

SECTION 9: 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 (https://sunway.edu.my/pdpa/notice_english.html) (English version) or https://sunway.edu.my/pdpa/notice_bm.html (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.

Signature of Applicant :

Date (DD-MM-YYYY)

 - -

Name (as in NRIC/Passport)

NRIC/Passport No.

Parent / Guardian (if Applicant is below 18 years old)

I hereby agree to pay all fees due on the dates stipulated by Sunway University.

I understand and agree that Sunway University has the right to bar my child/ward, including termination of enrolment, due to default in payment of fees.

I have also read and fully understand all the terms and conditions governing admission for this application. I hereby apply for his/her place of study at Sunway University.

I have read the Personal Data Protection Notice (https://sunway.edu.my/pdpa/notice_english.html) (English version) or https://sunway.edu.my/pdpa/notice_bm.html (Malay version)) ("Notice") and consent to Sunway University processing my personal data and the Applicant's 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 this application (such as information relating to emergency contacts) and I have extended a copy of the Notice to the third parties.

I consent to any educational institution at which the Applicant has previously been a student and/or the Applicant's current or any past employer, providing Sunway University with information which they hold about the Applicant for the purpose of Sunway University verifying the Applicant's grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway University to release the Applicant's fee and academic progress information to the Sponsor.

I give consent for the Applicant to participate in psychological services with Sunway University in accordance with Malaysia Counselling Board and Malaysian Society of Clinical Psychology's guidelines.

Signature of Parent/Guardian

Date (DD-MM-YYYY)

 -

Name (as in NRIC/Passport)

NRIC/Passport No.

FOR OFFICE USE ONLY

1. Approval for Admissions

- 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)

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2. Review of Conditional Offer by Registry

- Conditions Fulfilled Offer Withdrawn

Signature

Name

Date (dd-mm-yyyy)

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ADDITIONAL INFORMATION (only applicable for international students)

- Enrolment Fee of RM700 (non-refundable nor transferable) *
- Student Pass Processing Fee of MYR 2,400 (non-refundable nor transferable) *
- Student Pass Processing Fee of MYR 3,400 (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, please send in the following file formats:

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
Photo (white background; size 3.5cm X 4.5cm)	Studio Photo	JPG
Passport Copy	4000KB	PDF
Official Academic Results	2000KB	PDF
Health Declaration Form	500KB	PDF

*Application cannot be processed without the required items.

IMPORTANT: Please check with International Office for other additional requirements before payment is made.

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)
 - English Language achievements (if any)
 - Contacts: correspondence, permanent and emergency
 - NRIC / Passport
 - Sponsorship / Scholarship Offer letter (if any)

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
 - Student Pass Details (International Students only)
 - Programme Details
 - Contact details
 - Emergency Contact
 - Academic Qualifications
 - Special Condition details
 - Acknowledgement (Signature)

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

- Payment for Enrolment Fee of RM700 (non-refundable)*
- Attach ONE(1) passport-size photograph (size 3.5cm x 4.5cm)
- ONE (1) certified true copy of Identity Card (NRIC) / Passport Information Page (for International Students)*
- Portfolio of creative works (for Art of Design Programme, if required)
- Supporting documents for subject exemption (if applicable)
- Certified true copy of English Language qualification (IELTS, TOEFL, MUET, Others) (if applicable)
- Certified true copies of completion certificate (if available)
- Certified true copies of relevant academic qualifications/results*:
 - High School (SPM / O-Levels / SIS Year 11)
 - Pre-University / Diploma
 - Degree
 - Other Evidence of prior Studies
- Documentary evidence (if financed by scholarship/sponsorship/study loan)

ADDITIONAL INFORMATION (only applicable for international students)

- Student Pass Processing Fee of MYR 2,400 (non-refundable nor transferable) *
- Student Pass Processing Fee of MYR 3,400 (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*
- Health Declaration Form*

If sent by **EMAIL**, please send in the following file formats:

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
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Passport Copy	4000KB	PDF
Official Academic Results	2000KB	PDF
Health Declaration Form	500KB	PDF

IMPORTANT: Please check with International Office for other additional requirements before payment is made.

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 visit <https://residence.sunwayhouse.com.my/> for more information on the on-campus residence available and application procedure.
4. 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 :
Payment Channels : <https://university.sunway.edu.my/students/payment-instructions>

STEP 5: SUBMIT YOUR APPLICATION

- Submit an online application with all relevant documents and items (<https://onlineapplication.sunway.edu.my/>) ; or
- 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
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
Email: info@sunway.edu.my