



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:

Intake Date (mm/yy):

☐ Degree Foundation

☐ Diploma

☐ Degree Level 1

☐ Degree Level 2

Mode of Study: ☐ Full-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

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 ☐ Others _____

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

If Yes, kindly specify your medical conditions:

3. Have you been diagnosed with any conditions/ disorders that may affect your ability to cope with University studies?

☐ Yes ☐ No

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 Higher 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	Completed Please mark <input checked="" type="checkbox"/>
Certificate	Malaysian Studies 1	
	Bahasa Melayu Komunikasi 1	
Diploma	Bahasa Melayu Komunikasi 1	
	Penghayatan Etika dan Peradaban	
	Environment Issues in Malaysia	
	Professional Communications	
	Co-Curriculum Studies	
Degree	Penghayatan Etika dan Peradaban	
	Bahasa Melayu Komunikasi 2	
	Workplace Professional Skills	
	Integrity & Anti-Corruption Course	
	Co-Curriculum & Community Service Studies	
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: _____

For office use only

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 ☐ MM2H ☐ Resident Pass

Expiry date if Immigration Pass/ Visa held (dd/mm/yyyy):

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------

(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 APU Residence 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
- ☐ Passport-sized photographs with WHITE background (35mm x 45mm)

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.

Signature:

Name:

Date:

PART M: PRIVACY NOTICE

I have read the Privacy Notice (www.apu.edu.my/pdpa_notice) and consent to APU, APIIT, APLC processing my personal data in accordance with the Notice. I also hereby warrant that I have obtained the consent from third parties where I have provided their personal data and consent to any previous educational institution, current or past employer, sponsoring body providing information for the purpose of verifying my grades, qualifications, experience.

We may not be able to consider/process your application, or provide you with our services should you choose not to supply us with the necessary personal data, or the data supplied to us is insufficient and inaccurate.

Saya telah membaca Notis Privasi (www.apu.edu.my/pdpa_notice) dan membenarkan APU, APIIT, APLC memproses data peribadi saya mengikut Notis tersebut. Saya juga dengan ini menjamin bahawa saya telah mendapatkan persetujuan daripada pihak ketiga di mana saya telah memberikan data peribadi mereka dan persetujuan kepada mana-mana institusi pendidikan terdahulu, majikan semasa atau terdahulu, badan penaja yang menyediakan maklumat untuk tujuan mengesahkan gred, kelayakan, pengalaman saya.

Kami mungkin tidak dapat mempertimbangkan/memproses permohonan anda, atau memberikan anda perkhidmatan kami sekiranya anda memilih untuk tidak membekalkan kami data peribadi yang diperlukan, atau data yang dibekalkan kepada kami tidak mencukupi dan tidak tepat.

FOR OFFICE USE ONLY: FEE PAYMENT DETAILS

Payment upon registration:

1. Enrolment Fee
2. Registration Fee
3. Course Fee
4. Library Deposit (refundable)
5. Engineering Laboratory Deposit (refundable)
6. EMGS & Application Fees (for International Students only)
7. Personal Bond (for International Students only)
8. Others

Total fees paid upon registration

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. : _____