

# STUDENT APPLICATION FORM

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

Tel: 03 22871000  
Fax 03 27305050

Please  
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recent  
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## 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 (Honours) in Business Management (N/345/6/1077)
- Bachelor of Science (Honours) in Finance (Investment Strategy) (N/343/6/0247)

### Postgraduate Programme

- Master of 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:  March  May  October  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)
- Affidavit letter  
(For difference in the names on personal documents).
- Two (2) referees' recommendation letter and evidence of funding



**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.:**



## M. VERIFICATION\*

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

Name:	<input type="text"/>	Designation:	<input type="text"/>
Signature:	<input type="text"/>	Official Stamp:	<input type="text"/>
Date:	<input type="text"/>		

*\*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 Education Malaysia and Immigration Department.
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.

## O. CONSENT NOTICE FOR PROCESSING AND DISCLOSURE OF PERSONAL DATA

In order to process your application to attend the said programme(s) at MERITUS University, you are allowing MERITUS University to use and process your personal information / data for the purpose of your application, and to disclose the said data to any of its related entities or external third parties that may have a need to access such personal information / data pursuant to your application of the said programme(s).

The accuracy of the personal information / data to a large extent depends on the information you have provided. Therefore, kindly update MERITUS University as and when there is a change in your personal information provided earlier which may become incorrect or out of date.

## P. DECLARATION OF CONSENT

I hereby give my consent to MERITUS University to use and process my personal information / data pursuant to my application of the programme(s) at MERITUS University and all other purposes which are required in relation thereto.

I further provide my consent for MERITUS University to disclose my personal information / data to:

1. any of its related entities; and/or
2. any external third parties

that may have a need to access my personal information / data pursuant to my application of the said programmes(s) and all other purposes which are required in relation thereto.

**Signature:**

**Date:**

**Q. DECLARATION**

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:**