

Please use BLOCK LETTERS and Tick() where applicable. Make sure all your details are correct and read Section 7 before completing the form.

SECTION 1		PROGRAMME INFORMATION	
Programme 1			Affix Photo
Programme 2			
Programme 3			
Semester		Intake	
Student No. <small>* FOR OFFICE USE ONLY</small>			

SECTION 2		ENGLISH LANGUAGE PROFICIENCY	
English skills	Is English your first language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Have you studied at secondary or post-secondary level with English as the medium of instruction and assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, please provide supporting documents (e.g. school certificates).		
English test score <small>(CAE, CPE, IELTS, MUET, PTE(A), REW or TOEFL)</small>	Have you taken an English test in the last 2 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, please complete details below		
	Test date	Test name	
	Test report form number	Result	

If not known, please submit results as soon as they are available

SECTION 3		PERSONAL INFORMATION	
Name <small>(as per IC/passport)</small>			
IC/Passport No.			
Race	Age	Date of birth	
Nationality	Religion		
Current Address			
Street Number/Block /House Number/Apartment Number			
Street Name			
City/Town/Suburb	State/Province		
Country	Postcode		
Permanent Address			
Street Number/Block /House Number/Apartment Number			
Street Name			
City/Town/Suburb	State/Province		
Country	Postcode		
Telephone No.	Country/Area Code	E-mail	
Alternative Mobile No. <small>(in Malaysia)</small>			

Street Number/Block /House Number/Apartment Number			
Street Name			
City		State	
Country		Postcode	
Malaysian Mobile Number		E-mail	

SECTION 4 PARENT INFORMATION

Father's Name :																												
Telephone No:																												
Mobile No :																												
	Country/Area Code																											

Mother's Name:																												
Telephone No:																												
Mobile No :																												
	Country/Area Code																											

SECTION 5 ACADEMIC / PROFESSIONAL QUALIFICATIONS

Please list all School/College/ Institution that you have attended from age 16 and its results

Date of Examination	Name of Examination	Name of School/College/Institution	Results

SECTION 6 DISABILITIES

Do you have any disability/impairment/long-term medical conditions that may affect your studies? Yes No

If yes, please provide details: _____

Kindly take note that your student visa application may be denied if you are found to have medical issues and you will be required to leave the country within seven (7) days at your own expense.

SECTION 7 TERMS AND CONDITIONS

- 1.0 Fees**
- 1.1 Registration fee must accompany all applications.
 - RM500 for Malaysian students.
 - RM1000 plus additional Visa Application Fee (please refer to the Fee Structure).
- 1.2 All fees (Tuition and Resource) must be paid within 4 weeks of the commencement date of each new semester.
- 1.3 Admission fees are not transferrable, refundable and cannot be deferred.
- 1.4 Failure to settle outstanding fees within the prescribed period may result in your exclusion from the University.
- 1.5 Any refund of fees or deposit, where applicable, will be at the discretion of the University.
- 1.6 Fees quoted in USD will be revised as and when the need arises based on the fluctuation of the currency exchange rate.
- 2.0 Withdrawal**
- 2.1 Students must apply to the Faculty in writing if they are withdrawing from a programme of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for refund of course fee to be considered. Administrative fee of RM500 applies. This fee is payable upon submission of the application within 4 weeks.
- 2.3 Please note that in the event of a student withdrawing from the University to a different Malaysian educational institution after registering and receiving the University's visa approval, the international administration fee charged will be automatically forfeited.
- 3.0 Deferral**
- 3.1 The student must apply to the Faculty in writing. Please note that this will only be granted in exceptional circumstances, usually medical, and only when reassessment opportunity is available at a future date. No deferral is allowed after four (4) weeks from the commencement date of the new semester.
- 3.2 Administrative fee of RM1000 applies. This fee is payable upon submission of the application.
- 3.3 Students who interrupt their studies should be aware that their current programme cannot be guaranteed to resume following re-admission as if no interruption had occurred, and that it is their responsibility to make themselves familiar with any changes in the course syllabus, course fee or assessment policy that may have taken place during their absence.
- 3.4 Students are not allowed to defer more than two (2) consecutive semesters. Any deferrals besides genuine medical cases will not be accepted and will result in the cancellation of visa by immigration.
- 4.0 Change of programmes**
- 4.1 A student may change from one programme to another within the University only with the approval of the University. No change will be allowed after four (4) weeks from the commencement date of the new semester.

- 4.2 Change of programme will result in new visa application. Visa application fee applies.
- 5.0 Add/Drop Course(s)**
- 5.1 Student must apply within four (4) weeks from the date of semester commencement, and must obtain approval from Programme Leader.
- 5.2 Administration fee of RM100 is charged per Add or Drop of a course after week four of a semester.
- 6.0 Application for Appeal or Assessment Reconsideration**
- 6.1 A non-refundable administration fee of RM300 is chargeable per course requested for reassessment.
- 6.2 A request for review of assessments cannot be approved on the following grounds:
- I. Disagreement with a mark or grade;
 - II. Disagreement with a degree classification awarded;
 - III. Challenges to academic judgements of examiners on an assessment outcome or the level of award recommended or granted;
 - IV. Claims that academic performance was adversely affected by factors such as ill health, where there is no independent, medical or other evidence; and
 - V. Complaints against the delivery of teaching and methods of assessment.
- 6.3 Request for reassessment of grade must be made in writing within two (2) weeks of receiving your assessment.
- 7.0 Rules and Regulations**
- 7.1 Any criminal activities on the University premises will be reported to the relevant authorities.
- 7.2 The University will not be held liable or responsible for any of its students' action that violates the Malaysian law.
- 7.3 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 7.4 The University reserves the right to revise the University Rules and Regulations without prior notice.
- 8.0 The University reserves the right to accept or reject any application without giving any reason.**
- 9.0 Limkokwing University respects and is committed to the protection of your personal information and your privacy. This Personal Data Protection Notice explains how we collect and handle your personal information in accordance with the Malaysian Personal Data Protection Act 2010. The Personal Data Protection Notice is available on our website (<http://www.limkokwing.net/privacy>) and may be amended at any time with reasonable notice.**

SECTION 8 DECLARATION

We confirm that, to the best of our knowledge, the information provided by us in this form is correct and complete. We have read and understood the instructions clearly and abide by all the terms and conditions as stipulated in Section 7.

I hereby declare that the information given herein for my visa application is true; if for whatever reasons my visa application is rejected by EMGS or Immigration of Malaysia, this University shall not be held liable and responsible for such rejection and any fees paid to this University will not be refunded. For Chinese students, verification report of the academic certificates in English language is a required document for all New Application to be supported before submission to the Immigration Department of Malaysia for the issuance of eVAL.

I understand that this University will collect, store and use and disclose personal information about me in a manner that recognises both the rights of individuals to protect their personal data and the need of organisations to collect, use and disclose personal data for legitimate purposes. I have read and understand how such information will be managed, stored and disclosed in accordance with the Malaysian Personal Data Protection Act 2010 as outlined on this University's website <http://www.limkokwing.net/privacy>.

Applicant's Signature	Parent's/Guardian's Signature
Date	Date

SECTION 9 AGENT

Agency Name		<i>Agent Stamp</i>
Agency Address		
Agent's Full Name		
Agent's Contact No.		
Agent's Email		

SECTION 10 FRIEND GET FRIEND TERMS AND CONDITIONS

By referring a friend, or otherwise participating in the Programme, the referring student or alumni (Introducer) and referred friend agree to be bound by these terms and conditions:

Referrer's student ID:

- The reward of 5% of the tuition fees (first year fees) is payable to the referrer (introducer) once the referred student (referee) has enrolled and paid first year tuition fees and is attending classes.
- The referee must enroll in a programme of study and pay first year's tuition fees within six (6) months from letter of offer date. The referee must be a new student who has never studied at the University.
- If the introducer is a current student at the University, the reward will be credited into the introducer's account. Any monies outstanding will be deducted from the reward.
- If the referee has been offered a scholarship or is under an incentive programme, the reward amount shall be reduced by the percentage of scholarship or incentive offered to the referee.

SECTION 11 ADMISSION PROCEDURE

Please ensure you have the following when you submit your application:

Check List for Office Use

- | | | | |
|---------------------------------------|---|--------------------------|--------------------------|
| 1 | Completed application form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Certified true copies of Academic Results (high school level onwards) relevant to the entry requirements of the applied programme and English test results (if applicable). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Two recommendation letters from current or previous employer/lecturers/supervisors. (if applicable). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Portfolio consisting of three pieces of original artwork (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Clear, colour copy of IC/passport <ul style="list-style-type: none"> • Malaysian students – Copy of identity card • International students – Scanned of passport including all pages with details and visa stamps | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Passport-sized photo In digital format <ul style="list-style-type: none"> • Malaysian students – Passport-sized photo • International students – Passport-sized photos with white background, size 3.5cm x 4.5cm | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Affidavit, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | No Objection Certificate (NOC) from the education authority (for Sudanese students only) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Scratch card for high school result verification (if applicable). | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Eligibility Letter or LOE (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | EMGS Pre-medical Check-up Form with lab report | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | soft copy of curriculum vitae or resume (for post graduate studies only) | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Registration fee <ul style="list-style-type: none"> • Malaysian students – RM500 • International students – RM1000 plus additional Visa Application Fee (please refer to the Fee Structure) | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Required for transfer students</i> | | | |
| 14 | Transcript and results from previous Malaysian institution (syllabus must be provided if applying for credit transfer). | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Original Release Letter and Attendance from previous Malaysian institution. | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 12 HOW DID YOU KNOW ABOUT US?

- Advertisement
 Open Day
 Walk-in
 Education Fair: _____
- Internet
 University Website
 Telemarketing
 Others : _____

FOR OFFICE USE ONLY

*Programme admitted _____

Semester admitted _____

Year 1			Year 2			Year 3		
1	2	3	1	2	3	1	2	3

Exemptions _____

Remarks _____

Counselled by _____

Full Name

Date

University of Innovation
The Global University of Malaysia
University for Edu-Tourism
University of Global Peace



University of Transformation
University of Societal Innovation
University of Digital Innovation
Digital University of Malaysia
Official recognitions by the Government of Malaysia