



STUDENT APPLICATION FORM

Please ensure that all the required fields are completed and all supporting documents are attached and sent to either one of the addresses given on the last page of the form.

PART 1 : PROGRAM

Course:
Faculty:
 Utropolis, Glenmarie Damansara Jaya Penang, Georgetown Penang, Batu Kawan
Proposed date of admission:
Mode of study: Part Time Full Time
Application status: New Transferred from other institution in Malaysia

Affix photo
here

PART 2 : PERSONAL PARTICULARS (CAPITAL LETTERS)

First Name(s) as per IC/Passport:
Surname/Family Name as per IC/Passport :
NRIC/Passport no.: Gender: Male Female
Date of birth (DD/MM/YYYY): Place of birth:
Nationality: Marital status:
Correspondence Address (P.O. Box address is not accepted for international applicants):
Town/City: State: Postcode:
Country:
Contact number: Home Mobile Email address:

PARENTS / GUARDIAN DETAILS

Name of Parents / Guardian:
Relationship: Occupation:
Home Address:
Town/City: Postcode: State:
Contact number: Home Mobile
Email Address:

For Malaysian applicants only

Religion: Race : Malay Chinese Indian Pribumi Others

For International applicants only

Malaysia Immigration Pass held:
 Malaysian PR Student Dependent Diplomatic MM2H Work Permit
 Others (please specify): None
Immigration Pass expiry date (DD/MM/YYYY):

PART 3 : ACADEMIC QUALIFICATIONS

Start date	End Date	Institution name and location	Qualification obtained
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.....
.....
.....
.....
.....
.....

Note: If space given is not sufficient, please include an attachment.

English language proficiency

- Please tick if the medium of instruction for your highest qualification achieved was in English. (A letter issued by the university is required as proof for applicants whose first language is not English). If not, please complete the table below and enclose a copy of your English language qualification.

Type of Test	Year Obtained	Score
.....
.....

PART 4 : OTHERS

Will your course be self-financed or sponsored? Please provide details of your sponsor

- Self Organisation / government sponsor

Where did you learn about KDU and its programmes?

- Advertisement Agent Personal recommendation Website / Social media Open Day
 School event Public Education Fair Others

Do you have any medical condition that needs attention?

- Yes. Please provide details:
.....
- No. I hereby declare that I am physically and mentally fit and there is no other medical condition or disability likely to prevent me or require special attention or care in relation to my study in UOW Malaysia KDU

PART 5 : UOW MALAYSIA KDU'S RULES & REGULATIONS

Malaysian Students

- UOW Malaysia KDU policy over Subjects Registration.
 - You are required to enrol for the subjects within 7 days after the commencement date of the programme.
 - Enrolment after the stipulated date is subject to the approval from the Head of Academic Department.
- Attendance & Results.

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

 - To maintain fulltime studies status by registering **NOT** less than 3 subjects per semester.
 - To attend all lectures, tutorials, practical and other classes required by the programme.
 - To maintain 80% of class attendance for each subject per semester. Failing which, you will be barred from the final examination of the programme.
 - To maintain a minimum CGPA of 2.0 per semester.

International Students

- Students Visa Application.** Your acceptance to UOW Malaysia KDU is subject to the approval of your student pass application by EMGS & the Immigration Department of Malaysia. UOW Malaysia KDU will not be held responsible for the time taken to process your application and/or the rejection of your application by the relevant authorities.
- 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 / and must abide by the rules and regulations imposed by UOW Malaysia KDU and the Immigration Department of Malaysia.

3. **Report to UOW Malaysia KDU.** You are to report to the International Office (IO), UOW Malaysia KDU within 3 days of your arrival, to pay all outstanding fees, to proceed for medical examination and submit your passport for endorsement of student pass.
4. **Payment of Fee.** You are required to report to the Admission & Bursary Office to pay the programme fees and to present the original certificate(s) and supporting documents within 7 days after the commencement date of the programme (please refer to UOW Malaysia KDU's Bursary Policy).
5. **Payment of Insurance, Medical Examination, Student Pass & Personal Bond.** You shall bear all charges related to your insurance / medical examination / student pass / personal bond or penalty charges by EMGS & the Immigration Department of 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 written approval from the Immigration Department of Malaysia.
7. **Extension of Student Pass.** All application for extension of student pass must be submitted to the International Office 2 months before the expiry date of your student pass.
8. **Withdrawal.** You must inform UOW Malaysia KDU in writing if you wish to withdraw from the institution and report to the International Office for cancellation of your student pass. UOW Malaysia KDU reserves the right to forfeit the caution fee, to make a police report and inform the Immigration Department of Malaysia to cancel your student pass, if you fail to do a proper cancellation before leaving the country.
9. **Inactive.** If you have registered but failed to attend any classes 1 month after the commencement date without informing UOW Malaysia KDU officially, you will be classified as having withdrawn. All fees and security deposit will be forfeited and UOW Malaysia KDU will inform the Immigration Department of Malaysia to cancel your student pass.
10. **Refund of Fee.** Refund of fees is subject to UOW Malaysia KDU's Bursary Policy.
11. **Deferment.** You must obtain the written approval from your Head of Department if you wish to defer your studies (please refer to UOW Malaysia KDU's Bursary Policy). You have to return to home country during the deferment period.
12. **Code of Conduct.** You are required to abide by the UOW Malaysia KDU Code of Conduct and Code of Discipline.

PART 7 : STUDENT'S DECLARATION

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

I further agree to abide by the UOW Malaysia KDU Code of Conduct and understand that UOW Malaysia KDU reserves the right to change policies, programmes and fees without notice. I understand that my study in UOW Malaysia KDU is subject to the approval of my student pass by the Malaysian Immigration Department (for international students only).

I hereby confirm that I have read, agree to and confirm all the above. I understand that by accepting this offer, I am to follow all the above terms and conditions as well as UOW Malaysia KDU's Rules & Regulations. I fully understand and agree to abide by them.

I hereby consent to allow the institution to release relevant information pertaining to my academic performance to my parents / guardians as and when needed.

.....
Signature of applicant

.....
Date

USE OF PERSONAL DATA

I, (MyKad No.):
hereby declare that the information in this application form is correct and complete. I have read the information and all terms and conditions stipulated in this application form. I also consent to the use of the Personal Data for purposes as declared under Personal Data Protection Notice as listed in <https://uowmkdu.edu.my/pdpa.pdf>.

UOW Malaysia KDU may collect, process and use the information above to provide me with the latest information on products and services offered by UOW Malaysia KDU.

Acknowledged by:

If you are under 18, your guardian / parent must sign below:

Date:

Name of Guardian / Parent:
MyKad No.:

Document checklist for **Malaysian** applicants

- 1 copy of IC
- 1 passport photo
- 1 copy of ALL academic certificates & transcripts
- Scholarship Application Form
- Tactical Discount Form
- Bursary Policy

Document checklist for **International** applicants

- 3 Copies of passport (all pages, detail page(s) in colour, 2 pages of passport to be copied in 1 page of A4 paper, 2 years validity / 3 years validity for Indonesian)
- 6 passport photos (white background)
- 3 copies of ALL academic certificates & transcripts (English Translation & Original Language)
- Original Release Letter from previous Malaysian institution
- Payment of EMGS fee and registration fee
- No Objection Certificate (NOC) for Sudan or Letter of Eligibility (LOE) for Iranian.
- Health Declaration Form
- Copy of yellow fever vaccination card (for students from a country with a risk of yellow fever transmission, or have stayed in transit within these countries for more than 12 hours.)

Application form and all documentation should be sent to any one of the following addresses where applicable:
Admissions and Bursary

**UOW Malaysia KDU University College,
Utropolis, Glenmarie DKU013(B)**

Jalan Kontraktor U1/14,
Seksyen U1, 40150 Shah Alam, Selangor.
+603 5565 0538

**UOW Malaysia KDU Penang University College,
George Town DKU032(P)**

32, Jalan Anson,
10400 George Town, Pulau Pinang.
+604 238 6368

**UOW Malaysia KDU College,
Damansara Jaya DK280-01(B)**

SS22/41, Damansara Jaya,
47400 Petaling Jaya, Selangor.
+603 7953 6688

**UOW Malaysia KDU Penang University College,
Batu Kawan DKU032(P)**

PMT 755, Persiaran Cassia Barat 3,
14110 Bandar Cassia, Pulau Pinang.
+604 563 6000

FOR OFFICE USE ONLY

Admission Status

Programme Code: _____ Entry Level: _____

Category of Acceptance: Full Conditional

Academic requirements for Conditional Acceptance

- To submit a copy of certified actual result
- Other Conditions:

Remarks:

Counselled by:

Signature: _____

Date: _____

Recruited by:

Agent

Company name & Stamp: _____

Admission Process by:

(Admissions & Bursary Staff)

Signature: _____

Date: _____