

# APPLICATION FORM (POSTGRADUATE)



Please affix  
a recent photograph  
here.

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?

☐ Yes

Programme

Intake

☐ No

If yes, please specify name and intake of programme completed.

Given Name / First Name	
<input type="text"/>	
Surname / Family Name	
<input type="text"/>	
NRIC/Passport No.	Passport Expiry Date (dd-mm-yyyy) (for international students only)
<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
Date of Birth (dd-mm-yyyy)	Nationality
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>
Gender	Marital Status
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Religion	Others (please specify)
<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu	<input type="text"/>
[Information relating to your religious belief is collected and processed for reporting purposes to the Ministry of Education and any other relevant authorities.]	
Race	Others (please specify)
<input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian	<input type="text"/>
(for Malaysians only)	
Additional information [for B40/M40/T20 purpose] (Only required to be completed for Malaysian students):	
Monthly Household Income: <input type="checkbox"/> Less than MYR4,000 (B40) <input type="checkbox"/> Between MYR4,000 and MYR8,500 (M40) <input type="checkbox"/> Above MYR8,500 (T20)	

## SECTION 2: STUDENT PASS DETAILS (for international students only)

If you are now in Malaysia, please specify your immigration pass type and expiry date:

☐ Student

☐ Social Visit

☐ Dependent

☐ Diplomatic

☐ PR

☐ MM2H

Student Pass Expiry Date

(dd-mm-yyyy)

-  -

If you are currently holding a student pass, please state the name of the institution you are enrolled with:

State the preferred location of the Malaysian Embassy/Consulate for Single Entry Visa (if available):

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: CONTACT DETAILS

### Student's Correspondence Address

<input type="text"/>		Contact No.	<input type="text"/>
<input type="text"/>			
Postcode	City	State / Province	<input type="text"/>
<input type="text"/>	<input type="text"/>	Home	<input type="text"/>
Country	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

Permanent / Home Address (please provide if different from Student's Correspondence Address)

<input type="text"/>		Contact No.	<input type="text"/>
<input type="text"/>			
Postcode	City	State / Province	<input type="text"/>
<input type="text"/>	<input type="text"/>	Home	<input type="text"/>
Country	<input type="text"/>	Mobile	<input type="text"/>

[illegible][illegible][illegible]

- ☐ Proposed Area of Research:
- ☐ Proposed Title of Research:
- ☐ Research Statement:

Kindly submit a research statement with the application which includes the following:

  - i. Introduction & Justification of the Study (indicating Research Background; Problem Statements & Motivations; and Objectives & Deliverables);
  - ii. Literature Review;
  - iii. Research Methodology;
  - iv. Proposed Research Schedule; and
  - v. List of References.
- ☐ Proposed Supervisor(s) (if any):

- ❑ Portfolio (to be submitted together with application form)  
A portfolio should contain 5 - 15 examples of your own original creative work. Its purpose is to demonstrate how you express your concepts through media. Any form of media is acceptable. For media work links to streaming sites such as Vimeo, YouTube or SoundCloud are acceptable. Otherwise, Video files must be H.264 QuickTime file. Audio files must be in MP3 format. Photographs, drawings and 3-D work will be accepted as digital photographs. Games or other applications must be playable on both Macintosh and Windows operating systems.
- ❑ Personal Statement (to be submitted together with application form)  
Applicants must submit a written statement (500–750 words) outlining their interest and goals in pursuing graduate study. You should include a thoughtful description of your background, tentative plan of inquiry in the field as you now envision it, the outcomes you hope to get from the degree, your professional goals, and how this graduate programme will help you realize those goals.

[illegible]

## SECTION 7 : 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							

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 8 : ENGLISH LANGUAGE QUALIFICATIONS

Please provide highest achievement:

English Qualification	Year Awarded	Grade/ Score/ Band
TOEFL		
IELTS		
MUET		
1119 English Language		
SPM/O-level English Language		
Others (please specify)		

## SECTION 9 : MEMBERSHIP WITH PROFESSIONAL BODIES

Please provide details of professional memberships, if any:

Name of Organisation / Professional Body	Address	Type of Membership

## SECTION 10 : CURRICULUM VITAE

Kindly attach a copy of your curriculum vitae (CV) which includes the following:

- Education/Work Experience/Career Progression; and
- Current job responsibilities.

## SECTION 11 : REFEREES (only required if specified in the programme brochure)

Please nominate TWO (2) referees who can provide a statement about your suitability to undertake the programme (preferably, one academic and one professional).

### 1. Referee

Name

Position/Job Title

### Company Name and Address

Appointed representative's stamp

Applicant's personal email address:

**Important Notes**

Students and parents 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.

**SECTION 12: TERMS AND CONDITIONS FOR ADMISSION**

- 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 7, 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.
- 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.

**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 ([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.

Signature of Applicant

**Name**  
As in NRIC/Passport

**NRIC /  
Passport No.**
**Date**  
(dd-mm-yyyy)

**FOR OFFICE USE ONLY**
**1. Recommendation (Head of School)**

- ☐ 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)

**Academic Documents Attached**

- ☐ Certified true copies of academic qualifications/results:
   
☐ Pre-U Studies ☐ Master
   
☐ Certificate ☐ Degree
   
☐ Diploma ☐ Others (please specify)

**2. Approval by Deputy Vice Chancellor (Research and Higher Degrees)**

- ☐ Conditions Fulfilled
   
☐ Offer Withdrawn

Signature

**Name** **Date**  
(dd-mm-yyyy)

**3. Review of Conditional Offer**

Comments

Signature

**Date**  
(dd-mm-yyyy)

**PLEASE DETACH THIS PAGE. IT IS TO BE RETAINED BY STUDENT/PARENT/GUARDIAN.**

## SECTION 11: TERMS AND CONDITIONS FOR ADMISSION

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 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.
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 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.
7. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 7, 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. 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.
11. The details regarding any special condition is declared in Section 5 of this form. In this circumstance, the available facilities are understood and accepted.
12. 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.
13. Sunway University reserves the right to review and amend the rules and regulations (including policies) at anytime.

## SECTION 12: 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.

Signature of Applicant

Name  
As in NRIC/Passport

NRIC /  
Passport No.

Date  
(dd-mm-yyyy)

## INFORMATION FOR MAKING PAYMENTS

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:  
<https://university.sunway.edu.my/students/payment-instructions>

For further enquiry, please contact Financial Services Department at:

Tel : (60)3 7491 8622; or  
Email : [finance@sunway.edu.my](mailto:finance@sunway.edu.my)

# 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:
  - ☐ Academic records (e.g., results, transcripts and certificates) ☐ NRIC/ Passport No.
  - ☐ English Language achievements (if any) ☐ Portfolio
  - ☐ Sponsorship/Scholarship Offer Letter (if applicable) ☐ Personal Statement
  - ☐ 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:
  - ☐ Applicant's details ☐ Sponsorship/Scholarship/Bursary details ☐ Programme details
  - ☐ Academic details ☐ Contact details ☐ Applicant's signature and date
  - ☐ Emergency contact and medical details ☐ Parent's/Guardian's signature and date

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

#### FOR MALAYSIAN STUDENT

- ☐ Payment for Enrolment Fee of RM700 (non-refundable)
- ☐ Attach ONE(1) passport-size photograph on the space given\*\*
- ☐ ONE(1) certified true copy of Identity Card (NRIC)\*\*
- ☐ School leaving/completion certificate
- ☐ Supporting documents for subject exemption (if applicable)
- ☐ Documentary evidence (if financed by scholarship/sponsorship/study loan)
- ☐ Certified true copy of English Language qualification:
  - ☐ IELTS ☐ TOEFL ☐ MUET
  - ☐ Others (please specify)
- ☐ Certified true copies of all relevant academic qualifications/results\*\*:
  - ☐ SPM (Forecast) ☐ SPM (Actual) ☐ UEC
  - ☐ STPM ☐ A-Levels ☐ AUSMAT
  - ☐ CIMP ☐ FIA ☐ MUFY
  - ☐ Certificate ☐ Diploma ☐ Degree
  - ☐ Others (please specify)

#### FOR INTERNATIONAL STUDENT

##### Application Fees:

- ☐ Enrolment Fee of MYR 700 (non-refundable, non-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 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
<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

IMPORTANT: Please check with International Office for other additional requirements before payment is made.

\* Application cannot be processed without the required items.

#### 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 **RM500** 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
- ☐ Post the application form and all relevant documents and items to the following address:

#### (for Malaysian Students)

##### THE ADMISSIONS OFFICE

Sunway University  
No 5 Jalan Universiti, Bandar Sunway  
46150 Petaling Jaya  
Selangor, MALAYSIA  
Tel: +603-7491 8622 Fax: +603-5635 8630  
Email: info@sunway.edu.my

#### (for International Students)

##### THE INTERNATIONAL OFFICE

Sunway University  
No 5 Jalan Universiti, Bandar Sunway  
46150 Petaling Jaya  
Selangor, MALAYSIA  
Tel: +603-7491 8622 Fax: +603-5635 8635  
Email: info@sunway.edu.my