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(For Office Use)



UNIVERSITI TUNKU ABDUL RAHMAN

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Application Form

(For INTERNATIONAL STUDENTS ONLY)

Section A: To be completed by applicant (Please write in BLOCK LETTERS)

I. PERSONAL INFORMATION

1. Name (as in Passport): _____
2. Passport No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
3. Expiry Date: _____
(dd/mm/yy)
4. Nationality: _____
5. Date of Birth: _____
(dd/mm/yy)
6. Marital Status: Single Married
7. Gender: Male Female
8. Correspondence Address: _____

- Contact No. (Residence): _____ Handphone No: _____
9. E-Mail Address: _____
10. Permanent Address: _____

11. Religion: Islam Buddhism Hinduism Christianity Others _____
(Please specify)
12. Do you suffer from any physical disability or illness? If yes, please specify the nature of these conditions. Otherwise, state "None".

II. PROGRAMME PREFERENCES

1. You can select up to a maximum of 5 choices. Please indicate your choice of programmes in order of preference.

No.	Programmes Preferred
1.	
2.	
3.	
4.	
5.	

2. Preferred Date of Admission:

January
 May
 October
 Year: _____

III. ACADEMIC QUALIFICATIONS

1. Qualification (Please use additional sheet of paper if space available is insufficient)

a) **O-Level or equivalent:** _____ **Year Taken:** _____
(Please specify)

Name of School/Institution: _____

Address of School/Institution: _____

Commencement Date: _____ **Completion Date:** _____

Tick (✓) if the medium of instruction was English (If it was not in English, please provide a certified true copy of the English translation)

No.	Subject	Grade
1.		
2.		
3.		
4.		
5.		

No.	Subject	Grade
6.		
7.		
8.		
9.		
10.		

b) **A-Level or Equivalent:** _____ **Year Taken:** _____
(Please specify)

Name of High School/Institution: _____

Address of High School/Institution: _____

Commencement Date: _____ **Completion Date:** _____

Tick (✓) if the medium of instruction was English (If it was not in English, please provide a certified true copy of the English translation)

No.	Subject	Grade
1.		
2.		
3.		
4.		
5.		

No.	Subject	Grade
6.		
7.		
8.		
9.		
10.		

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c) **Other Qualification(s):** (If the certificate of award was not in English, please provide a certified true copy of the English translation)

<i>Name of Award</i>	
<i>Level of Study</i>	
<i>CGPA/Grade</i>	
<i>Year Awarded</i>	
<i>Examining Body</i>	
<i>Name of College/University/Institution</i>	
<i>Address of College/University/Institution</i>	

2. English Language Proficiency:

<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL	OTHERS (Please specify): _____
Score: _____	Score: _____	Score: _____
Year Taken: _____	Year Taken: _____	Year Taken: _____

IV. EXTRA-CURRICULAR ACTIVITIES

1. Sports : _____
2. Uniform : _____
3. Clubs/Societies : _____

V. PARTICULARS OF PARENT/GUARDIAN

1. Name of Parent/Guardian: _____
2. Address of Parent/Guardian: _____

3. Relationship: _____
4. Occupation: _____
5. Contact No: (Residence) _____ (Office): _____
6. Handphone No: _____ Fax No: _____
7. In case of emergency, the person to contact locally:
 Name: _____
 Contact No.: (Residence) _____ (Office): _____

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VI. IMMIGRATION VISA

1. Do you hold any type of Malaysian Visa Now: Yes No
- If yes, the type of Visa: Social Visit Student Dependent Diplomatic

The Expiry Date of the Visa held: _____
(dd/mm/yy)

2. For applicant who is currently a student/was formerly a student of another University/College/Institute in Malaysia:

University/College/Institute: _____

Programme: _____

Date of Joining: _____ Date of Leaving: _____
(dd/mm/yy) (dd/mm/yy)

Reasons for Leaving the Programme: _____

Duration of Student Visa is shortened to: _____
(dd/mm/yy)

(Important: For applicant who is currently/was formerly a student of another University/College/Institute in Malaysia, please submit together with this application form the following documents from the other University/College/Institute:

- (a) the original Institution Leaving Certificate/Release Letter;
- (b) a certified true copy of Testimonial;
- (c) a certified true copy of the Attendance Report/Letter).

VII. FINANCIAL RESOURCES

1. Name of Sponsor: _____

2. Relationship: _____ Occupation: _____

3. Address: _____

(Note: Attach the past 6 months' Bank Statement)

VIII. ACCOMMODATION

Require Assistance in Arranging for Accommodation: Yes No

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IX. DECLARATION BY APPLICANT

PERSONAL DATA PROTECTION STATEMENT (Appendix on Page 6 of 7)

Please be informed that in accordance with Personal Data Protection Act 2010 (“PDPA”) which came into force on 15 November 2013, Universiti Tunku Abdul Rahman (“UTAR”) is hereby bound to make notice and require consent in relation to collection, recording, storage, usage and retention of personal information.

You may access and update your personal data by writing to us at admission@utar.edu.my

I understand and agree to the University using and processing my personal data. I have read, understood and agreed to the Personal Data Protection Statement of the University.

I declare that the above information provided by me in connection with this application is true and correct. I understand that Universiti Tunku Abdul Rahman reserves the right to withdraw the offer of admission or ask me to leave the University at any time if such information is found to be false or incorrect.

Name of Applicant

Signature of Applicant

Date

X. CHECKLIST

Completed application form must be submitted together with the following documents:

1. Certified true copy of the certificate of award;
2. Academic transcripts;
3. Programme Structure and syllabi;
4. Certified true copy of actual English Language Proficiency test result;
5. Certified true copy of School Leaving Certificate;
6. A non-refundable processing fee of RM300.00/USD100 in bank draft/banker’s cheque made payable to “**Universiti Tunku Abdul Rahman**”. *(Please note that personal cheque/cash is NOT accepted)*
7. 1 set of photocopied Passport (All pages of your passport including blank pages); and
8. 2 passport-sized colour photographs;
9. Health Examination Report;
10. Bank Statement of the past 6 months;
11. Curriculum Vitae;
12. Institution Leaving Certificate/Testimonial, Release Letter, Results, Academic Transcript and Attendance Report/Letter *(Applicant transferring from another University/College in Malaysia and holding a Student Pass or Dependent Pass)*

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XI. APPLICATION INSTRUCTIONS

Please send the application form to:

Division of Admissions and Credit Evaluation
 Universiti Tunku Abdul Rahman
 Jalan Sungai Long, Bandar Sungai Long,
 Cheras ,43000 Kajang.
 Selangor Darul Ehsan

PERSONAL DATA PROTECTION STATEMENT

Please be informed that in accordance with Personal Data Protection Act 2010 (“PDPA”) which came into force on 15 November 2013, Universiti Tunku Abdul Rahman (“UTAR”) is hereby bound to make notice and require consent in relation to collection, recording, storage, usage and retention of personal information.

Notice:

1. The purposes for which your personal data may be used are inclusive but not limited to:-

- For assessment of any application to UTAR
- For processing any benefits and services
- For communication purposes
- For advertorial and news
- For general administration and record purposes
- For enhancing the value of education
- For educational and related purposes consequential to UTAR
- For the purpose of our corporate governance
- For consideration as a guarantor for UTAR student applying for his/her scholarship/ study Loan

2. Your personal data may be transferred and/or disclosed to third party and/or UTAR collaborative partners including but not limited to the respective and appointed outsourcing agents for purpose of fulfilling our obligations to you in respect of the purposes and all such other purposes that are related to the purposes and also in providing integrated services, maintaining and storing records. Your data may be shared when required by laws and when disclosure is necessary to comply with applicable laws.

3. Any personal information retained by UTAR shall be destroyed and/or deleted in accordance with our retention policy applicable for us in the event such information is no longer required.

4. UTAR is committed in ensuring the confidentiality, protection, security and accuracy of your personal information made available to us and it has been our ongoing strict policy to ensure that your personal information is accurate, complete, not misleading and updated. UTAR would also ensure that your personal data shall not be used for political and commercial purposes.

Consent:

1. You hereby authorise and consent to us processing (including disclosing) your personal data and any updates of your information, for the purposes and/or for any other purposes related to the purpose.

2. If you do not consent or subsequently withdraw your consent to the processing and disclosure of your personal data, UTAR will not be able to fulfil our obligations or to contact you or to assist you in respect of the purposes and/or for any other purposes related to the purpose.

Section B: For Office Use

Date Received:	<p>Complete and Processed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified true copy of certificate of award <input type="checkbox"/> Academic Transcript and syllabi <input type="checkbox"/> Certified true copy of English Language Proficiency qualification and results <input type="checkbox"/> Certified true copy of School Leaving Certificate <input type="checkbox"/> A non-refundable processing fee of RM300.00/USD100 in bank draft/banker's cheque made payable to “Universiti Tunku Abdul Rahman”. <input type="checkbox"/> 1 set of photocopied Passport <input type="checkbox"/> 2 passport-sized colour photographs <input type="checkbox"/> Health Examination Report <input type="checkbox"/> Bank Statement of the past 6 months <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Institution Leaving Certificate/Testimonial, Release Letter, Results, Academic Transcript and Attendance Report/Letter (<i>Applicant transferring from another University/College in Malaysia and holding a Student Pass or Dependent Pass</i>) <input type="checkbox"/> Others _____ 	<p>Incomplete:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified true copy of certificate of award <input type="checkbox"/> Academic Transcript and syllabi <input type="checkbox"/> Certified true copy of English Language Proficiency qualification and results <input type="checkbox"/> Certified true copy of School Leaving Certificate <input type="checkbox"/> A non-refundable processing fee of RM300.00/USD100 in bank draft/banker's cheque made payable to “Universiti Tunku Abdul Rahman”. <input type="checkbox"/> 1 set of photocopied Passport <input type="checkbox"/> 2 passport-sized colour photographs <input type="checkbox"/> Health Examination Report <input type="checkbox"/> Bank Statement of the past 6 months <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Institution Leaving Certificate/Testimonial, Release Letter, Results, Academic Transcript and Attendance Report/Letter (<i>Applicant transferring from another University/College in Malaysia and holding a Student Pass or Dependent Pass</i>) <input type="checkbox"/> Others _____
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A. Division of Programme Promotion/Division of Admissions and Credit Evaluation

Name of Staff-in-charge: _____ Date: _____

Remarks: _____

B. Division of Programme Promotion/Division of Admissions and Credit Evaluation

Name of Staff-in-charge: _____ Date: _____

Remarks: _____