

# STUDENT APPLICATION FORM

Please ensure that all the required fields are completed and all supporting documents are attached.

SECTION A : PROGRAMME			
Programme Name :			
Intake : / / / / / / /			
Application status : New Transferred from C	other institution in Malaysia		
Mode of study :	NT NO :		
SECTION B: PERSONAL INFORMATION (PLEASE USE B	LOCK LETTERS)		
Full Name: (as in MyKad / Passport)  Date of Birth (day / month / year):  Gender:  Male Female  Religion:  Race (Malaysian student only):  Malay Chinese Indian Orang Asli Others	MyKad / Passport No. :  Place of Birth :  Marital Status :  Single Married Others		
Peribumi Sabah / Sarawak	Single		
Sponsorship:  Self Government Others (specify)	Yes No		
Correspondence Address / Billing Address:  City:  State:	Country: Post Code:		
Telephone No :	Mobile Phone No :		
E-mail Address :			
Billing Address (if different from the above):  City:  State:	Country: Post Code:		
Name of Parent / Guardian :			
Relationship: Occupation:			
House Telephone No : Office Telephone No :	Mobile Phone No :		

# **SECTION C: ACADEMIC QUALIFICATIONS**

Institution Name and Location	From (Year)	To (Year)	Qualification Obtained

### **ENGLISH LANGUAGE PROFICIENCY**

Please indicate the date of the English language proficiency test and your score (if any):

English Language Proficiency Test	Year Obtained	Score
IELTS		
Others (please specify):		

Note: Please attach a copy of your test result.

# **SECTION D: DOCUMENTS SUBMITTED**

### **DOCUMENT CHECKLIST FOR MALAYSIAN APPLICANTS**

No.	Documents	Tick(√)	No.	Additional Documents for Postgraduate / Student From Other Institution	Tick(√)
1	MyKad		1	Complete Semester Results/Transcript	
2	SPM / O-Level / UEC or equivalent; and / or STPM / A-Level or equivalent			Award Certificate (Certificate/Diploma/Degree/Master); or	
3	Passport-sized Photo (2 copies)			Completion Letter	
	Forms			Remarks	
1	Scholarships / Bursaries Application form				
2	Bursary Policy				
3	Accommodation Form				

### **DOCUMENT CHECKLIST FOR INTERNATIONAL APPLICANTS**

No.	New Application	Tick(√)	No.	Transfer From Other Schools/Institutions	Tick(√)
1	Photocopy of Passport (all pages) - 3 copies		1	Student Pass cancellation	
2	35mm X 45mm size photo (white background) (6 copies)		2	Release Letter	
3	High School Result / Transcript (Original language & translated to English)		3	Attendance Report	
4	School Leaving Certificate (Original language & translated to English)		4	Academic Result / Transcript	
5	NOC (for Sub-Saharan Countries only) / Eligibility Letter (for Nigerian only)			Remarks	
6	Health Examination Report (in English)				
7	Laboratory Result (in English)				
8	X-ray report (in English)				
9	International Certificate of Vaccination (in English)				
	Forms				
1	Scholarships / Bursaries Application form				
2	Bursary Policy				
3	Accommodation Form				

### Note:

- You are required to submit Certified True Copy of Actual Academic Results upon admission. KDU reserves the right to withhold your college academic results / transcripts should you fail to do so upon completion of studies here.
- For a Postgraduate application, please attach a copy of research proposal stating the proposed research area as well as suggested Supervisor & Co-Supervisor (if any). The template of the proposal will be made available together with this form.

For registration via post, please return your completed application form and required documents, with payment for the registration fee and caution fee to:

KDU Penang University College, The Admissions Office, 32, Jalan Anson, 10400 Penang. Tel: 04-2386368

Fax: 04-2280054 / 2280362

# Passport Details: Place of Issue: Passport Issue Date: Passport Expiry Date: Passport Endorsement: (Applicable to Chinese students from China applying for Single Entry Visa into Malaysia) Shanghai Beijing Guangzhou

### **SECTION E: KDU RULES & REGULATIONS**

1. KDU policy over Subjects Registration.

For International Applicants Only:

- You are required to enrol for the courses within 7 days after the commencement date of the programme.
- Enrolment after the stipulated date is subject to the approval by the Head of Department.
- Attendance & Results

You are to maintain the following regulations mandated by the Ministry of Education, Malaysia (MOE):

- To attend all lectures, tutorials, practical and other classes required by the programme.
- To maintain 80% of class attendance for each course per semester (for Pre-University Studies and Diploma programmes only). Failing which, you will be barred from the final examination of the programme.
- To maintain a minimum CGPA of 2.0 per semester.

### **INTERNATIONAL STUDENT RULES & REGULATIONS**

- 1. **STUDENT PASS** Your acceptance to KDU Penang University College is subjected to the approval of your student pass application by the Education Malaysia Global Services (EMGS) and Malaysian Immigration Department. KDU Penang University College will submit the application on student's behalf but is not responsible in the time taken by the Immigration Department in processing the application and if the application is rejected by the Immigration Department for any reasons. Furthermore, your acceptance is subject to passing the medical examination at EMGS approved clinics.
- 2. **VALIDITY OF PASSPORT & PASS** You must hold a valid passport and student pass for the entire duration of your stay in Malaysia. You are responsible for the validity of any kind of Immigration pass/visa/social pass and must abide by the rules and regulations imposed by KDU Penang University College and the Malaysian Immigration Department. You shall take full responsibilities over any penalty imposed to you AND the Institution over your own negligence.
- 3. **REPORT TO KDU PENANG UNIVERSITY COLLEGE** Upon your arrival in Malaysia, you must report to the International Office (IO), KDU Penang University College the next day (if arrival not on weekend) to proceed for medical examination at EMGS approved clinics, and to submit your passport for the endorsement of student pass.
- 4. **PAYMENT OF FEES** You are required to pay the programme fees at Bursary by the due date stated in the invoice (please refer to KDU Bursary Policy).
- 5. **PAYMENT OF STUDENT PASS & VISA** You shall bear all charges related to your student pass/visa/special pass or fines charged by the Education Malaysia Global Services (EMGS) and/or Immigration Department Malaysia.
- 6. **NO EMPLOYMENT** You are not allowed to engage in any kind of work or occupation in Malaysia while holding a student pass unless you have obtained the approval from the Immigration Department.
- 7. **EXTENSION OF STUDENT PASS** You are required to pay RM1000 fee to extend your student pass if you fail to complete your studies within the duration of your student pass given by Malaysian Immigration Department. All application for student pass must be submitted to the International Office two (2) months before the expiry date of your student pass. Failing to submit two (2) months before the expiry date, you are required to do a special pass of RM240.
- 8. **WITHDRAWAL** You must inform KDU in writing if you wish to withdraw from the university college and report to the International Office for cancellation of your student pass. KDU reserves the right to forfeit the caution fee and inform the Immigration Department to cancel your student pass if you fail to do a proper cancellation before leaving the country.
- 9. **INACTIVE** If you have registered but fail to attend any classes <u>one (1) month</u> after the commencement date without informing KDU officially, you will be classified as Withdraw. All fees and security deposit will be forfeited and KDU will inform Immigration Department to cancel your student pass.
- 10. **REFUND OF FEES** Refund of fees is subjected to KDU Bursary Policy (please refer to KDU Bursary Policy).
- 11. **DEFERMENT** You must obtain a written approval from your Academic Department Head if you wish to defer your study (terms and conditions applied).
- 12. CODE OF CONDUCT You are required to abide by the KDU Penang University College Code of Conduct and Discipline.
- 13. **MEDICAL EXAMINATION** You are required to undergo medical examination at EMGS approved clinics within the next day of arrival.
- 14. **PERSONAL BOND** The Immigration Department of Malaysia requires all universities in Malaysia to sign a Personal Bond on behalf of the international student, binding the institution for the said sum. To comply with this requirement, the University College requires a candidate to lodge with the University College the said sum for this purpose. This amount is bundled together with the Caution Fee which is stated in the fee structure. This Caution Fee will be returned to the student upon completion/withdrawal of his/her studies in this University College, on the condition that there is no violation of any provision of the Immigration Ordinance 1959 (F.M.12 of 1969) and Immigration Regulations 1963 (F.L.N. 228/63).

# **SECTION F: DECLARATION BY APPLICANT**

SIGNATURE OF APPLICANT:

I declare that the information provided and documents submitted are true and complete. I understand that any misrepresentation of information may result in KDU revoking acceptance or terminating my enrolment.

I understand that KDU reserves the right to change policies, programmes and fees without notice.

I hereby confirm that I have read, agreed to and confirmed all the above. I understand that by accepting this offer, I am to follow all the above terms and conditions as well as **KDU Rules and Regulations**. I fully understand and agree to abide by them.

I hereby declare that I consent to the use of the Personal Data for purposes as declared under Personal Data Protection Notice as listed in <a href="http://www.kdupg.edu.my/pdpa.pdf">http://www.kdupg.edu.my/pdpa.pdf</a>. KDU Penang University College may collect, process and use the information above to provide me with the latest information on products and services offered by KDU Penang University College.

If you are under 18, your parent/guardian

	must provide consent by signing below:	Name: MyKad/Passport No:
Date:		Date:
SECTION G : FOR OFFICE	JSE ONLY - ADMISSION STATUS	
Academic Programme Code : Full Category of Acceptance : Full Dual Award : Single Award Single Award Single Award Subject/s to complete (Dual Award Subject/S to	Conditional	
Academic requirements for Condit  To submit a copy of certified act Other conditions:		
Counseled by :		Date :
Approved by :(HOD / HOS	Signature :	Date:
Recruited by (if applicable) :  Friend 2 Friend (Introducer's N	lame & Student No): Agent	(Company Name & Stamp)
BURSARY OFFICE :		
Payment Details : Cash	Cheque Tele	egraphic Transfer Credit Card
Amount Paid:	Receipt No:	<del></del>
Processed by :	Signature :	Date: