachelor of Early Childhood Education (Hons)
☐ HELP Diploma in Education

Department of English

- ☐ HELP Bachelor of Education TESL (Hons)
☐ HELP Intensive English Programme

☐ Others: _____

Microcredentials

- ☐ Code, title, credit hours _____ ☐ Department _____
☐ Code, title, credit hours _____ ☐ Department _____

Have you made any previous applications to the HELP Group? ☐ NO ☐ YES Please specify: _____

How did you know about HELP and its programmes? Please specify: _____

Were you previously a registered student at any other educational institution in Malaysia?

☐ NO ☐ YES _____ If yes, specify year(s) _____
(Name of institution)

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[illegible][illegible][illegible]

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[illegible]

Please enter details of sponsor. Refunds (if any) will be made to the sponsor unless authorized otherwise by the said sponsor. If fees are sponsored by institution (eg MARA) or company, please provide a letter of sponsorship.

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1. Please state ALL the relevant academic qualification(s) that you hold (eg SPM, STPM, UEC, or equivalent)
(Enclose all relevant documents to support your qualifications)

Name of Course	Name of Institution	Year of Completion

☐ TOEFL ☐ IELTS ☐ MUET ☐ Others (specify) _____

Please provide any information in the field of Arts, Sports etc. including work experience that is relevant for special consideration.

Games/Societies	Position Held	Level (School,State,National,International)	Year of Completion

☐ Required ☐ Not Required

(If you require accommodation, please complete the Student Accommodation Application Form and submit it together with this Application)

G : DECLARATION

1. I certify that the information given herein is true and correct, and I acknowledge that any false and/or incorrect information or documentary evidence may result in the cancellation of my enrolment in the program of study.
2. I understand that the offer letter issued to me will become void if I fail to submit all the relevant documents and pay the required course fees by the due date.
3. I agree to inform the Registrar in writing of any change in the information given herein, and I understand that HELP will not be held liable as a result of my failure to do so.
4. I understand and agree that HELP shall forfeit the security deposit paid by me if I remain inactive for one year without notifying the Registrar in writing.
5. I understand and agree that HELP shall cancel my student visa and notify the relevant government agencies/bodies if I remain inactive for one year without notifying the Registrar in writing. (This is applicable to foreign students only.)
6. I understand and agree that any fees, deposits and/or monies due to me that remain unclaimed for a period of one year or more from the date of my becoming inactive in my program of study, will be transferred to any nominated education or charitable fund without further reference to me.
7. I understand and agree to use the technology resources and facilities at HELP for educational, academic research and study purposes only, and HELP shall not be held liable for any violation of rules and regulations relating to those resources perpetuated by me.
8. I hereby agree and authorise HELP to release my personal information given herein to any authorised agencies and/or bodies of HELP or its business partners for the purpose of enrolment, educational evaluation, transfer of courses and any other administrative process; and to any relevant government bodies/agencies for enforcement of the law.
9. I authorise and grant HELP the right to use my personal information such as name, credentials, academic record, image, and spoken and written records of my activities at HELP, in posters, leaflets, brochures, advertisements, websites, films, electronic recordings and the like for the marketing and promotion of HELP's corporate image and programs of study, and/or any purposes incidental to it.
10. I understand and agree that HELP shall release my examination results and my academic record to my parents and/or sponsor(s) as and when it is deemed necessary.
11. I understand and agree to comply with all policies, rules and regulations of HELP, including the rules and regulations of the respective departments, during my program of study at HELP.
12. I hereby declare that I have read and understood all the terms herein and agree to abide by them, if I am issued an offer letter to pursue the course I have applied for and I accept the same.

Applicant's Signature _____ Applicant's Name _____ Date _____

H : DECLARATION BY PARENT / GUARDIAN / SPONSOR IF THE APPLICANT IS BELOW 18 YEARS OF AGE

I, _____ hereby undertake to guarantee the good conduct of the applicant (student's name _____, reference no. _____) while he / she is studying at HELP University / HELP Academy. I also agree to pay all fees by the due date to the institution on his / her behalf in accordance with the regulations of HELP University / HELP Academy.

Signature of Parent / Guardian / Sponsor _____ Relationship _____ Date _____

I : CHECKLIST FOR APPLICANTS

1. Sections marked with an asterisk (*) MUST be completed upon submission of this form.
2. Documents marked with a double asterisk (**) MUST be submitted.
 - For Section H, if the required signatory is not available at the time of submission of application, please ask for a photocopy of this checklist to be given to you (the applicant) to take home for signature and submit it to the Registry as soon as possible.

Please tick (✓) sections that are relevant / complete:

- | | |
|---|---|
| <input type="checkbox"/> Section A* - Personal particulars | <input type="checkbox"/> Section G* - Declaration |
| <input type="checkbox"/> Section B* - Details of parents, guardian or next of kin and financial sponsor | <input type="checkbox"/> Section H* - Declaration by parent(s)/sponsor(s) if applicant is below 18 years of age |
| <input type="checkbox"/> Section C* - Financial Resources | <input type="checkbox"/> Photocopy of IC** |
| <input type="checkbox"/> Section D - Academic Qualifications** | <input type="checkbox"/> Copies of academic certificates and transcripts / results** |
| <input type="checkbox"/> Section E - Non-Academic Qualifications | <input type="checkbox"/> Certified True Copies <input type="checkbox"/> Not Certified True Copies |
| <input type="checkbox"/> Section F - Accommodation | <input type="checkbox"/> Payment of Application Fee upon submission of form* |

FOR OFFICE USE ONLY

Recruitment agent, if applicable : _____ (Please print name in BLOCK LETTERS) Date: _____

Education advisor : _____ (Please print name in BLOCK LETTERS) Date: _____

Application received by : _____ (Please print name in BLOCK LETTERS) Date: _____

Application approved by:
HOD / Authorised Staff

Name: _____

Signature: _____

Date in: _____ Date out: _____

Comments: _____

- | |
|---|
| <input type="checkbox"/> Firm Offer |
| <input type="checkbox"/> Conditional Offer - Forecast Results |
| <input type="checkbox"/> Conditional Offer - see comments |
| <input type="checkbox"/> Reject |

English requirement: ☐ Yes ☐ No Comments: _____