



# Application for Admission (Undergraduate Programmes)

Please read Section 7 before completing form and ensure that the form is completed correctly.

## SECTION 1 PRELIMINARY INFORMATION

- 1) Please complete in BLOCK LETTERS
- 2) Tick (✓) where applicable

Course 1				
Course 2				
Course 3				
Semester		Intake		



How do you know about us?

Advertisement
  Open Day
  Walk-ins
  Education Fair: \_\_\_\_\_  
 Introduced by friends
  Telemarketing
  Others: \_\_\_\_\_

Student No. 

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\* FOR OFFICE USE ONLY

## SECTION 2 PERSONAL INFORMATION

Name (as per IC/passport)																				
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IC/Passport No.																				
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Place of Birth						Nationality					
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Race						Religion					
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Date of Birth						Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married				
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Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female					Age					
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Current Address																			
																Postcode			

Telephone No.						E-mail					
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Country/Area Code

Permanent Home Address																			
																Postcode			

Telephone No.						E-mail					
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Country/Area Code

**SECTION 3 PARENT INFORMATION**

Father's Name																												
Mother's Name																												
Mobile No:													E-mail															
<small>Country/Area Code</small>																												
Company Name & Address																												
													Postcode															
Occupation													Mobile No:															
<small>Country/Area Code</small>																												
E-mail													Office Tel. No:															
<small>Country/Area Code</small>																												

**SECTION 4 EMERGENCY CONTACT DETAILS**

Person Name																												
Relationship																												
Occupation													Mobile No:															
<small>Country/Area Code</small>																												
E-mail													Office Tel. No:															
<small>Country/Area Code</small>																												

**SECTION 5 ACADEMIC / PROFESSIONAL QUALIFICATIONS**

Please list all School/College/Professional qualifications that you have taken from Age 16 and their results.

Date of Examination	Name of Examination	Name of School/College	Results

Please give details of any English Language qualifications you have obtained e.g. IELTS or TOEFL

Date of Examination	Name of Examination	Results

**SECTION 6 MEDICAL DETAILS**

Do you have any disability / impairment / long-term medical conditions that may affect your studies?  Yes  No

If yes, please provide details below:

Kindly take note that your student visa application will be denied if you are found to have medical issues and you will be required to leave the country within seven (7) days at your own expense.

## SECTION 7 TERMS AND CONDITIONS

### 1.0 Fees\*

- 1.1 A registration fee must accompany all applications.
  - RM300 - RM500 for Malaysian students.
  - RM300 - RM1000 for international students.
  - For visa application fee kindly refer to the Fee Structure

\* Registration fees differ by programme
- 1.2 All fees must be paid within 7 days of the commencement date of each new semester. Please do not send cash payments through post.
- 1.3 Registration fees are not transferable, refundable and cannot be deferred.
- 1.4 Failure to settle outstanding fees within the prescribed period may result in your exclusion from the University.
- 1.5 Any refund of fees or deposit, where applicable, will be at the discretion of the University's Finance office.
- 1.6 Fees quoted in USD will be revised as and when the need arises from the fluctuation of the currency exchange rate.

### 2.0 Withdrawal

- 2.1 Students must apply to the Faculty in writing if they are withdrawing from a course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is RM500.00.
- 2.3 Please note that in the event of a student withdrawing from the University to a different Malaysian educational institution after registering and receiving the University's visa approval, international admin fee charged will be forfeited.

### 3.0 Deferral

- 3.1 The student must apply to the Faculty in writing. Please note that this can only be granted in exceptional circumstances, usually medical, when only a reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of the new semester.
- 3.2 In the event a deferral is granted, a deferral fee of RM500.00 is payable.
- 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred, and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

### 4.0 Transfer between Courses

- 4.1 A student may transfer from one course to another within the University only with the approval of the University. No transfer will be allowed after 4 weeks from the commencement date of the new semester.

### 5.0 Add / Drop Module(s)

- 5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

### 6.0 Rules and Regulations

- 6.1 All students must abide by the University Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the University premises will be reported to the relevant authorities.
- 6.3 The University and its management will not be held responsible for any damages, losses or injuries during the course of studentship at the University.
- 6.4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The University reserves the right to revise the University Rules and regulations without prior notice.

### 7.0 The University reserves the right to accept or reject any application without assigning any reason.

**8.0 Limkokwing University Group respects and is committed to the protection of your personal information and your privacy, in accordance with the Malaysian Personal Data Protection Act 2010. The Personal Data Protection Notice is available on our website ([www.limkokwing.net](http://www.limkokwing.net)) and may be amended at any time without prior notice.**

## SECTION 8 DECLARATION

We confirm that, to the best of our knowledge, the information provided by us in this form is correct and complete. We have read and understood the instructions clearly and abide by all the terms and conditions as stipulated in Section 7.

I hereby declare that the information given herein for my visa application is true; if for whatever reasons EMGS has rejected its approval, this University shall not be held liable and responsible for such rejection and any fees that had been paid to this University will not be refundable.

Applicant's Signature
Date

Parent/Guardian's Signature
Date

## SECTION 9 ADMISSION PROCEDURE

Please attach the following when you submit your application

Check List For Office Use

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1 Complete Application Form.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Registration fee of RM300 - RM500 for Malaysian students.<br>Registration fee of RM300 - RM1000 for international students.<br><b>Visa Application Fee kindly refer to the Fee Structure.</b><br>Cheques should be made payable to:<br><b>LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY INTERNATIONAL SDN. BHD.</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Certified copies of Academic Results relevant to entry requirements of the applied programme (please provide certificates from high school level onwards).   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Proof of English Language Proficiency e.g. IELTS or TOEFL, if applicable.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 No Objection Certificate (NOC) from relevant education authority in native country. (Application for International students from Sub-Saharan country only)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Photocopy of Identity Card (Malaysian students only).<br>Passport copies including all blank pages (clear color for Identification Page).  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Passport size photographs with name written on the reverse (Malaysian Students only).<br>6 Photographs with blue background. Size 3.5cm x 5cm (International Students only).   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Scratch card for high school result verification, if applicable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 Portfolio consisting of 3 pieces of Original Artwork, if applicable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 Affidavit, if applicable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 Eligibility letter, if applicable.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 EMGS Pre-Medical Checkup Form.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 Curriculum Vitae (for students 24 years old and above).   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 Previous Institution transcript results.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 Release Letter and Attendance from previous Malaysian Institution (transfer students).  | <input type="checkbox"/> | <input type="checkbox"/> |

### FOR OFFICE USE ONLY

Application Accepted  Full Offer  Conditional Offer

\*Programme admitted \_\_\_\_\_

Semester Admitted

Foundation	Year 1		Year 2		Year 3		Year 4	
	1	2	1	2	1	2	1	2

Conditions  
(Must be filled)

Exemptions

English Requirements

Remarks

Counselled by

\_\_\_\_\_  
Name in Full

\_\_\_\_\_  
Date

Enrolled by

\_\_\_\_\_  
Name in Full

\_\_\_\_\_  
Date

Please send the completed form to :

**University of Innovation**  
**The Global University of Malaysia**  
**University for Edu-Tourism**  
**University of Global Peace**



**University of Transformation**  
**University of Societal Innovation**  
**University of Digital Innovation**  
*Official recognitions by the Government of Malaysia*