



A · P · U
ASIA PACIFIC UNIVERSITY
OF TECHNOLOGY & INNOVATION

APPLICATION FORM

(Undergraduate only)

☐ Malaysian

☐ International

Country _____

For office use only

Student Number:

Programme code:

Please complete and return this form to:

Asia Pacific University of Technology & Innovation (APU)

Technology Park Malaysia, Bukit Jalil, 57000 Kuala Lumpur, Malaysia

Tel : 603-8996 1000 Fax: 603-8996 1001 Email: info@apu.edu.my

PART A : PERSONAL DETAILS

Title: ☐ Mr ☐ Ms ☐ Mrs Other

Gender: ☐ Male ☐ Female

Name (as per IC / Passport):

Race:

IC Number (For Malaysian Students only):

Religion:

Passport Number (For International Students only):

Nationality:

Marital Status:

Date of birth (dd/mm/yyyy):

Place of birth:

Permanent Address

Postcode:

City / State:

Country:

Contact number:

Mobile

Email (please write clearly):

Parent / Guardian Name:

Parent / Guardian Contact number:

Mobile

Parent / Guardian Permanent Address

Postcode:

Country:

Parent / Guardian Email (please write clearly):

Contact person in Case of Emergency:

Relationship to the student:

Contact number:

Mobile

Email (please write clearly):

PART B : COURSE APPLIED FOR

Course name:

Specialism (if applicable):

Level of study:

☐ Degree Foundation

☐ Diploma

☐ Certificate

☐ Degree Level 1

☐ Degree Level 2

☐ Degree Level 3

Intake date (mm/yy): /

Mode of study: ☐ Part-time

☐ Full-time

PART C : ACADEMIC BACKGROUND (from highest to lowest)

Please list in chronological order all secondary and tertiary studies completed. Please attach a copy of your certificates and the transcripts of all results obtained for your highest level of study, plus a certified translation if the originals are not in English.

Qualification:	Name of School / College / University:	Year completed:	Result: Actual	Forecast

PART D : MEDICAL DISCLOSURE

1. Do you have any special / medical condition that requires the attention of the University? ☐ Yes ☐ No

If yes, please indicate below:

☐ Allergies ☐ Anaemia ☐ Asthma ☐ Colour Blindness ☐ Epilepsy ☐ Heart Disease

2. Have you had any history of Mental / Psychiatric conditions ? ☐ Yes ☐ No

3. Others (please give details):

Note (for International Students Only):

- It is compulsory for all international students to purchase a health care plan and keep it valid throughout your academic study at APU. This will need to be purchased from EMGS.
- Students from Yellow Fever Endemic Zones and other affected areas are required to have an International Health Certificate showing Yellow Fever Vaccination.

PART E : GENERAL EDUCATION SUBJECTS (GES) OR MATA PELAJARAN UMUM (MPU) - COMPULSORY FOR ALL STUDENTS

The Ministry of Education Malaysia requires students to take the following subjects during the course of their studies. If you have sat for and passed / completed, whilst as a student in Malaysia, any of the following compulsory subjects at Pre-University or tertiary level, please mark ☒ in the appropriate box(es).

Level	Module Name	MPU Module Code	Completed Please mark <input checked="" type="checkbox"/>
Certificate	Malaysian Studies 1	MPU1153-MLY1	
	Bahasa Melayu Komunikasi 1	MPU1133-BMK1	
Diploma	Malaysian Studies 2	MPU2163-MLY2	
	Bahasa Melayu Komunikasi 1	MPU2133-BMK1	
	Co-Curriculum	MPU2412-CC1	
Degree	Ethnic Relations	MPU3113-HE	
	Malaysian Studies 3	MPU3173-MLY3	
	Islamic Civilisation & Asian Civilisation	MPU3123-TITAS	
	Bahasa Melayu Komunikasi 2	MPU3143-BMK2	
	Co-Curriculum	MPU3416-CC2	

Other subjects that are not in above list (please indicate the subject name):

MPU Compulsory Subjects completed at (if applicable):

Name of the institution

In order to be considered for exemption for MPU Compulsory Subjects, please submit certified MPU Academic result & syllabus from your previous Institution together with this form.

Declaration:

I, _____ declare that all the particulars provided in this form are complete and correct. I have also understood that I need to complete MPU subjects in order to graduate from APU.

Signature : _____ Date : _____

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Exemption: ☐ Approved ☐ Rejected

☐ Other _____

Remarks : _____

Signature : _____ Date : _____

PART F : PERSONAL STATEMENT

Please give your reasons for choosing us to further your study.
(Continue on a separate sheet if required)

PART G TO PART J : FOR INTERNATIONAL APPLICANTS ONLY

PART G : ENGLISH LANGUAGE PROFICIENCY

English was the language of instruction in my previous completed studies ☐ Yes ☐ No

I hold / have completed the English language qualification (s) listed below:

Name of Test / Examination:	Name of School / College / University:	Date (to be taken):	Results (if known):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART H : MALAYSIAN IMMIGRATION INFORMATION

Are you currently holding any type of Malaysian Immigration Pass / Visa?

☐ Yes ☐ No

If yes, type of Immigration Pass / Visa:

☐ Social Visit ☐ Student ☐ Dependent ☐ Diplomatic

Expiry date of immigration Pass / Visa held (dd/mm/yy) - -

(Those transferring from other Institutions / Colleges / Universities in Malaysia and holding a Student Pass / Visa or Dependent Pass will need to provide the School Leaving Certificate / Testimonial, Release Letter, Results and Attendance Report / Letter from the institution)

If you are a student / former student of any Institution / College / University in Malaysia, please fill in the following:

Course:

Institution / College / University:

Duration studied there: year(s)

PART I : ACCOMMODATION & ARRIVAL ARRANGEMENTS

Do you require APU to arrange your accommodation?

☐ Yes ☐ No, I will arrange for my own accommodation

If yes, please fill up the Accommodation Application Form.

Do you wish for APU to arrange to pick you up from the airport? (only applicable for new applicants)**

☐ Yes ☐ No

** Note :

1. This service is not available to students who are on a Social Visit Pass and who enter Malaysia via ports of entry other than Kuala Lumpur International Airport (KLIA).
2. Notice for airport pick-up must be given at least 7 working days in advance by emailing the details to arrivals@apu.edu.my.

PART J : CONDITIONS FOR ENROLMENT

1. Fees for the academic year are as set out in the fee schedule.
2. Payment by crossed cheque, money order or bank draft is to be made payable to **Asia Pacific University Sdn Bhd.**
3. The Visa processing fees and administrative charges for International students will not be refunded in the event the student withdraws from the programme for any reason.
4. Fee payments made are not refundable except if your visa is refused by Immigration. In such cases, your fee payment will be refunded after the deduction for Visa processing and administrative charges paid by APU. The fee payment will not be refunded once you obtain a visa to study in Malaysia or after a course has commenced.
5. Students must abide by all academic, administrative and examination rules and regulations and policies at APU.
6. APU reserves the right to use your personal information in order to carry out its responsibilities in your personal and / or academic interest as a student of APU. The scope of usage of this information may include the publishing of good examination results, the award of a prize or scholarship or otherwise.

PART K : IMPORTANT CHECKLIST

Malaysian Applicants

- ☐ Completed all sections of this application form (where applicable)
- ☐ Attached certified certificates / testimonials
- ☐ Attached certified Forecast / Trial results
- ☐ Attached photocopy of IC / Passport (1 copy)

International Applicants

- ☐ Completed all sections of this application form (where applicable)
- ☐ 2 sets of passport copies all pages including blank pages (Please ensure the copies are clearly copied and all page number can be seen clearly)
- ☐ Attached certified copies of secondary or secondary vocational school results / transcripts from high school or/and other higher institutions of learning (if the documents are not in English Language, please provide certified English translations)
- ☐ 4 colored passport-size photos with blue colour background (3.5cm x 5cm)
- ☐ EMGS visa processing fees and administrative charges

PART L : DECLARATION

1. I declare that all the particulars provided in this form are complete and correct. I understand that should any information in this form be found to be inaccurate / incomplete my registration may be terminated by the University.
2. I agree to abide by APU's Professional Code of Conduct, rules, regulations and policies.
3. I hereby agree to give consent to APU to release my academic reports / results and attendance reports to my parents / guardians / sponsors as part of the APU's policies
4. I have also read and understood APU's refund policy which is stated in Part J above and in the Fee Guide.
5. I undertake to ensure that all fees are paid by the specified due dates, and failing which I agree to pay any late payment and / or administrative charges incurred after the due dates. If the fees are not received within 21 days from the due date, I understand that I may not be allowed to use the facilities at APU.
6. I hereby give permission to APU for the use of photographs, images and videos in publicity and promotional material, and to release relevant information to our University Partners, Career Centre, Alumni and any Government bodies or agencies as required.
Dengan ini saya memberi kebenaran kepada APU untuk kegunaan gambar, imej dan video dalam publisiti dan bahan promosi, dan untuk memberikan maklumat yang relevan kepada institusi yang bekerjasama dengan University kami, Pusat Kerjaya, Alumni dan mana-mana badan kerajaan atau agensi-agensi seperti yang dikehendaki.
7. By providing my personal data I consent to receiving information on courses, programmes and events that may benefit me.
Dengan menyediakan data peribadi saya, saya bersetuju untuk menerima maklumat mengenai kursus-kursus, program dan acara yang boleh memberi manfaat kepada saya.

Signature : _____

Name : _____

Date : _____

FOR OFFICE USE ONLY : COURSE FEE PAYMENT DETAILS

Payment upon registration:

- | | |
|--|----------------------|
| 1. Registration Fee | <input type="text"/> |
| 2. Course Fee | <input type="text"/> |
| 3. Library Deposit (refundable) | <input type="text"/> |
| 4. Library Fee | <input type="text"/> |
| 5. Engineering Laboratory Deposit (refundable) | <input type="text"/> |
| 6. Student ID Card | <input type="text"/> |
| 7. EMGS Fees (for International students only) | <input type="text"/> |
| 8. Personal Bond (for International students only) | <input type="text"/> |
| 9. Others _____ | <input type="text"/> |
| Total fees paid upon registration | <input type="text"/> |

Mode of payment : ☐ Cash ☐ Cheque ☐ Others _____
(upon registration)

Payment option : ☐ Full payment
☐ Installment- Semester
☐ Installment- Monthly (for Malaysian Applicants only)

Note:

1. Payment by cheque / Bank Draft is to be made payable to:
Asia Pacific University Sdn Bhd.

2. For payments made by cheque, please indicate:

Bank : _____

Cheque No : _____

Registered by:

Data input in GIMS by:

Registration checked & approved by:

Date:

Date:

Date:

PRIVACY STATEMENT

The purpose of requesting the personal data in this form is to assist us in processing your course or programme application and for statistical and information purposes. If you choose not to complete all the required sections or do not provide all the required information, it may not be possible to process your application. Access to the personal data you provide will be strictly on a need to know basis. By providing the personal data on this form, you give your consent to allow personal data and information to be processed securely and confidentially.

Tujuan kami meminta segala data peribadi anda di dalam borang ini adalah untuk membantu kami dalam memproses kursus atau permohonan program dan untuk tujuan statistik dan maklumat. Jika anda memilih untuk tidak melengkapkan semua bahagian yang diperlukan atau tidak menyerahkan semua maklumat yang diperlukan, kami tidak dapat memproses permohonan anda. Kami hanya akan rujuk data peribadi anda untuk mengetahui segala maklumat yang perlu diketahui. Dengan mengisi maklumat peribadi pada borang ini, anda memberikan persetujuan untuk membenarkan data peribadi dan maklumat diproses dengan selamat dan sulit.