



Intake: \_\_\_\_\_

Programme apply for: ☐ Foundation ☐ Undergraduate ☐ Master ☐ Doctorate ☐ Others

## PART A: Personal Details *(in block letters)*

Surname / Family Name	_____	Salutation	<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	Please affix a passport sized photograph
Given Name(s)	_____			
Passport No.	_____	Expiry Date	____d ____d ____m ____m ____y ____y ____y ____y	
Race	<input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others _____	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Religion	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Christian <input type="checkbox"/> Others _____	Date of Birth	____d ____d ____m ____m ____y ____y ____y ____y	
		Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married	
		Nationality	_____	
Correspondence Address	_____ _____ _____ _____			
Postcode	_____	City	_____	
State	_____	Country	_____	
Mobile	_____	Telephone	_____	
	_____	Facsimile	_____	
Email	_____			

## PART B: Admission Checklist

To ensure you receive a quick response to your application, please enclose the following documents:

- ☐ Application form
- ☐ A passport size photograph with **WHITE** background (3.5cm(width) X 4.5cm(height))
- ☐ Curriculum vitae for MBA applications (if applicable)
- ☐ 4 pages (1500-2000 words) of Research Proposal for Master's Degree (by research) & PhD applications
- ☐ A copy of passport (all pages including blank pages), passport must have at least 18 months validity
- ☐ Application processing fees of RM2,700 (visa processing fee), via telegraphic transfer to  
**INTERNATIONAL UNIVERSITY OF MALAYA-WALES SDN BHD: 8001297388, CIMB BANK Berhad** (Branch: KL Gateway Mall, Kuala Lumpur)  
**SWIFT Code: CIBBMYKL**
- ☐ Yellow Fever Vaccination Certificate and West African Examination Council (WAEC) Scratch Card and Serial Number for student from Nigeria
- ☐ No Objection Certificate (NOC) for student from Sudan and Letter of Eligibility (LOE) for student from Iran
- ☐ Health Declaration Form
- ☐ Certified true copies of academic certificates/transcript for the following qualifications:  
☐ O-Level ☐ A-Level ☐ CPU ☐ Diploma ☐ Bachelor's Degree ☐ Master's Degree ☐ Others \_\_\_\_\_
- ☐ Certified true copies of English language proficiency for the following qualifications:  
☐ GCE A-Level ☐ IELTS ☐ TOEFL (IBT, PBT) ☐ MUET ☐ CAE ☐ PTE ☐ Others \_\_\_\_\_

## PART C: Highest Qualifications

Qualification	School/Institution Name		From (YYYY/MM)	To (YYYY/MM)
	Awarded by	Delivered by		

## PART D: Accommodation

☐ Required ☐ Not Required

## PART E: Programme Application (please ✓ the programme you are applying for)

### Centre of Foundation, Language and Malaysian Studies

- ☐ Foundation in Arts (Single Award)  
☐ *Normal stream* ☐ *Media stream*
- ☐ Foundation in Arts ODL (Single Award)  
☐ *Normal stream* ☐ *Media stream*
- ☐ Foundation in Science (Single Award)  
☐ *Science stream* ☐ *Computing stream*
- ☐ Foundation in Science ODL (Single Award)  
☐ *Science stream* ☐ *Computing stream*

### Faculty of Arts and Science

#### School of Communication & Technology

- ☐ Bachelor of Computer Science (Honours) (Single Award)
- ☐ Bachelor of Information Technology (Honours) (Single Award)
- ☐ Bachelor of Professional Communication (Honours)  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Master of Arts (Professional Communication) ODL (Single Award)  
☐ *Part time* ☐ *Full time*
- ☐ Doctor of Philosophy (Computer Science) (Single Award)  
☐ *Part time* ☐ *Full time*
- ☐ Doctor of Philosophy (Professional Communication) (Single Award)  
☐ *Part time* ☐ *Full time*

### Faculty of Arts and Science

#### School of Science & Psychology

- ☐ Bachelor of Science (Honours) in Psychology  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Master of Science in Project Management (Single Award)  
☐ *Part time* ☐ *Full time*
- ☐ Doctor of Philosophy (Project Management) (Single Award)  
☐ *Part time* ☐ *Full time*

### Faculty of Business

#### UM-Wales Business School

- ☐ Bachelor in Accounting (Honours)  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Bachelor of Business Administration (Honours) in Digital Business (Single Award)  
☐ *Part time* ☐ *Full time*
- ☐ Bachelor of Business Administration (Honours) in Digital Business ODL (Single Award)  
☐ *Part time* ☐ *Full time*
- ☐ Bachelor of Business Administration (Honours) in Entrepreneurship  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Bachelor of Business Administration (Honours) in Entrepreneurship ODL (Single Award)
- ☐ Bachelor of Business Administration (Honours) in Finance  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Bachelor of Business Administration (Honours) in Islamic Finance  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Bachelor of Business Administration (Honours) in Human Resource Management  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Bachelor of Business Administration (Honours) in International Business  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Bachelor of Business Administration (Honours) in International Business ODL (Single Award)
- ☐ Bachelor of Business Administration (Hons) in Marketing  
☐ *Single Award*  
☐ *Dual Award with University of Wales Trinity Saint David, UK*
- ☐ Bachelor of Real Estate Management and Auction (Honours) (Single Award)
- ☐ MBA Open Distance Learning (ODL) (Single Award)  
☐ *CMI* ☐ *Part time* ☐ *Full time*
- ☐ Doctor of Business Administration (DBA) (Single Award)  
☐ *Part time* ☐ *Full time*
- ☐ Doctor of Philosophy (Business) (Single Award)  
☐ *Part time* ☐ *Full time*

## PART F: Next of Kin (family/guardian background)

Name			
Relationship			
Correspondence Address			
Postcode		City	
State		Country	
Mobile		Telephone	
Email			

## PART G: Financial Arrangements

How do you expect to be financed during your studies?

- ☐ Self Finance ☐ Scholarship ☐ Sponsorship ☐ Other \_\_\_\_\_

If you are being sponsored, please provide an official letter, name and address of the sponsor.

## PART H: How You Get To Know UM-Wales

- |   |   |                                     |  |                                       |
|---|---|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> UM-Wales Website | <input type="checkbox"/> TV/Radio Commercial  | <input type="checkbox"/> Brochures  | <input type="checkbox"/> Billbord/Roadside Bunting | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> UM's Website     | <input type="checkbox"/> Education Exhibition | <input type="checkbox"/> Newspapers | <input type="checkbox"/> School Visit/Counsellor   | (Facebook/Instagram/Twitter)          |
| <input type="checkbox"/> Word of Mouth    | <input type="checkbox"/> Recruitment Agent    | <input type="checkbox"/> SMS Blast  | <input type="checkbox"/> Others _____              |                                       |

## PART I: Student's Undertaking (Conditions of Enrollment at Universiti Malaya-Wales)

I sincerely and solemnly undertake that I will abide by the UM-Wales Fee Policy and all other rules and regulations informed to me by UM-Wales. I will not take any legal action or make any claim pertaining to my fee should UM-Wales deduct any arrears of payment of my fees from my sponsorship. I shall abide by the rules set as follows:

### 1. I am aware and understand that:

- The **Registration Fee** and **Administration Fee** paid are **non-refundable** or **transferable**.
- Upon registration and payment of all fees and deposits to UM-Wales, I am fully enrolled as a student for the course.
- If I fail to pay my fees within the prescribed period, I will be barred from classes, examinations and the use of facilities in UM-Wales.
- Fee implications upon official **WITHDRAWAL** will be based on the schedule stated in the Fee Policy.
- Deferral can only be granted in exceptional circumstances and only when a reassessment opportunity is available at a future date.
- Fee implications upon official **DEFERMENT** will be based on the schedule stated in the Fee Policy.
- If I defer to another intake in the following year, I am required to pay the new fees.
- I shall settle any outstanding dues for my current programme before applying for transfer to a new programme. Fee implications upon official **TRANSFER OF PROGRAMME** will be based on the schedule stated in the Fee Policy. A processing fee is chargeable.
- It is my responsibility to get consent and approval from my sponsor for changes of programme or deferment prior to the application to UM-Wales.
- ADD AND/OR DROP SUBJECT(S)** must apply within the stipulated time as per the academic calendar and must obtain approval from the Faculty/Centre; otherwise, a fee is chargeable for the subject(s).
- CREDIT TRANSFERS** should be submitted during the application to UM-Wales to ensure the fee payable is calculated correctly after netting off from the standard fee structure. A processing fee is chargeable for an application for credit transfers.
- The **EXTENSION** of the duration of study is subject to an additional resources fee.
- Any refund made to students will be interest-free and may be set off by UM-Wales for any payments or debts owed to the University.
- I shall make a claim for any **REFUND** of fees within six (6) months of withdrawal. Failure to do so will result in the amount of the refund accrued being in favour of UM-Wales and therefore the right to claim will automatically cease.

### 2. As an international student,

- I am aware and understand that if my visa application is denied by the Immigration Department, I am entitled to a full refund of fees paid after deducting any administrative charges
- I am aware and understand that I shall pay the first-year fees before joining the online classes or before arrival to Malaysia. The Personal Bond is payable upon arrival and is refundable after completion of studies with no outstanding fees to UM-Wales; on the condition that there is no violation of any provision of the immigration laws of Malaysia.
- I am aware and understand that I need to submit an application and pay the Visa Fee to EMGS and have received approval prior to deferment or transfer of programme.
- I am aware and understand that UM-Wales reserve the right to cancel my International Student Visa and notify the government bodies or agencies should I remain inactive, not attend classes and/or sit for examinations for 6 months without formal notification to UM-Wales.

I agree to abide by the regulations and policies of UM-Wales at all times.  
I have read and understood the above conditions and agree to accept them.

I hereby agree to pay all fees due on the dates stipulated by UM-Wales.  
I have read and understood the above conditions and agree to accept them.

Student signature:

Parent/Guardian/Sponsor signature:

\_\_\_\_\_  
Name:  
NRIC No.:  
Date:

\_\_\_\_\_  
Name:  
NRIC No.:  
Date:

## PART J: Privacy

**PRIVACY NOTICE:** The information requested is used for our assessment of your suitability to programmes offered, for administration, management and support services (including, accommodation, transportation, immigration services), assessment and analysis, programme promotion and which may be disclosed to our service providers, and agents, the Universiti Malaya-Wales (if applicable) for these purposes or if required to be disclosed to regulatory or statistical authorities, agencies or bodies or (where applicable) to the foreign authorities, embassies or consulates of an international student's home country. The information requested is necessary for the above purposes and your failure to provide the information, or providing inaccurate information may result in us not being able to fulfill the purposes above and could result in rejection or delay of your application.

If your application is rejected, we will keep your information for a reasonable period according to legal requirements, and also for administration and marketing purposes and may contact you on any promotions.

If you do not wish us to contact you for this purpose, please tick (✓) here ..... ☐

Note: if you later wish us not to contact you, please send your request via email to [marketing@umwales.edu.my](mailto:marketing@umwales.edu.my) ..... ☐

If your application is accepted, all information provided by you will become our student record and will be necessary to be retained by us for the purposes as stated in our letter of offer to be later issued to you. Further, your information may be disclosed to be person which you specify below and also to such persons mentioned in our letter of offer to be later issued to you.

You have the right to ask for a copy of the information we hold on you and to correct any inaccuracies in your information. Please refer to the Registry to submit your request.

### Personal Data Protection Act 2010: Persons authorised for disclosed of personal information

In the processing of my application, I hereby authorise UM-Wales to disclose my personal data (including sensitive personal data) to the following persons:

- My parents
- My spouse (if applicable)
- Other persons (please name and indicate relationship)

Name: ..... Relationship: .....

## PART K: Applicant Declaration

I declare that the information provided by me in connection with the application is true and correct. I undertake to inform Universiti Malaya-Wales immediately of any changes in address, phone number and any other information provided by me in this application.

I understand that Universiti Malaya-Wales reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to be bound by the Terms and Conditions of the offer to study at Universiti Malaya-Wales.

- I hereby declare that all the statements given are true and every copy of certificate and attached documents are correct as instructed and that the UM-Wales have the right to retract this offer and instruct me out of this University should any statement and certificates hereby are found not true.
- I hereby authorize the University and/ or its employees to release my confidential information; including personal details, academic records, financial aid, discipline, and student financial account information to designated persons who have a legitimate educational interest in the records.
- I agree to abide by the Statutes and Rules of the University, currently in force and as amended in the future, and that I must comply with orders and directions given by the constituted authorities of the University.
- I have read and understood the information provided of tuition and other related fees and agreed to pay the required expenses and fees.
- I hereby declare that I understand the above REFUND POLICY guidelines and I will fully accept and consent to the terms and regulations stipulated here to. I am also aware that I shall bear the consequences as stated in the REFUND POLICY in the event of any non-compliance/non-adherence to the said POLICY.

### \* Important Instructions:

- Attach relevant formal education qualifications (SPM/O-Level, STPM/A-Level, Diploma, Degree, Master and other professional certificate e.g. ACCA, Members of BAR Council of respective country or others)
- Withdrawal
  - Student must inform the Registrar in writing if they are withdrawing from a course of study.
  - Notice of withdrawal must be given two weeks prior to the commencement of the Programme.
- Rules and Regulations
  - All students must abide by the University Rules and Regulations. Failure to do so may result in expulsion, or a suspension.
  - Any criminal activities on the University premises will be reported to the relevant authorities.
  - The University and its management will not be held responsible for any damages, losses or injuries arising from the course taken at the University.
  - The University's Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the reputation of the University, the security of its staff and students, and its properties.
  - The University reserves the right to revise the University's Rules and Regulations within prior notice.
  - The University has the right to accept or reject any application without stating any reason.

I have read and understood the above conditions and accept them in full.

Signature

Name:

Passport No.:

Date:

## PART L: Recruitment Office *(for office use only)*

Recruited by:

Name:

Date:

Agent/Introducer:

Name:

NRIC No. / Company ID:

Contact No.:

Company Stamp

Scholarships & Waivers (if any):

☐ Scholarship

☐ Waiver

☐ Others

Approved by:

Name:

Date:

## PART M: Faculty/Centre Verification *(for office use only)*

Comment/Remarks (if any):

Application status:

☐ Approved

☐ Not Approved

Verified by:

Name:

Date:

Faculty:

## PART N: Registry Office *(for office use only)*

Admission Checklist

☐ A copy of Offer Letter

☐ Acceptance of Offer Letter

☐ Copy of Academic Transcript (If applicable)

☐ Copy of Academic Qualification

☐ 8 Passport-Size Photographs

☐ Application form

☐ Copy of Passport (every pages)

Comment/Remarks (if any):

Student ID:

☐ Full Offer

☐ Conditional Offer

☐ Rejected

Verified by:

Name:

Date:

## PART O: Bursary Office *(for office use only)*

Student ID:

Receipt No:

Comment/Remarks (if any):

Verified by:

Name:

Date:

## PART P: VISA Unit *(for office use only)*

Comment/Remarks (if any):

Verified by:

Name:

Date: