



INTERNATIONAL STUDENT APPLICATION FORM

No. 49 The Boulevard
Mid Valley City
Lingkar Syed Putra
Kuala Lumpur
59200 Malaysia

Tel: 03 22871000
Fax 03 27305050

Please affix your recent passport-sized photograph here

For Office Use	
Application ref. no.	:
Date received	:
Recruitment rep	:
Status of application	:
Date enrolled	:
Student ID No	:

A. PROGRAMME APPLIED

Please tick (✓) your preferred choice of programme in the boxes provided below:

Undergraduate Programme

- Foundation in Business Management (N/010/3/0414)
- Bachelor of Science (Hons) Maritime Business (N/345/6/0891)
- Bachelor of Science (Hons) In Business Management (N/345/6/1077)
- Bachelor of Science (Hons) In Finance (Investment Strategy) (N/343/6/0247)

Postgraduate Programme

- Master in Business Administration (N/340/7/0634)
- Master of Science in Shipping, Trade and Finance (N/840/7/0049)
- Master of Science in Wealth Management (N/343/7/0241)

Intake session: Feb May Oct Others _____

Intake year: 20

B. PERSONAL INFORMATION

Family Name / Surname (as printed in Passport):

Given Name (as printed in Passport):

Gender: Male Female

Marital Status: Single Married Divorced Widowed

Date of Birth: Age: Place / Country of Birth:

Religion: Islam Buddhist Hindu Christian Others (please specify) _____

Nationality:

Passport No.:

Date of Issue: Date of Expiry:

Place of Issue:

Permanent Address:

Town/ City:

State:

Country:

Postcode:

Correspondence Address (If different from Permanent Address):

Town/ City:

State:

Country:

Postcode:

E-mail Address:

Telephone No.:

Mobile No.:

Name of Employer (if any):

Address:

Contact No.:

Occupation:

Gross Monthly Income: MYR/USD

C. PARENTS INFORMATION

Father/ Guardian

Name of Father/Guardian:

Relationship:

Nationality:

Passport No.:

Permanent Address:

Town/ City:

State:

Country:

Postcode:

Telephone No.:

Mobile No.:

Occupation:

Gross Monthly Income: MYR/USD

Mother/ Guardian

Name of Mother/Guardian:

Relationship:

Nationality:

Passport No.:

Permanent Address:

Town/ City:

State:

Country:

Postcode:

Telephone No.:

Mobile No.:

Occupation:

Gross Monthly Income: MYR/USD

D. SPOUSE INFORMATION

Name of Spouse:

Nationality:

Passport No.:

Permanent Address:

Town/ City: State:

Country: Postcode:

Telephone No.: Mobile No.:

Occupation: Gross Monthly Income: MYR/USD

E. EMPLOYMENT HISTORY

Please tick [√] in the relevant boxes, if your father/ mother/ guardian/ spouse is an employee of Halim Mazmin Group of Companies.

Father Mother Guardian Spouse Not relevant

Name of Employer :

Address:

Contact No.:

F. SIBLINGS INFORMATION

Name / Relationship (i.e. brother/sister)	Age	Marital Status	Occupation	Monthly Gross Income (MYR/USD)
i.				
ii.				
iii.				
iv.				
v.				
vi.				
vii.				
viii.				
ix.				

G. EDUCATION INFORMATION

List of schools attended and qualifications from the highest level
(all applicants should enclose the official transcript of their qualification):

Name of School/ Institution	Date of Attendance		Type of Qualification
	Date Started	Date Awarded	
i.			
ii.			
iii.			
iv.			
v.			

Academic Qualification (I) - 'O' Level or any other equivalent

Type of qualification:

Date started: Date ended:

Name of Institution:

Subjects	Result/ Grade/Mark	Subjects	Result/ Grade/Mark
i.		vi.	
ii.		vii.	
iii.		viii.	
iv.		ix.	
v.		x.	

Academic Qualification (II) – 'A' Level / Foundation Studies / Matriculation or any other equivalent

Type of qualification:

Date started: Date ended:

Name of Institution:

Subjects	Result/ Grade/Mark	Subjects	Result/ Grade/Mark
i.		vi.	
ii.		vii.	
iii.		viii.	
iv.		ix.	
v.		x.	

Academic Qualification (III) – Diploma / Bachelor degree / Others

Type of qualification:

Date started: Date ended:

Name of Institution:

Total Cumulative Grade Point Average (CGPA): Overall Grade:

Subjects	Result/ Grade/Mark	Subjects	Result/ Grade/Mark
i.		vi.	
ii.		vii.	
iii.		viii.	
iv.		ix.	
v.		ix.	

H. EXTRA-CURRICULAR ACTIVITIES (in school/institute)

Type of Sport(s)	Level Represented*	Year
i.		
ii.		
iii.		

*School/Institute/District/State/National

Type of Uniformed Body(s)	Level Represented*	Year
i.		
ii.		
iii.		

*School/Institute/District/State/National

Type of Club/ Society(s)	Level Represented*	Year
i.		
ii.		
iii.		

*School/Institute/District/State/National

Type of Award(s)/ Accolade(s) Received	Level Represented*	Year
i.		
ii.		
iii.		

*School/Institute/District/State/National

I. ADDITIONAL INFORMATION

Medical Disclosure

Do you have any disability, impairment or long term medical condition which may affect your studies: Yes No

If you do, please specify or tick [√] in the relevant boxes.

- Dyslexia
 Asthma
 Hearing impairment
 Diabetic
 Epilepsy
 AIDS/ HIV
 Tuberculosis
 Wheelchair user/
 Blind/ partially blind/ colour blindness
 Require care support (please specify) _____
 Others (please specify) _____

Criminal Record

Have you ever been convicted to a criminal offence? Yes No

If yes, (please specify) _____

J. REFEREES INFORMATION

Name of Referee:
Occupation: Years known:
Permanent Address:
Town/ City: State:
Country: Postcode:
Telephone No.:
Mobile No.:

L. VERIFICATION*

I hereby verify that all the information provided is accurate and true.

Name:

Designation:

Signature:

Official Stamp:

Date:

**This section is to be completed by the Employer, Parent or Guardian/ Headmaster/ Principal/ Penghulu/ Government Office of Grade A within the residential vicinity. Should either parent is employed within the HALIM MAZMIN GROUP, this section is to be completed by the Head of Department/Section of the parent.*

M. TERMS AND CONDITIONS

1. Registration fees are not transferable and refundable.
2. Fees payable are shown in the programme fee structure. Please note that UNIVERSITY reserves the right to review and revise fees annually. The fees indicated in the programme fee structure may not be applicable in the subsequent semesters (except the total tuition fee payable).
3. Payment to UNIVERSITY shall be made by bank draft or money order or cash to HM International Sdn Bhd. (Bank MAYBANK Account No. 5144-8651-2229).
4. The student must apply for deferment to the Registrar in writing. Please note that this can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date.
5. Students must inform the Registrar in writing if they are withdrawing from a course of study.
6. There is strictly **NO** refund of all fees paid except for the tuition fee if notification of Withdrawal is received **AFTER** the Commencement of Programme.
7. Application by International Student is subject to the timely approvals of the Ministry of Higher Education Malaysia and Immigration Department. (For more information on MOHE and Immigration Regulations please refer to our website at www.meritus.edu.my).
8. The UNIVERSITY and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the UNIVERSITY.
9. All students must abide by the Student Handbook and UNIVERSITY's Hostel Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
10. UNIVERSITY reserves the right to revise the Student Handbook and the Hostel Rules and Regulations without prior notice.
11. All students are strictly prohibited from participating and intervening in any political activities.
12. UNIVERSITY reserves the right to accept or reject any application without assigning any reason.
13. Any issues or complaints can be made to the Student Affairs Department.

N. DECLARATION & PRIVACY CONSENT BY STUDENT

By executing this document, you indicate and acknowledge that you have read and understood our Privacy Notice and you hereby consent to us processing your personal data in the manner and for the purposes described in the aforesaid Privacy Notice. If you do not agree to or otherwise have any objections to the processing of your personal data or to the terms of the Privacy Notice, please do not proceed with the execution of this document.

In line with the PDPA 2010, I agree that the MERITUS University ("UNIVERSITY") shall have the right to use my data and personal information for the purpose of the UNIVERSITY's operational process which might include transfer of data and personal information to the HALIM MAZMIN BERHAD. I further agree to be bound by the Privacy Notice 1 and the clauses herein, as may relate to the processing of my personal information.

I hereby declare that all information furnished above are accurate and true to the best of my belief and knowledge and that the MERITUS University may terminate or withdraw this Application should any information is discovered to be inaccurate or untrue.

Signature:

Date:

O. DOCUMENTS CHECKLIST

Please submit the following documents/ items along with the Student Application Form to ensure that your application is complete and can be processed for admission. All documents must be certified and submitted in orderly manner. **If the documents are not in English, certified English translation must be attached.**

A. For ALL Applicants

- Application form filled out in full and signed
- Deposit slip of the application fee of MYR500 (non-refundable) in a bank draft, personal cheque, money order or postal order payable to **HM International Sdn Bhd** .
- Certified copy of scholarship/scholarship letter (if applicable)

For International Applicants

- Eight (8) recent passport-size photograph with Blue background (3.5cmx5cm)
- Three (3) certified color sets of ALL page of passport including front and back cover with passport validity of **18months** from the expected date of entry. All passport page number has to be clear and readable.
NOTE: It is highly recommended that the passport be valid for the minimum duration of course. If the passport is expiring within 1 year from the time an application is to be accepted, please apply for a new passport and submit photocopies of ALL pages of both passports.
- Three (3) certified copies of 'O' Level or other equivalent
- Three (3) certified copies of "A' Level / Foundation / Matriculation or other equivalent
- Three (3) certified copies of relevant academics' transcripts / results for Diploma / Bachelor or other equivalent
- Three (3) certified copies of other relevant certificates (curriculum)
- Three (3) certified copies of English Language proficiency (if applicable)
NOTE: English-translated copies are needed only if original documents are not in English
- Signed credit transfer application (if applicable)
- Certified copies of relevant syllabus(es) (if applicable)
- Three (3) (1 original & 2 certified true copy) of No Objection Certificate (NOC)
NOTE: For Students with Sub Saharan Country's result only
- Three (3) (1 original & 2 certified true copy) of No Objection Certificate (NOC-Sudan)
NOTE: For students with Sudanese passport only
- Three (3) (1 original & 2 certified true copy) of Eligibility Letter
NOTE: Applicable to Nigerian and Iranian passport holder only
- Declaration letter confirming identity (for applicants with names spelt differently in passport, certificates and other official documents)
NOTE: Declaration letter must be issued by home country's Ministry of Education OR home country's commissioner for Oaths
- Completed EMGS Health Examination Form, lab report (to be translated into English) and x-ray report
- Yellow Fever Vaccination Certificate (required for student(s) coming from or transiting more than 12 hours through countries with risk of Yellow Fever transmission) to show to airport authority upon clearance from the check point
- Two (2) referees' recommendation letter and evidence of funding
NOTE: Applicable for international candidates
- Payment of Initial fees as per offer letter

B. For International Applicants who have studies in Malaysia before

- Eight (8) recent passport-size photograph with Blue background (3.5cmx5cm)
- Three (3) certified color sets of ALL page of passport including front and back cover with passport validity of **18months** from the expected date of entry. All passport page number has to be clear and readable.
NOTE: It is highly recommended that the passport be valid for the minimum duration of course. If the passport is expiring within 1 year from the time an application is to be accepted, please apply for a new passport and submit photocopies of ALL pages of both passports.
- Three (3) certified copies of 'O' Level or other equivalent
- Three (3) certified copies of "A' Level / Foundation / Matriculation or other equivalent
- Three (3) certified copies of relevant academics' transcripts / results for Diploma / Bachelor or other equivalent
- Three (3) certified copies of other relevant certificates (curriculum)
- Three (3) certified copies of English Language proficiency (if applicable)
- NOTE: English-translated copies are needed only if original documents are not in English
- Signed credit transfer application (if applicable)
- Certified copies of relevant syllabus(es) (if applicable)
- Three (3) (1 original & 2 certified true copy) of No Objection Certificate (NOC)
NOTE: For Students with Sub Saharan Country's result only
- Three (3) (1 original & 2 certified true copy) of No Objection Certificate (NOC-Sudan)
NOTE: For students with Sudanese passport only
- Three (3) (1 original & 2 certified true copy) of Eligibility Letter
NOTE: Applicable to Nigerian and Iranian passport holder only
- Three (3) certified true copy of your academic transcripts with information on the grading system from your last institution of study in Malaysia (eg: A= 85% - 100%)
- Three (3) certified true copy of your certificate of completion from last institution of study in Malaysia
- Three (3) (1 copy original & 2 certified true copy) of Release Letter from the previous institution
- Three (3) (1 copy original & 2 certified true copy) of attendance report from the previous institution
- Three (3) of certified true copies of the cancelled student pass page in your passport by previous institution.
NOTE: Please provide exit stamp page if you have left Malaysia while the student pass application was still being processed
- Payment of Initial fees as per offer letter