



UOW
MALAYSIA

PART OF THE UNIVERSITY
OF WOLLONGONG AUSTRALIA
GLOBAL NETWORK

STUDENT APPLICATION FORMS

Please ensure that all the required fields are completed and all supporting documents are attached and sent to either one of the addresses given on the last page of the form.

PART 1 : PROGRAM

Program Name:
School:
Campus: ☐ Glenmarie, Selangor ☐ George Town, Penang ☐ Batu Kawan, Penang
Proposed Date of Admission :
Mode of Study: ☐ Part Time ☐ Full Time
Application Status: ☐ New ☐ Transferred from another institution in Malaysia

Affix photo
here

PART 2 : PERSONAL PARTICULARS (CAPITAL LETTERS)

Full Name as per NRIC/Passport:
NRIC/Passport No.: Gender: ☐ Male ☐ Female
Date of Birth (DD/MM./YYYY) : Place of Birth:
Nationality: Marital Status:
Correspondence Address (P.O Box address is not accepted for international applicants)
Postcode:
Town/ City: State: Country:
Contact Number: Home Mobile Email Address:
Family Monthly Income: Parliament: Dewan Undangan Negeri (DUN):
To verify your Parliament and Dewan Undangan Negeri (DUN) representation, please refer to this link <https://mysprsemak.spr.gov.my/semakan/daftarPemilih>

PARENTS / GUARDIAN DETAILS

Name of Parents / Guardian:
Relationship:
Home Address: Occupation:
Town/ City: Postcode: State:
Contact Number: Home Mobile
Email Address:

For Malaysian Applicants Only

Religion: Race: ☐ Malay ☐ Chinese ☐ Indian ☐ Pribumi ☐ Indian ☐ Others

For International Applicants Only

If you have the following pass, please tick:
☐ Malaysian PR ☐ Student ☐ Dependent ☐ Diplomatic ☐ MM2H ☐ Work Permit
☐ Others (please specify) ☐ None
Immigration Pass Expiry Date (DD/MM/YYYY):

PART 3 : ACADEMIC QUALIFICATIONS

Start Date	End Date	Institution Name and Location	Qualification Obtained

Note: If space given is not sufficient, please include an attachment.

English Language Proficiency

☐ please tick if the medium of instruction for your highest qualification achieved was in English. (A letter issued by the university is required as proof for applicants whose first language is not English). If not, please complete the table below and enclose a copy of your English Language qualification

Type of Test	Year Obtained	Score

PART 4 : OTHERS

Will your course be self-financed or sponsored? Please provide details of your sponsors

☐ Self ☐ Organisation / Government Sponsor

Where did you learn about UOW Malaysia and its programs?

☐ Advertisement ☐ Agent ☐ Personal Recommendation ☐ Website / Social Media ☐ Open Day
☐ School Event ☐ Public Education Fair

Do you have any medical condition that needs attention?

☐ Yes. Please provide details:

☐ No. I hereby declare that I am physically and mentally fit and there is no other medical condition or disability likely to prevent me or require special attention or care in relation to study in UOW Malaysia

PART 5 : UOW MALAYSIA KDU'S RULES & REGULATIONS

Malaysian Students

1. UOW Malaysia policy over Subjects Registration.

- You are required to enrol for the subjects within 7 days after the commencement date of the program.
- Enrolment after the stipulated date is subject to the approval from the Head of Academic Department.

2. Attendance & Results.

You are to maintain the following regulations mandated by the Ministry of Higher Education, Malaysia (MOHE):

- To maintain full-time studies status by registering NOT less than 3 subjects per semester.
- To attend all lectures, tutorials, practical and other classes required by the program.
- To maintain 80% of class attendance for each subject per semester. Failing which, you will be barred from the final examination of the program.
- To maintain a minimum CGPA of 2.0 per semester.

International Students

1. **Students Visa Application.** Your acceptance to UOW Malaysia is subject to the approval of your student pass application by EMGS & the Immigration Department of Malaysia. UOW Malaysia will not be held responsible for the time taken to process your application and/or the rejection of your application by the relevant authorities.

2. **Validity of Passport & Pass.** You must hold a valid passport and student pass for the entire duration of your stay in Malaysia. You are responsible for the validity of any kind of immigration pass/ and must abide by the rules and regulations imposed by UOW Malaysia and the Immigration Department of Malaysia.

3. **Report to UOW Malaysia.** You are to report to the International Office (IO), UOW Malaysia within 3 days of your arrival, to pay all outstanding fees, to proceed for medical examination and submit your passport for endorsement of student pass.
4. **Payment of Fee.** You are required to report to the Admission & Bursary Office to pay the program fees and to present the original certificate(s) and supporting documents within 7 days after the commencement date of the program (please refer to UOW Malaysia's Bursary Policy).
5. **Payment of Insurance, Medical Examination, Student Pass & Personal Bond.** You shall bear all charges related to your insurance/ medical examination/ student pass/ personal bond or penalty charges by EMGS & the Immigration Department of Malaysia.
6. **No Employment.** You are not allowed to engage in any kind of work or occupation in Malaysia while holding a student pass unless you have obtained written approval from the Immigration Department of Malaysia.
7. **Extension of Student Pass.** All application for extension of student pass must be submitted to the International Office 2 months before the expiry date of your student pass.
8. **Withdrawal.** You must inform UOW Malaysia in writing if you wish to withdraw from the institution and report to the International Office for cancellation of your student pass. UOW Malaysia reserves the right to forfeit the caution fee, to make a police report and inform the Immigration Department of Malaysia to cancel your student pass, if you fail to do a proper cancellation before leaving the country.
9. **Inactive.** If you have registered but failed to attend any classes 1 month after the commencement date without informing UOW Malaysia officially, you will be classified as having withdrawn. All fees and security deposit will be forfeited and UOW Malaysia will inform the Immigration Department of Malaysia to cancel your student pass.
10. **Refund of Fee.** Refund of fees is subject to UOW Malaysia's Bursary Policy.
11. **Deferment.** You must obtain the written approval from your Head of Department if you wish to defer your studies (please refer to UOW Malaysia's Bursary Policy). You have to return to home country during the deferment period.
12. **Code of Conduct.** You are required to abide by the UOW Malaysia Code of Conduct and Code of Discipline.

PART 7 : STUDENT'S DECLARATION

I declare that the information provided and documents submitted are true and complete. I understand that any misrepresentation of information may result in UOW Malaysia revoking acceptance or terminating my enrolment.

I further agree to abide by the UOW Malaysia Code of Conduct and understand that UOW Malaysia reserves the right to change policies, programs and fees without notice. I understand that my study in UOW Malaysia is subject to the approval of my student pass by the Malaysian Immigration Department (for international students only) .

I hereby confirm that I have read, agree to and confirm all the above. I understand that by accepting this offer, I am to follow all the above terms and conditions as well as UOW Malaysia's Rules & Regulations. I fully understand and agree to abide by them.

I hereby consent to allow the institution to release relevant information pertaining to my academic performance to my parents/ guardians as and when needed.

.....
Signature of Applicant

.....
Date

USE OF PERSONAL DATA

I, (NRIC / Passport No.):
hereby declare that the information in this application form is correct and complete. I have read the information and all terms and conditions stipulated in this application form. I also consent to the use of the Personal Data for purposes as declared under Personal Data Protection Notice as listed in <https://www.uow.edu.my/personal-data-protection-notice>.

UOW Malaysia may collect, process and use the information above to provide me with the latest information on products and services offered by UOW Malaysia.

Acknowledged by:

If you are under 18, your guardian / parent must sign below:

.....
Date:

.....
Name of Guardian / Parent:
NRIC / Passport No.:

Document checklist for Malaysian applicants

- | | |
|--|---|
| ☐ 1 copy of IC | ☐ Scholarship Application Form |
| ☐ 1 passport photo | ☐ Tactical Discount Form |
| ☐ 1 copy of ALL academic certificates & transcripts | ☐ Bursary Policy |

Document checklist for International applicants

- ☐ 3 copies of passport (all pages in colour) with validity of 24 months (all nationality) or 30 months for Indonesian
- ☐ 4 passport size photos (white background)
- ☐ 3 copies of ALL academic certificates & transcripts (English Translation & Original Language)
- ☐ Health Declaration Form
- ☐ Payment of EMGS fee and registration fee
- ☐ No Objection Certificate (NOC) for Sudan, No Objection Letter (NOL) for Oman, or Letter of Eligibility (LOE) for Iranian (if applicable)
- ☐ Copy of yellow fever vaccination card (for students from a country with a risk of yellow fever transmission, or have stayed in transit within these countries for more than 12 hours.)

Additional documents for transfer students (from other institutions)

- ☐ 3 copies of transcripts from previous institution
- ☐ 2 copies of attendance report from previous institution
- ☐ Original release letter

Application form and all documentation should be sent to any one of the following addresses where applicable:

Admissions and Bursary

University of Wollongong Malaysia, Glenmarie, Selangor Campus DKU013(B)

Jalan Kontraktor U1/14, Seksyen U1, 40150 Shah Alam, Selangor.
+603 5565 0538

UOW Malaysia KDU College, Glenmarie, Selangor Campus DK280-01(B)

Level 5, Jalan Kontraktor U1/14, Seksyen U1, 40150 Shah Alam, Selangor.
+603 7953 6688

UOW Malaysia College, Glenmarie, Selangor Campus DK070(B)

Level 6, Jalan Kontraktor U1/14, Seksyen U1, 40150 Shah Alam, Selangor
+603 7953 6690

UOW Malaysia KDU Penang University College, George Town, Penang Campus DKU032(P)

32, Jalan Anson, 10400 George Town, Pulau Pinang.
+604 238 6368

UOW Malaysia KDU Penang University College, Batu Kawan, Penang Campus DKU032(P)

PMT 755, Persiaran Cassia Barat 3, 14110 Bandar Cassia, Pulau Pinang.
+604 563 6000

FOR OFFICE USE ONLY**Admission Status**

Program code: _____ Entry level: _____

Category of acceptance: ☐ Full ☐ Conditional

Academic requirements for Conditional Acceptance

☐ To submit a copy of certified actual result

☐ Other conditions:

Remarks:

Counselled by:

Signature:

Date:

Recruited by:

☐ Agent

Company name & stamp:

Admission process by:

(Admissions & Bursary Staff)

Signature:

Date:

BURSARY POLICY

UOW Malaysia, Glenmarie Campus.

PAYMENT OF FEES

Fees may be paid in cash, by credit cards (Visa or Mastercard), crossed cheque, bank draft payable to **University of Wollongong Malaysia Sdn Bhd / UOW Malaysia KDU College Sdn Bhd / UOW Malaysia College Sdn Bhd**

Fees also can be paid via telegraphic transfer or direct banking to the following account:

For **University of Wollongong Malaysia**

Malaysian Students:

- Any Malayan Banking Berhad branch
- University of Wollongong Malaysia Sdn Bhd
- A/C No.: 514196-318800

International Students:

- OCBC Bank (Malaysia) Berhad
- University of Wollongong Malaysia Sdn Bhd
- A/C No.: 707-101912-7
- 89, 91 & 93, Jalan SS21/60, Damansara Utama, 47400 Petaling Jaya, Selangor, Malaysia.
- Swift Code: OCBCMYKLXXX

For **UOW Malaysia KDU College**

Malaysian Students:

- Any Malayan Banking Berhad branch
- UOW Malaysia KDU College
- A/C No.: 514196-662903

International Students:

- OCBC Bank (Malaysia) Berhad
- UOW Malaysia KDU College Sdn Bhd
- A/C No.: 707-126406-7
- 89, 91 & 93, Jalan SS21/60, Damansara Utama, 47400 Petaling Jaya, Selangor, Malaysia.
- Swift Code: OCBCMYKLXXX

For **UOW Malaysia College**

Malaysian / International Students:

- Any CIMB Bank Berhad branch
- UOW Malaysia College Sdn Bhd (formerly known as Ramsay Sime Darby Healthcare Education Services Sdn Bhd)
- A/C No.: 800-260-7658
- Swift Code: CIBBMYXKL

Please fax copy of payment advice together with Student Number, Name and Contact Number to Admission & Bursary Department at +603 5565 0538 (UOW Malaysia, Selangor Campus) Fax +603 5565 0773 / Email: sel-anb-enquiry@uow.edu.my.

All fees must be paid in full on or before commencement of each semester. There is a grace period of 7 working days (including Saturdays, Sundays and public holidays) from the commencement of each semester for fees to be paid. A late payment penalty charge of RM10 per day will be imposed on all outstanding fees after the grace period. If fees are unpaid after the fifth week of a semester, students are not allowed to register for the current semester and will be deferred to the next semester.

All fees received in advance are deemed to be for payment of course fees.

Students who have outstanding fees will not be allowed to proceed on to the following semester of studies and may be terminated from their studies.

International Students pursuing **Certificate in Intensive English (CIENG)** are required to **pay 2 Level of course fees upfront. The fees paid are NOT refundable.**

REFUND OF FEES

Registration and Admission Fees are non-refundable.

Students requesting a refund must fill up a Request for Refund form which is available at Admissions & Bursary Department.

If student withdraws from the University/College within fourteen (14) days from the date of commencement of a semester, 50% of the tuition fees will be refunded. No refunds are allowed if student withdraws after fourteen (14) days from the date of commencement.

Caution Fee is refundable upon completion of the program. In the event of a withdrawal/termination of studies, only 50% of the Caution Fee will be refunded. Caution fee will be offset against any outstanding fee prior to refund.

Request for refund is only processed: if a student withdraws or has completed his or her studies.

International students are required submit student pass for cancellation before the refund can be processed (applicable for withdrawal and completion studies). Students are required to surrender their student card upon withdrawal / completion of studies. A penalty of RM20 will be deducted from the student's account if they fail to return the card.

The University/College will take a minimum of 30 working days to process the refund upon receipt of the Request of Refund form from the student. Student will be notified to collect the monies when the refund is ready.

In all circumstances, students are advised to collect refunds/ monies within 6 months from the date of completion of studies or 6 months from the date as stated in the letter of collection of refund, failing which, the said monies shall be forfeited by the University/College.

DEFERMENT OF STUDIES

Students are allowed to defer their studies for ONE (1) semester ONLY. Students have to write to their Academic Department Head for approval of the deferment.

Student who has withdrawn/deferred/left the programme for more than one year is liable to pay again the Admission (for international student), and Registration fee upon re-admission.

Note: The University/College reserves the right to change the Bursary Policies when deem necessary.

I, Student No. have read and understood the above stated UOW Malaysia Bursary Policy and will abide by it.

Student's Signature

NRIC / Passport No.

Date