

APPLICATION FORM (POSTGRADUATE)

SUNWAY UNIVERSITY



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.

Name As in NRIC/Passport	Surname / Family Name	Given Name / First Name
NRIC/Passport No.	Passport Expiry Date (dd-mm-yyyy)	(for International Students only)
Date of Birth (dd-mm-yyyy)	Place of Birth	
Nationality		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Race	<input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others (please specify)	
Religion	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Others (please specify)	
[Information relating to your religious belief is collected and processed for reporting purposes to the Ministry of Education and any other relevant authorities.]		
If you are now in Malaysia, please specify your immigration pass type and expiry date (for International Students only):		
<input type="checkbox"/> Student <input type="checkbox"/> Social Visit <input type="checkbox"/> Dependent <input type="checkbox"/> Diplomatic	Expiry Date (dd-mm-yyyy)	

SECTION 2: CONTACT DETAILS

Student's Correspondence Address		
Postcode	City	State / Province
Country		Contact No.
		Home
		Mobile
Email		
Student's Permanent / Home Address (please provide if different from Student's Correspondence Address)		
Postcode	City	State / Province
Country		Contact No.
		Home
		Mobile

SECTION 3: EMERGENCY CONTACT DETAILS

Name

Contact Person _____

Contact No. _____ **Relationship** _____

Email _____

SECTION 4: MEDICAL DETAILS

Do you have any disability / impairment / long-term medical conditions that may affect your studies? Yes No
 If yes, please provide us with a medical report.

SECTION 5: 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) _____

Details of Proposed Research (For Programme by Research)

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):

Details of Proposed Research (For Programme by Coursework)

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.

i. Name _____
 School _____

ii. Name _____
 School _____

SECTION 6 : 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 7 : 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 8 : MEMBERSHIP WITH PROFESSIONAL BODIES

Please provide details of professional memberships, if any:

Name of Organisation / Professional Body	Address	Type of Membership

SECTION 9 : 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 10 : REFEREES

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

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Name

Position/Job Title

Company Name and Address

Postcode

State

Country

Contact No.

	-	
--	---	--

Home/Office

	-	
--	---	--

Mobile

2. Referee

--	--

Name

Position/Job Title

Company Name and Address

Postcode

State

Country

Contact No.

	-	
--	---	--

Home/Office

	-	
--	---	--

Mobile

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 11 before proceeding to the next section of this application form.

SECTION 11: 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)
- A transfer fee of RM300 is charged for every inter-programme transfer.
- 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 Higher 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 disability / impairment / long-term medical 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. Students are further advised to refer to the Sunway student portal or visit the Tun Hussein Onn Library for the latest information.

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 (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.

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.

- (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group including future events, promotions, updates and any other marketing activities.
- (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Applicant

NRIC / Passport No.

Name
As in NRIC/Passport

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 New Conditions

Offer Withdrawn

Please specify conditions here

Signature

Name Date
(dd-mm-yyyy)

3. Review of Conditional Offer

Comments

Signature

Name

Date
(dd-mm-yyyy)

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

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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.

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(please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Applicant

Name
As in NRIC/Passport

NRIC/
Passport No.

Date
(dd-mm-yyyy)

INFORMATION FOR MAKING PAYMENTS

Choose one of the following methods for payment of fees:

Cash Pay at the **Financial Services Counter**, which is located at Level 1, North Building of Sunway Campus.

Direction: Enter the campus building through the foyer (from the main entrance in South Building) and walk towards the stairway to North Building. The Financial Services Counters is on your left, immediately after the stairway.

Cheque Cheques must be made payable to **Sunway Education Group Sdn Bhd**.

Please write the student's name, NRIC number and programme enrolled on the reverse of the cheque.

Pay or use the "Drop & Go" box at the **Financial Services Counter**. Follow the direction given above to get there.

Direct bank-in or telegraphic transfer Payments must be made payable to **Sunway Education Group Sdn Bhd**.

Bank name: **HSBC Bank (Malaysia) Bhd**
Account number: **352-063093-101**
Address: **Unit 2A & 2A-A, Jalan USJ 10/1B, 47610 UEP Subang Jaya, Selangor Darul Ehsan, Malaysia**
Swift code: **HBMBMYKL** (for TT)

Please fax or email telegraphic slip as proof of payment and provide the student's name, NRIC number and programme enrolled.

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 2,260 (non-refundable nor transferable) *
- Student Pass Processing Fee of MYR 3,200 (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*
- Original Health Examination Report*

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 Examination Report	1000KB	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

- This application cannot be processed without the required items (as indicated with **).
- 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.
- If you require on-campus accommodation, please complete the Hostel Application Form. A hostel application fee of **RM500** is required for each application.
- 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 only)

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 only)

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