

SECTION 3 PARENT INFORMATION

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Mobile No:			E-mail	
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Country/Area Code

Company Name & Address			
		Postcode	

Occupation		Mobile No:		
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Country/Area Code

E-mail		Office Tel. No:		
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Country/Area Code

SECTION 4 EMERGENCY CONTACT DETAILS

[illegible]

Relationship	
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Occupation		Mobile No:		
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Country/Area Code

E-mail		Office Tel. No:		
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Country/Area Code

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) 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

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

Check List For Office Use

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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 :

