



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 Email: info@apu.edu.my

PART A: PERSONAL DETAILS

Title: Mr Ms Mrs Others _____ 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: _____

Student's Correspondence Address:

Postcode: _____ City / State: _____ Country: _____

Contact Number: _____ Email (please write clearly): _____
Tel _____ Mobile _____

Parent / Guardian Name: _____ Parent / Guardian Contact Number: _____
Tel _____ Mobile _____

Parent / Guardian Permanent Address (If different from Student's Correspondence Address):

Postcode: _____ Country: _____ Parent / Guardian Email (please write clearly): _____

Contact Person in Case of Emergency: _____ Relationship to the Student: _____

Contact Number: _____ Email (please write clearly): _____
Tel _____ Mobile _____

PART B: COURSE APPLIED FOR

Course Name: _____ Specialism (if applicable): _____

Level of Study: Degree Foundation Diploma Intake Date (mm/yy): _____ / _____
 Degree Level 1 Degree Level 2

Mode of Study: Full-time Part-time

PART C: ACADEMIC BACKGROUND (from highest to lowest)

Please list in chronological order all secondary and tertiary studies completed. Please attach copies 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<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 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 Anemia 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 STUDIES SUBJECTS 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	MPU1223-BMK1	
Diploma	Bahasa Melayu Komunikasi 1	MPU2133-BMK1	
	Penghayatan Etika dan Peradaban	MPU2173-PEP	
	Environment Issues in Malaysia	MPU2332-EIM	
	Co-Curriculum & Community Services	MPU2412-CC1	
Degree	Penghayatan Etika dan Peradaban	MPU3183-PEP	
	Falsafah dan Isu Semasa	MPU3193-FIS	
	Workplace Professional Communication Skills	MPU3272-WPCS	
	Employee & Employment Trends	MPU3362-EET	
	Co-Curriculum & Community Services	MPU3412-CC2	
Other subjects that are not in above list (please indicate the subject name):			

MPU Compulsory Subjects Completed at (if applicable):

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 Asia Pacific University of Technology & Innovation (APU) to further your study.
(Continue on a separate sheet if required)

PART G TO PART I: 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 if Immigration Pass/ Visa held (dd/mm/yyyy):

- -

(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 only available to students who hold a Valid Visa Approval Letter issued by Malaysian Immigration and who enter Malaysia via Kuala Lumpur International Airport (KLIA/ KLIA2).
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.
3. APU may not be able to arrange for airport pick-up and Immigration clearance should the required notice period not be provided.

PART J: CONDITIONS FOR ENROLMENT

- Fees for the academic year are as set out in the fee guide.
- Payment by crossed cheque/ bank draft is to be made payable to **Asia Pacific University Sdn Bhd** or by bank transfer.
- Fee payment refunds are governed by the Fee Refund Policy as stated in the Fee Guide.
- Students must abide by all academic, administrative and examination rules and regulations and policies at APU.
- 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.

PART K: IMPORTANT CHECKLIST

Malaysian Applicants

- Completed all sections of this application form (*where applicable*)
- Attached certified certificates & transcripts
- Attached certified Forecast/ Trial results
- Attached photocopy of IC

International Applicants

- Completed all sections of this application form (*where applicable*)
- Copy of all pages of passport 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*)
- Passport-sized photographs with WHITE background (35mm x 45mm)
- EMGS Visa processing fees and administrative charges
- Health Declaration Form

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 FEE REFUND POLICY which is stated in the Fee Guide.
5. I hereby confirm that the documents I have submitted are genuine and authentic. I fully acknowledge and understand that APU has the right to amend or reverse any decision with regard to my admission on the basis of incomplete, incorrect, fraudulent information or non-attainment of the minimum entry requirements to join a specific programme.
6. 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.
7. 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 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 Universiti kami, Pusat Kerjaya, Alumni dan mana-mana badan kerajaan atau agensi-agensi seperti yang dikehendaki.

8. 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: FEE PAYMENT DETAILS

Payment upon registration:

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

Registered by :

Date :

Mode of payment (upon registration)

- Cash Cheque Online Others _____

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

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. : _____

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.