



**TAYLOR'S
UNIVERSITY**

Wisdom • Integrity • Excellence

Student Number

PART A PERSONAL DETAILS

Incomplete information may delay the processing of this application.

☐ Please complete ALL sections in this form with **BLOCK LETTERS** (in **BLACK** ink only).

☐ Enclose certified true copy of all documents required as listed in the **APPLICATION CHECKLIST** and sign the application form.

Full Name

(as in MyKad/Passport)

Surname/

Family Name

MyKad

/ Passport No.

Date of Birth

Nationality

Gender

☐ Male ☐ Female

Email

Race

☐ Malay ☐ Chinese ☐ Indian ☐ Others: _____

Marital

Status

☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Others: _____

Religion

☐ Muslim ☐ Buddhist ☐ Christian ☐ Hindu ☐ Others: _____

Student's Correspondence Address

City

Postcode

State

Country

Tel No.

Mobile No.

Home/Parents'/Guardian/Address & Contact Details (if different from Correspondence Address)

City

Postcode

State

Country

Tel No.

Mobile No.

Emergency Contact

Name	Tel No.	Relationship
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Highest Academic Qualification

City

State/Country

Name of Last Examination

Year:

Results

☐ Actual ☐ Forecast

FOR INTERNATIONAL STUDENT ONLY

Are you holding any type of Malaysian Immigration Pass now?

☐ No

☐ Yes

If yes, please specify type of pass :

☐ Social Visit

☐ Student

☐ Dependent

☐ Diplomatic

☐ MM2H

☐ Employment Pass

Immigration Pass Expiry Date :

Applicable to students / former students from other institutions in Malaysia Only:

Institution: _____ Course: _____ Year / Duration: _____

Applicable to students from the People's Republic of China Only:

Please advise as to which Malaysian Consulate you wish to obtain your single entry visa to Malaysia: ☐ Shanghai ☐ Beijing ☐ Guangzhou

PART B PROGRAMME PREFERENCE

*Please specify ONE (1) programme you would like to study by referring to the **LIST OF PROGRAMMES** appended.*

Programme Code : Programme Title : _____

Preferred Field of Specialization (If any) : _____

Intake : ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sept ☐ Oct ☐ Nov

LIST OF PROGRAMMES

ACCA

- 24000 ACCA Programme (FC)
24002 ACCA Programme - Bridging Course (BC)
24001 ACCA Programme - Intensive Revision Course (IRC)

AMERICAN DEGREE TRANSFER PROGRAM

- 05000 American Degree Transfer Program
(* Business, Liberal Arts, Engineering, Computer Science)

CENTRE FOR LANGUAGES

- 13022 IELTS Workshop
13004 Intensive English
13083 Mandarin Course
13012 TOEFL Workshop
13050 MUET Workshop
13084 Malay Course
13070 French Course
13089 Spanish Course
13060 Japanese Course
13094 German Course

SCHOOL OF ARCHITECTURE, BUILDING AND DESIGN

- 27000 Foundation in Natural & Built Environments
(*Architecture, Quantity Surveying)
23003 Bachelor of Science (Honours) in Architecture
23002 Bachelor of Quantity Surveying (Honours)
83001 Master of Architecture

SCHOOL OF BIOSCIENCES

- 36200 Bachelor of Biomedical Science (Honours)
36100 Bachelor of Biotechnology (Honours)
36000 Bachelor of Science (Honours)
(Food Science with Nutrition)

SCHOOL OF COMMUNICATION

- 09030 Diploma in Communication
09050 Foundation in Communication
37000 Bachelor of Mass Communication (Honours)
(Advertising)
37001 Bachelor of Mass Communication (Honours)
(Public Relations)
37002 Bachelor of Mass Communication (Honours)
(Broadcasting)
37003 Bachelor of Mass Communication (Honours)
(Public Relations & Marketing)
37004 Bachelor of Mass Communication (Honours)
(Public Relations & Event Management)

SCHOOL OF COMPUTING

- 15003 Diploma in Information Technology
15004 Foundation in Computing
15008 Bachelor of Software Engineering (Honours)
15009 Bachelor of Computer Science (Honours)
(Computer Security & Forensics)
Bachelor of Information Technology (Honours)
(Internet Technologies)*
Bachelor of Computer Science (Honours)*

SCHOOL OF EDUCATION

- 39000 Diploma in Education (Primary Education)
38000 Bachelor of Education (Primary Education) (Honours)

SCHOOL OF ENGINEERING

- 87000 Foundation in Engineering
07015 Bachelor of Engineering (Honours) Chemical Engineering
07016 Bachelor of Engineering (Honours) Electrical &
Electronic Engineering
07017 Bachelor of Engineering (Honours) Mechanical Engineering

SCHOOL OF HOSPITALITY, TOURISM AND CULINARY ARTS

- 30003 Diploma In Culinary Arts
30000 Diploma in Hotel Management
30010 Diploma in Tourism Management
30042 Advanced Diploma in Patisserie & Gastronomic Cuisine
70003 Bachelor of Culinary Arts and Foodservice Management
(Honours)
70002 Bachelor of International Hospitality Management (Honours)
70004 Bachelor of International Tourism Management (Honours)
(Events Management)
70005 Bachelor of International Tourism Management (Honours)
(Travel & Recreation Management)
70006 Bachelor of Science (Honours) (Culinology)

TAYLOR'S BUSINESS SCHOOL

- 28000 Diploma in Business
08010 Foundation in Business
34001 Bachelor of Business (Honours) (Business Administration)
34004 Bachelor of Business (Honours) (Human Resource Management)
34002 Bachelor of Business (Honours) (International Business)
34003 Bachelor of Business (Honours)
(International Business & Marketing)
34005 Bachelor of Business (Honours) Banking and Finance
34006 Bachelor of Business (Hons) Finance and Economics
18002 Bachelor of Arts (Honours) Accounting and Finance

TAYLOR'S LAW SCHOOL

- 17002 Bachelor of Laws

THE DESIGN SCHOOL

- 29003 Diploma in Graphic Communication Design
29001 Diploma in Interior Design
29002 Diploma in Multimedia Design
29004 Foundation in Design
(* Interior Architecture, Graphic Design, Multimedia Design)
29006 Bachelor of Arts (Honours) in Graphic Communication Design
29007 Bachelor of Arts (Honours) in Interactive Multimedia Design
29005 Bachelor of Arts (Honours) Interior Architecture

SCHOOL OF MEDICINE

- 04000 Foundation in Science
(* Biomedical Sciences, Biotechnology, Culinology,
Food Science, Medicine, Pharmacy)
33001 Bachelor of Medicine, Bachelor of Surgery (MBBS)

SCHOOL OF PHARMACY

- 31001 Bachelor of Pharmacy (Honours)
31000 Master of Pharmacy – (MPharm) in collaboration 2+2
with Cardiff University, United Kingdom

* Subject for MOHE Approval

** Preferred field of specialization (Bachelor Degree Programme)

APPLICATION CHECKLIST

(√) (OUTSTANDING DOCUMENTS)

Please submit the outstanding documents to the Centralised Scanning Unit (CSU)

(NOTE: Academic records MUST be submitted WITH this application. Authenticated originals or certified true copies are required.
If the original documents are issued in a language other than English, a certified English translation must also be submitted.)

1. Malaysia Applicants:

- ☐ Application Form
- ☐ 1 x MyKad
- ☐ 1 x Actual / Forecast of SPM / O Levels / Equivalent
- ☐ First Semester Payment
- ☐ Certified Medical Statement (For Part C only)

2. International Applicants:

- ☐ Application Form
- ☐ 1 x Actual / O Levels / Equivalent
- ☐ First Semester Payment
- ☐ Certified Medical Statement (For Part C only)
- ☐ 3 x Passport Photocopy (ALL PAGES)
- ☐ 6 x Passport Size Photographs (Blue Background)
- 3.5cm(w) x 5cm(h)

3. Additional Documents for Engineering/Computing/Law/Business/Communication/Hospitality & Tourism/Biosciences

- ☐ 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- ☐ 1 x Certificate / Letter of Completion
- ☐ 1 x IELTS / TOEFL
- ☐ For Diploma Applicant, attach Course Syllabus / Subject Description

4. Additional Documents for Architecture

Degree

- ☐ PAM Registration Form
- ☐ SABD Aptitude Assessment
- ☐ 2 x Passport size photographs
- ☐ 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- ☐ 1 x Certificate / Letter of Completion
- ☐ 1 x IELTS / TOEFL
- ☐ For Diploma Applicant, attach Course Syllabus / Subject Description
- ☐ Portfolio
- ☐ Processing Fee

Master

- ☐ 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- ☐ 1 x Certificate / Letter of Completion
- ☐ For Diploma Applicant, attach Course Syllabus / Subject Description
- ☐ Portfolio
- ☐ Personal Statement
- ☐ Processing Fee
- ☐ Interview Form

5. Additional Documents for Quantity Surveying Degree

- ☐ RICS Registration Form
- ☐ SABD Aptitude Assessment
- ☐ 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- ☐ 1 x Certificate / Letter of Completion
- ☐ 1 x IELTS / TOEFL
- ☐ For Diploma Applicant, attach Course Syllabus / Subject Description

6. Additional Documents for Design Courses

- ☐ 1 x Test of Visual Aptitude (TVA)
- ☐ 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- ☐ 1 x Certificate / Letter of Completion
- ☐ For Diploma Applicant, attach Course Syllabus / Subject Description

7. Additional Documents for ACCA

- ☐ 1 x Passport size photograph
- ☐ 1 x ACCA student's card (Front & Back)
- ☐ 1 x Copy of all Educational Certificates & Transcripts from High School onwards

8. Additional Documents for Medicine / Pharmacy

- ☐ Interview Form
- ☐ Health Examination Report (Medicine Only)
- ☐ Referral Letter (Pharmacy Only)
- ☐ 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- ☐ 1 x Certificate / Letter of Completion
- ☐ For Diploma Applicant, attach Course Syllabus / Subject Description
- ☐ Processing Fee

9. Additional Documents for Education

- ☐ 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- ☐ 1 x Certificate / Letter of Completion
- ☐ For Diploma Applicant, attach Course Syllabus / Subject Description
- ☐ Portfolio
- ☐ Personal Statement
- ☐ Processing Fee
- ☐ Interview Form
- ☐ 1 x IELTS / TOEFL

10. If you are an International Applicant and if you are transferring from other Institutions:

Please ensure ALL documents mentioned below are signed by the
Chief Executive / authorized signatory of the previous college / university.

- ☐ Release Letter
- ☐ Attendance Report
- ☐ 1 x all academic qualifications (high school/secondary school)
- ☐ 1 x academic results obtained from the previous college / university

FOR OFFICE USE ONLY

PROGRAMME ENTRY PRE-EVALUATION CHECKLIST

☐ Foundation / Diploma

☐ Bachelor Degree

Full Name
(as in IC/Passport)

Programme

A. Secondary School / High School Pass

☐ Pass SPM (Pass BM) OR

☐ Pass O Levels OR

☐ Others : _____

☐ SPM : Actual / Forecast

Subject Pre-requisite: ☐ English Grade _____ ☐ Biology Grade _____ ☐ _____ Grade _____
☐ Mathematic Grade _____ ☐ Physics Grade _____
☐ BM Grade _____ ☐ Chemistry Grade _____
☐ Add Maths Grade _____
☐ Technical Grade _____

Meet Subject Pre-requisite: ☐ Yes ☐ No ☐ Not Applicable

☐ Verified by Authorised Signatory

B. Pre University

☐ STPM _____ ☐ CPU _____ ☐ A LEVELS _____ ☐ UEC _____ ☐ SAM / AUSMAT _____ ☐ OTHERS: _____

☐ Foundation _____

Meet overall grades requirement: ☐ Yes ☐ No

Subject Pre-requisite: ☐ English Grade _____ ☐ Biology Grade _____ ☐ _____ Grade _____
☐ Mathematic Grade _____ ☐ Physics Grade _____
☐ Chemistry Grade _____
☐ Add Maths Grade _____
☐ Technical Grade _____

Meet Subject Pre-requisite: ☐ Yes ☐ No ☐ Not Applicable

☐ Verified by Authorised Signatory

C. Other Higher Education Qualification

☐ Qualification : _____

Exemptions: ☐ Yes ☐ No

☐ Grades : _____

Meet overall grades requirement: ☐ Yes ☐ No

☐ **Other Requirements:** _____

☐ Verified by Authorised Signatory

D. English Qualification

☐ IELTS _____ ☐ TOEFL _____ ☐ IEN _____ ☐ Others: _____ ☐ Date of Test: _____

Meet overall grades requirement: ☐ Yes ☐ No

☐ Verified by Authorised Signatory

E. Others:

☐ Portfolio ☐ SABD Aptitude Assessment ☐ Dschool Test of Visual Aptitude ☐ _____

☐ Verified by Authorised Signatory

F. Compulsory Doc:

☐ Bahasa Kebangsaan A ☐ Malaysian Studies ☐ Moral Education ☐ Islamic Studies ☐ Others: _____

☐ Exit Certificate ☐ Letter of Completion

☐ Verified by Authorised Signatory

G. Recommendation / Remark:

☐ Approve ☐ Reject ☐ Interview Required (Date & Time : _____) Outcome: ☐ Approve ☐ Reject
☐ Conditional Offer
☐ Full Offer

Checked By : _____ (Date: _____)

Verified By : _____ (Date: _____)

Approved By : _____ (Date: _____)

For Admissions Committees Only:

First Approval : _____ (Date: _____)

Second Approval : _____ (Date: _____)

Third Approval : _____ (Date: _____)

Forth Approval : _____ (Date: _____)

APPLICATION PROCEDURES

STEP 1: CHOOSE YOUR PROGRAMME

- Please review the information in the prospectus and speak to our counselors for advice.
- Indicate the programme that you wish to apply for.
- Take a look at the intake dates and decide on your preferred intake.
- Kindly ensure that you adhere to the application deadlines.

STEP 2: CHECK ENTRY REQUIREMENTS

- Please check the entry requirements to ensure that you fulfill the necessary criteria for the programme you wish to apply for.
- Applicants to the School of Architecture, Building & Design, School of Medicine and School of Pharmacy are subject to additional admission procedures and forms. You may check with our counselors / website for further details.
- All applicants applying for Undergraduate programmes must meet our English Language requirements.

STEP 3: CHECK DOCUMENTATION REQUIREMENTS AND DEADLINES

- Compile all the required documents to apply for the programme.
- Kindly ensure that you check the deadlines for submission, and submit the documents on or before the mentioned date.

STEP 4: SUBMIT APPLICATION FORM

- Please ensure that you fill up the Application Form completely and accurately.
- All applicants are required to pay a registration / processing fee.
- All international students are required to pay an additional International Student Charge.

STEP 5: APPLY FOR SCHOLARSHIPS, BURSARIES & FINANCIAL AID

- Application for scholarships, bursaries and loans require separate applications.
- Please refer to the Scholarships, Bursaries & Financial Aid booklet to check if you are eligible to apply.
- To apply, follow the instructions in the booklet or speak to our counselors.

STEP 6: APPLY FOR STUDENT RESIDENCES

- Applications for on-campus Student Residences require a separate application.
- Applicants interested in living on-campus have to apply through U Residences.

STEP 7: CHECK STATUS OF YOUR VISA APPLICATION (FOR NON - MALAYSIANS)

- All international students who are applying to study at Taylor's University must apply for a student pass.
- Please consult an International Students Officer for more information.

INTERNATIONAL STUDENT APPLICATION PROCEDURE

INTERNATIONAL STUDENT APPLICATION PROCEDURE

Step 1 :

Applicants are advised to furnish their academic results and indicate their programme preference for initial eligibility inquiry.

Step 2 :

If the initial eligibility is favourable, the applicant will submit the Application Form (signed and dated) together with documents listed in APPLICATION CHECKLIST section to Taylor's at least 8 weeks before the commencement of the programme.

Step 3 :

Upon approval of the application, Taylor's will issue the Letter of Acceptance to the applicant subject to the outcome of the interview, if there is any.

Step 4 :

For applicant who wish to stay in Taylor's residences, please submit the Taylor's Residences Application Form, together with a minimum payment as the reservation.

Step 5 :

Once the Student Pass is approved by the Malaysian Immigration Department, Taylor's shall email and courier the **Student Pass and Visa Approval Letter** to the applicant.

Step 6 :

For airport pickup request, student must log in to the following link: http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/_layouts/aq/preboarding/pbchecklist.aspx 5 working days before the departure. Taylor's students are allowed to perform their own Immigration clearance at the Immigration Check Point if the port-of-entry is Kuala Lumpur International Airport (KLIA), the Low Cost Carrier Terminal (LCCT) or the Skypark Subang Terminal. Once International Office has confirmed the airport pickup, an auto email confirmation will be sent to the student which includes the arrival procedures and documents required for Immigration clearance.

Procedure for Students to Transfer to Taylor's University:

If applicants have applied to other education institutions in Malaysia before, they will need to provide supporting documents within a week to minimize delay in the process from the previous institution as stated in APPLICATION CHECKLIST > 10 section upon receiving the letter of Acceptance from Taylor's.

Students are not allowed to attend classes at Taylor's prior to getting approval from the Ministry of Higher Education (MOHE).

CONDITIONS OF REGISTRATION FOR INTERNATIONAL STUDENTS

International Student Charge

An international Student Charge is compulsory for all international students who do not hold a Malaysian IC or a Malaysian passport, and is non-refundable.

Attendance & Expulsion

Regular attendance is compulsory. It is regulation of the MOHE and Immigration Department that a student who is absent for 3 consecutive days without valid reasons or prior permission has to be reported to the Malaysian Immigration Department. Action may be taken which can result in the revoking of the Student Pass.

International Student Insurance Scheme

This is a compulsory for all international students as required by the MOHE.

Student Pass

All International students are required to hold a Student Pass while studying at Taylor's.

Personal Bond

All International students (except P.R. China students) have to pay a personal bond, the amount of which is fixed by the Malaysian Immigration Department. The amount is totally refunded upon completion of the academic course if the student has not violated the rules and regulations of the Malaysian Immigration Authority. Only those holding Diplomatic Passes are exempted from paying this bond.

Note : *Students holding a Dependant Pass & Malaysia My Second Home (MM2H) visa are required to convert to a Student Pass while studying at Taylor's.*

BANK DETAILS

Payment must be made payable to - TAYLOR'S UNIVERSITY SDN. BHD.

Payment Options:

1. By Cash, Cheque or Bankdraft at the Payment Counter situated at Block A Level 1. **
2. Direct Bank-in at OCBC Bank / AmBank branches nationwide.
3. Telegraphic Transfer (for international students) - OCBC Bank Only

Bank Name : OCBC BANK (MALAYSIA) BERHAD
 Payable To : TAYLOR'S UNIVERSITY SDN. BHD.
 Account No. : 701-130855-6
 Bank Address : Ground Floor, Kuala Lumpur Main Branch,
 Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia.
 Swift Code : OCBCMYKLXXX (for Telegraphic Transfer)

Bank Name : AMBANK BERHAD
 Payable To : TAYLOR'S UNIVERSITY SDN. BHD.
 Account No. : 256-201-2000278

Please fax or email bank in slip / telegraphic slip / remittance slip as proof of payment. Kindly include the student's name, MyKad / passport number, contact number and programme enrolled to the university at Fax No : 03 – 5629 5001 or via email to admissions@taylors.edu.my

****Payment by Credit Card on-site at Cashier's Office is only applicable for first semester fees.**