STUDENT APPLICATION FORM

No. 49 The Boulevard
Mid Valley City
Lingkaran 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. 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.

- ☐ 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 .**
- ☐ Four (4) recent passport-size photograph
- ☐ One (1) certified copy of National Identification Card (IC)/ Passport
- ☐ One (1) certified copy of Birth Certificate
- ☐ One (1) certified copy of 'O' Level/ 'A' Level, SPM/ STPM /UEC or any other equivalent certificates/diploma/degree
- ☐ One (1) certified copy of School Leaving Certificate
- ☐ One (1) certified copy of other relevant certificates (academic and curriculum)
- ☐ One (1) certified copy of National Identification Card (IC)/ Passport of parents or guardians
- ☐ One (1) certified copy of Birth Certificate of parents or guardians
- ☐ One (1) certified copy of Salary Slip of parents or guardians (3months)
- ☐ No Objection Certificate (NOC)
  (Applicable for candidates from the sub-saharan African countries or other nationalities who had studied in the sub-saharan African countries).
- ☐ Affidavit letter
  (For difference in the names on personal documents).
- ☐ Two (2) referees' recommendation letter and evidence of funding
  (Applicable for international candidates)

C. PERSONAL INFORMATION

Full Name *(as printed in Identity Card / Passport)*

Date of Birth: **Age:** **Place of Birth:**

Race: Malay Chinese Indian Others *(please specify)* _____

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

Nationality:

(For Malaysian Student only)
New Identity Card No.:

Old Identity Card No.:

(For International Student only)
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.:**

Occupation: **Gross Monthly Income:** MYR/USD .

Name of Employer *(if any)*:

Address: **Contact No.:**

D. PARENTS INFORMATION

Father/ Guardian

Name of Father/Guardian:

Relationship: **Nationality:**

IC/ 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:**

IC/ Passport No.:

Permanent Address:

Town/ City: **State:**

Country: **Postcode:**

Telephone No.: **Mobile No.:**

Occupation: **Gross Monthly Income:** MYR/USD

E. SPOUSE INFORMATION

Name of Spouse:

Nationality:

IC/ Passport No.:

Permanent Address:

Town/ City: **State:**

Country: **Postcode:**

Telephone No.: **Mobile No.:**

Occupation: **Gross Monthly Income:** MYR/USD

F. 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.:

G. 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.				

H. 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/SPM 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 /STPM/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) – 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.		x.	

I. 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*

J. ADDITIONAL INFORMATION

Medical Disclosure

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

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

☐ Dyslexia ☐ Asthma ☐ Hearing impairment ☐ Diabetes ☐ 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 of a criminal offence? ☐ Yes ☐ No

If yes, (please specify) _____

K. REFEREES INFORMATION

Name of Referee:

Occupation: **Years known:**

Permanent Address:

Town/ City: **State:**

Country: **Postcode:**

Telephone No.: **Mobile No.:**

L. PERSONAL STATEMENT

In order to learn more about you, your aspirations and your personal and academic values, please assist us by giving us your views on the following:

1. *Why do you want to join this programme?*
2. *What are your future career objectives?*
3. *What do you think are the characteristics needed to be successful in your future endeavours?*

To be able to have sufficient assessment of the above, it is expected that each answer would require a minimum of 120 words.

M. 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.*

N. TERMS AND CONDITIONS

1. Registration fees are not transferable and refundable.
2. Fees payable are shown in the programme fee structure. Please note that the 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 the 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. The 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. The 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.

O. DECLARATION & PRIVACY CONSENT

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: