

SECTION 4: EMERGENCY CONTACT DETAILS

Contact Person																									
	Name																								
Contact No.									Relationship																
	Mobile								(e.g. FATHER, MOTHER, UNCLE, AUNT, SPOUSE etc.)																
Email																									

SECTION 5: 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 :

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SECTION 6: PROGRAMME DETAILS

Please allow processing duration of between 4 - 6 weeks.

Please specify intake for admission and indicate the programme of choice in the appropriate box provided below:

Intake (mm-yyyy)

 -

Study Mode Full-time Part-time

Programme (please specify)

Category (please tick only one (1) from the categories shown below):

Doctorate/Master's Programme by Research. Kindly submit together with this application:

1. A statement of research interest, which includes:
 - Working Title;
 - Nature of the research that interests you and why; and
 - References to anything you have read relevant to this research area.

Word count: Maximum 1,000 words

Please note that if accepted for admission, your precise area of research will be determined to fit with the research activities of your department/centre and assigned supervisors, taking into account your expressed research interests.

2. A copy of your CV (please refer to Section 10 of this form)

Master's or other programmes by Coursework/Mixed Mode. Kindly submit together with this application:

1. A copy of your CV (please refer to Section 10 of this form) ; and
2. A portfolio of creative works (applicants aiming to produce creative outputs ONLY)

Proposed Supervisor (optional):

- Have you been in touch with any potential supervisor?

- If yes and if you know the name of the supervisor, please indicate the name below:

Name

SECTION 7: FUNDING/ SCHOLARSHIP

How will your programme be financed?

- Self
- Organisation/ Government sponsored. If sponsored, name of the external organisation:

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SECTION 8: 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 9: 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 10: CURRICULUM VITAE (CV)

Please submit your CV with the below information:

- Full name** (as per NRIC/Passport)
- Work Experience** (if any)
- Professional Body Membership** (if any)
- Awards** (if any)
- Specific Training** (if any)
- Additional information** (if any)
 - A link to your website or portfolio – it could be a research creation or links to your work which will be useful as an admission reference to your application
 - List any publication(s) you may have; or public exhibitions you may have participated in
 - List the different languages you can speak and/or write

SECTION 11: REFEREE

Name	<input type="text"/>
Contact No.	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

SECTION 12: TERMS AND CONDITIONS FOR ADMISSION

Important

Students 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.

- 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 6, 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.
- 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.
- The University reserves the right to vary programme content as well as the locations and modes of academic delivery in case of force majeure.
- 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.

Appointed representative's stamp

Applicant's personal email address:

SECTION 13: ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

Applicant

1. I have read and fully understand all the terms and conditions governing admission before submitting this application.
2. 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.
3. I have read the Personal Data Protection Notice (http://sunway.edu.my/pdpa/notice_english (English version) or http://sunway.edu.my/pdpa/notice_BM (Malay version)) ("Notice") and consent to Sunway University processing my personal data in accordance with the Notice.
4. 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.
5. 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.
6. 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

Date
(dd-mm-yyyy)

Name
(as in NRIC/Passport)

NRIC/Passport No.

FOR OFFICE USE ONLY

1. Recommendation by Associate Dean (Research & Postgraduate Studies)

Full Offer Unsuccessful/ Not recommended for admission

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)

Academic Documents Attached

Certified true copies of academic qualifications/ results:

Pre-University Studies Master

Certificate Degree

Diploma

Others (please specify):

Signature

Name

Date
(dd-mm-yyyy)

2. Approval by Provost

Conditions Fulfilled

Offer Withdrawn

Signature

Name

Date
(dd-mm-yyyy)

3. Review of Conditional Offer by Registry

Conditions Fulfilled

Offer Withdrawn

Signature

Name

Date
(dd-mm-yyyy)

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:
 - Academic Records (e.g. results, transcripts and certificates)
 - NRIC/Passport
 - English Language Achievements (if any)
 - Sponsorship/Scholarship Offer Letter (if applicable)
 - 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
 - Contact details
 - Academic details
 - Applicant's signature and date
 - Programme details
 - Emergency contact
 - 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)
 - Statement of research interest (applicable for Programme by Research only)
 - Curriculum Vitae (CV)
 - Portfolio of creative works (applicable for Programme by Coursework only)
 - 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):
 - IELTS
 - TOEFL
 - MUET
 - Others (please specify)
 - Certified true copies of all relevant official academic qualifications/results*:
 - SPM
 - A-Levels
 - FIA
 - Degree
 - O-Levels
 - AUSMAT
 - FIST
 - Master
 - UEC
 - CIMP
 - Certificate
 - STPM
 - MUFY
 - Diploma
 - Others (please specify)

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)

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:

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 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. Details about making payments are as follows:

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

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:
No. 5 Jalan Universiti
Bandar Sunway
47500 Selangor Darul Ehsan
Malaysia
Tel: +603-7491 8622
Fax: +603-5635 8630
Email: info@sunway.edu.my

For International Students:

THE INTERNATIONAL OFFICE
Operating Address:
No. 5 Jalan Universiti
Bandar Sunway
47500 Selangor Darul Ehsan
Malaysia
Tel: +603-7491 8622
Fax: +603-5635 8630
Email: info@sunway.edu.my