



## SECTION 4: CONTACT DETAILS

### Student's Correspondence Address

Postcode      City      State/ Province

Country

### Contact No.

Home      Mobile

### Email

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**Permanent/ Home/ Parent's Address (please provide if different from above)**

Postcode      City      State/ Province

Country

### Contact No.

Home      Mobile

### Parent's/ Guardian's Name

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

### Contact No.

Home      Office

Mobile

### Email

**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)**

## SECTION 5: EMERGENCY CONTACT DETAILS

### Name

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

### Contact No.

Home      Office

Mobile

### Email

## SECTION 6: ACADEMIC DETAILS

Kindly provide the title of qualification, name of institution and year of completion in the following table:

<b>Level</b>	<b>Title of Qualification and Institution of Studies</b>	<b>Year of Completion</b>
Tertiary Studies (e.g. Diploma/Degree)		
Year 12 or equivalent (e.g. SPM/Pre-U)		
Secondary Studies (e.g. SPM/O-Level)		
Others (e.g. Doctorate/ Master/ IELTS/ TOEFL)		

Please submit **certified true copies of relevant transcripts** (including grading scheme) for **ALL academic studies**. If the qualifications are in languages other than English, please also supply certified translated copies.

**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.

## **SECTION 7: STUDENTS WITH SPECIAL CONDITIONS**

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 :

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

## **Important**

Students and parents 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 Higher 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 <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.
  16. The Institution reserves the right to review and amend the rules and regulations (including policies) at anytime.

**APPOINTED REPRESENTATIVE**

Appointed representative's stamp

Applicant's personal email address:

**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 ([http://sunway.edu.my/pdpa/notice\\_english](http://sunway.edu.my/pdpa/notice_english) (English version) or [http://sunway.edu.my/pdpa/notice\\_BM](http://sunway.edu.my/pdpa/notice_BM) (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.

**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 ([http://sunway.edu.my/pdpa/notice\\_english](http://sunway.edu.my/pdpa/notice_english) (English version) or [http://sunway.edu.my/pdpa/notice\\_BM](http://sunway.edu.my/pdpa/notice_BM) (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 Applicant

**Date**

(dd-mm-yyyy)

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**Name**

(as in NRIC/Passport)

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**NRIC/Passport No.**

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Signature of Parent/Guardian

**Date**

(dd-mm-yyyy)

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**Name**

(as in NRIC/Passport)

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**NRIC/Passport No.****FOR OFFICE USE ONLY****1. Approval for Admission** Full Offer Conditional Offer (with the following conditions)

- To submit actual results that meet programme entry requirements
- To produce original academic documents for verification
- Other conditions (please specify below)

Signature of Authorised Approver

**Name**

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**Date**

(dd-mm-yyyy)

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**2. Review of Conditional Offer** Conditions Fulfilled Offer Withdrawn

Signature of Authorised Approver

**Name**

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**Date**

(dd-mm-yyyy)

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Additional information (only applicable to international students):

**Application Fees:**

- Enrolment Fee of MYR700 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR2,400 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR3,400 (Indonesian citizens - 2 years; non-refundable, non-transferable)\* (applicable to diploma/degree/ADTP)

**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
<input type="checkbox"/> Photo (white background; size 3.5cm X 4.5cm)*	Studio Photo	JPG
<input type="checkbox"/> Passport Copy*	2000KB	PDF
<input type="checkbox"/> Official Academic Results*	1000KB	PDF
<input type="checkbox"/> Health Declaration Form*	500KB	PDF

*\* 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 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:

- |  |   |
|--|---|
| <input type="checkbox"/> Academic Records (e.g. results, transcripts and certificates) | <input type="checkbox"/> NRIC/Passport  |
| <input type="checkbox"/> English Language Achievements (if any)                        | <input type="checkbox"/> Sponsorship/Scholarship Offer Letter (if applicable) |
| <input type="checkbox"/> 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:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Applicant's details | <input type="checkbox"/> Emergency contact         | <input type="checkbox"/> Applicant's signature and date         |
| <input type="checkbox"/> Programme details   | <input type="checkbox"/> Academic details          | <input type="checkbox"/> Parent's/Guardian's signature and date |
| <input type="checkbox"/> Contact details     | <input type="checkbox"/> Special condition details |   |

## STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

- Payment for enrolment fee of MYR700 (non-refundable)\*
- Attach ONE (1) passport-size photograph (White background; size 3.5cm X 4.5cm)\*
- ONE (1) certified true copy of Identity Card (NRIC)\*
- School leaving/completion certificate (if available)
- Supporting documents for subject exemption (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copy of English Language qualification (if available):  

<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL	<input type="checkbox"/> MUET	<input type="checkbox"/> Others (please specify)	<input type="checkbox"/>
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- Certified true copies of all relevant official academic qualifications/results\*:  

<input type="checkbox"/> SPM (Forecast)	<input type="checkbox"/> SPM (Actual)	<input type="checkbox"/> O-Levels	<input type="checkbox"/> UEC	<input type="checkbox"/> STPM	<input type="checkbox"/> A-Levels
<input type="checkbox"/> AUSMAT	<input type="checkbox"/> CIMP	<input type="checkbox"/> FIA	<input type="checkbox"/> FIST	<input type="checkbox"/> MUFY	<input type="checkbox"/> Certificate
<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree				
<input type="checkbox"/> Others (please specify)	<input type="checkbox"/>				

### Additional information (only applicable to international students):

- Student Pass Processing Fee of MYR2,400 (non-refundable, non-transferable)\*
- Student Pass Processing Fee of MYR3,400 (Indonesian citizens - 2 years; non-refundable, non-transferable)\* (applicable to diploma/degree/ADTP)

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DOCUMENTS <b>(SCAN IN COLOUR)</b>	MAXIMUM FILE SIZE	FILE FORMAT
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<input type="checkbox"/> Passport Copy*	2000KB	PDF
<input type="checkbox"/> Official Academic Results*	1000KB	PDF
<input type="checkbox"/> Health Declaration Form*	500KB	PDF

### 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 complete the Hostel Application Form. A hostel application fee of MYR500 is required for each application.
4. Please refer to the information given on page (ii) for more details about making payments.

## STEP 5: SUBMIT YOUR APPLICATION

- Submit the application form and all relevant documents and items to a counsellor at the Admissions Office or International Office; or
- If by courier, please send the application form and all relevant documents and items to the following address:

#### For Malaysian Students:

##### THE ADMISSIONS OFFICE

###### Operating Address:

alan Lebuh Cemerlang,  
Taman Desa Cemerlang,  
81800 Ulu Tiram, Johor  
Malaysia  
Tel: +603-7491 8622  
Fax: +603-5635 8630 Email:  
info@sunway.edu.my

#### For International Students:

##### THE INTERNATIONAL OFFICE

###### Operating Address:

alan Lebuh Cemerlang,  
Taman Desa Cemerlang,  
81800 Ulu Tiram, Johor  
Malaysia  
Tel: +603-7491 8622  
Fax: +603-5635 8630 Email:  
info@sunway.edu.my