

TYPE :  New Student  Continuing Student (Progression)

## INTERNATIONAL STUDENT APPLICATION FORM

### Section 1: PERSONAL PARTICULARS (Please use CAPITAL letters and UNDERLINE your surname)

Name : \_\_\_\_\_  
(as in Passport)

Email : \_\_\_\_\_

Contact No: \_\_\_\_\_ Religion : \_\_\_\_\_

Passport No: \_\_\_\_\_ Nationality : \_\_\_\_\_

Passport Expiry Date : \_\_\_\_\_ Day / \_\_\_\_\_ Month / \_\_\_\_\_ Year  
(Passport must be valid for at least 18 months) Gender :  Female  Male

Marital Status:  Married  Single

Date of Birth : \_\_\_\_\_ Day / \_\_\_\_\_ Month / \_\_\_\_\_ Year Place of Birth : \_\_\_\_\_

PLEASE ATTACH  
 PHOTOGRAPH HERE  
(Background must be  
 WHITE in colour)

### Section 2: PROGRAMME PARTICULARS

INTAKE Month : \_\_\_\_\_ Year : \_\_\_\_\_

#### PRE-UNIVERSITY PROGRAMMES

- AUSTRALIAN MATRICULATION (Western Australian Certificate of Education)
- CAMBRIDGE A-LEVELS (Cambridge International Examinations)
- MONASH UNIVERSITY FOUNDATION YEAR (MUFY) in collaboration with Monash International, Australia)
- FOUNDATION IN \_\_\_\_\_

#### DIPLOMA PROGRAMMES

- DIPLOMA IN BUSINESS ADMINISTRATION
- DIPLOMA IN EVENTS MANAGEMENT
- DIPLOMA IN HEALTH CARE MANAGEMENT
- DIPLOMA IN HOTEL MANAGEMENT
- DIPLOMA IN INFORMATION TECHNOLOGY
- DIPLOMA IN INTERNATIONAL BUSINESS
- DIPLOMA IN MARKETING

#### DEGREE PROGRAMME

- BACHELOR OF BUSINESS 3+0 in collaboration with Victoria University Melbourne Australia)
- MAJOR: \_\_\_\_\_

#### PROFESSIONAL ACCOUNTING PROGRAMMES

- ACCA FOUNDATION IN ACCOUNTANCY
- ACCA QUALIFICATION

#### OTHER PROGRAMMES

- CERTIFICATE IN HOTEL OPERATIONS
- OTHERS : \_\_\_\_\_

### REMARKS (FOR OFFICE USE ONLY):

- Entitlement:
- Tan Sri Jeffrey Cheah Entrance Scholarship
  - Continuing Bursary
  - Sibling discount
  - Progression discount
  - Others: \_\_\_\_\_

### Section 3: CORRESPONDENCE DETAILS

Correspondence : \_\_\_\_\_  
Address : \_\_\_\_\_  
Postcode State Country

Mobile phone : \_\_\_\_\_ Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

Please fill in only if different from the above:

Home Address : \_\_\_\_\_  
Postcode State Country

Mobile phone : \_\_\_\_\_ Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

Sibling Details (Who have studied / are studying at Sunway College Johor Bahru)

Name : \_\_\_\_\_

Programme : \_\_\_\_\_ Relationship :  Brother  Sister

### Section 4: EMERGENCY CONTACT

Contact Person : \_\_\_\_\_ Relationship : \_\_\_\_\_

Mobile phone : \_\_\_\_\_ Telephone : \_\_\_\_\_

### Section 5: MEDICAL HISTORY (If you are physical disabled, please state the nature of the disability)

Please state any disability / impairment / long-term medical condition which may be of concern:

Yes Please state: \_\_\_\_\_  No

### Section 6: FINANCIAL RESOURCES - SPONSORSHIP / SCHOLARSHIP (FOR SPONSORED STUDENT OR STUDENT WITH SCHOLARSHIPS ONLY)

Name (Sponsor / Scholarship) : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Telephone : \_\_\_\_\_

Address : \_\_\_\_\_  
Postcode State Country

Email : \_\_\_\_\_

### Section 7: ENGLISH LANGUAGE ACHIEVEMENT

TOEFL  IELTS  Others : \_\_\_\_\_ Score : \_\_\_\_\_ Year completed : \_\_\_\_\_

School / Institution : \_\_\_\_\_

### Section 8: IMMIGRATION PASS STATUS

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

Dependent  MM2H  Social Visit  Student  Others : \_\_\_\_\_

Expiry Date : \_\_\_\_\_  
Day / Month / Year

School / Institution : \_\_\_\_\_

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

## Section 9: TERMS AND CONDITIONS FOR ADMISSION (PLEASE READ CAREFULLY)

- 1) A student is considered fully registered 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 College Johor Bahru 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, Administration 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) If a student is conditionally accepted into the programme on forecast results but is required to exit/withdraw from the programme due to failure to meet the programme entry requirements, the student will be eligible for a pro-rated refund of tuition fee paid.
- 7) Fees paid are normally not transferable except in extraordinary circumstances provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of Programme for special approval.
- 8) The refundable/transferable amount of fees or deposits is determined by Nos. 5, 6 and 7, and after the deductions made against any fees or payments due and owing to Sunway College Johor Bahru.
- 9) Enrolment fee is charged for every inter-programme transfer.
- 10) In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
- 11) A URL link to the Sunway College Johor Bahru Rules and Regulations will be given to each student at the commencement of the programme. Students are expected to read and abide by all rules and regulations of Sunway College Johor Bahru including policies on the use of campus facilities. Sunway College Johor Bahru reserves the right to review and amend the rules and regulations (including policies) at anytime without prior notice.
- 12) Students who have previously studied in a Malaysian higher education institution are required to provide a Release Letter and Attendance Report (with a minimum of 80% attendance) in order to obtain a Sunway College Johor Bahru Student Pass.

## Section 10: DECLARATION AND SIGNATURE

### APPLICANT'S WARRANTY AND CONSENT

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 further agree to:

1. Accept that Sunway College Johor Bahru reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of incomplete or inaccurate information.
2. Allow Sunway College Johor Bahru to use, without charge, my personal information including photographs and videos for publicity or promotional purposes.
3. Accept that this application is subject to the timely approvals by the Malaysian Ministry of Higher Education and Immigration Department.

I have read the Personal Data Protection Notice provided by Sunway College Johor Bahru pursuant to section 7 of the Personal Data Protection Act 2010 ([http://sunway.edu.my/jb/pdpa/notice\\_english](http://sunway.edu.my/jb/pdpa/notice_english)), which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Sunway College Johor Bahru may disclose my personal data to.

I hereby give consent to Sunway College Johor Bahru to process my personal data in accordance with the Personal Data Protection Notice.

I also hereby warrant that I have obtained all necessary consent from the third party where I have provided their personal information as part of my application (such as information relating to my family members).

I consent to any educational institution providing Sunway College Johor Bahru with the data which they hold about me for the purpose of Sunway College Johor Bahru verifying my grades and qualifications.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Day / Month / Year

### PARENT'S / GUARDIAN'S CONSENT (if Applicant is below 18 years old)

I hereby agree to pay all fees due on the date stipulated by Sunway College Johor Bahru. I understand and agree that Sunway College Johor Bahru has the right to bar my child/ward, including deregistration, 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 College Johor Bahru.

I have read the Personal Data Protection Notice provided by Sunway College Johor Bahru pursuant to section 7 of the Personal Data Protection Act 2010 ([http://sunway.edu.my/jb/pdpa/notice\\_english](http://sunway.edu.my/jb/pdpa/notice_english)), which includes the purposes for which my/the student's personal data is collected/processed and classes of third parties to whom Sunway College Johor Bahru may disclose my/the student's personal data to.

I hereby give consent to Sunway College Johor Bahru to process my/the student's personal data in accordance with the Personal Data Protection Notice.

Name : \_\_\_\_\_ Relationship : \_\_\_\_\_

Contact No : \_\_\_\_\_ Email : \_\_\_\_\_

Address : \_\_\_\_\_

Postcode State Country

Occupation : \_\_\_\_\_ Company: \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ Day / Month / Year

## Section 11: ENCLOSURES (Required Documents)

- Enrolment Fee and EMGS fees (non-refundable)\*
- FOUR (4) passport-size photographs\*
- ONE (1) copy of passport (including blank pages)\*
- Certified true copies of all relevant academic transcripts / results\*
- School leaving / completion certificate\*
- Health declaration\*
- IELTS 5.0 or TOEFL 500 statement of results\*
- Supporting documents for exemptions (if applicable)
- Letter from sponsor (for sponsored student only)

Application should be submitted to:

**INTERNATIONAL STUDENT OFFICE**  
Sunway College Johor Bahru  
No. 3 , Jalan Austin Heights Utama  
Taman Mount Austin  
81100 Johor Bahru  
Johor, Malaysia

### IMPORTANT NOTES

1. Please make sure you meet the entry requirements for the selected programme before submitting this form.
2. Your application should be submitted TWELVE (12) weeks before the commencement of intake.
3. Your passport must be valid for a minimum period of 18 months from the commencement date of the intake.
4. Your application CANNOT proceed without the required items (as indicated with\*)
5. Please DO NOT send cash through the post. Sunway College Johor Bahru will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
6. Cheques/ Bankdrafts to be made payable to SUNWAY COLLEGE JOHOR SDN. BHD
7. Please complete the Hostel Application Form if you require accommodation (a booking fee is required for each application).

## Section 12: EDUCATION REPRESENTATIVE

Company Name : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Telephone : \_\_\_\_\_

Address : \_\_\_\_\_

Postcode State Country

Email : \_\_\_\_\_

### FOR OFFICE USE ONLY

Application received by:

Date:

1. Approval by Head of Department (HOD) / Head of Programme (HOP)

Approved by:

Full Offer       Conditional Offer       Reject

Signature

Name

Date

2. Review of Conditional Offer by Head of Department (HOD) / Head of Programme (HOP)

Approved by:

Condition Fulfilled       Reject

Signature

Name

Date

### INTERNATIONAL STUDENT OFFICE

Student Pass       Non-student Pass

Approved by:

Signature

Name

Date