



# POSTGRADUATE 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.

## SECTION A: PROGRAM

Program Name: .....

Master by Coursework     Master by Research

Doctoral by Coursework     Doctoral by Research

School: .....

Glenmarie, Selangor     George Town, Penang     Batu Kawan, Penang

Proposed Date of Admission: .....

Mode of Study :  Part Time     Full Time

Affix photo  
here

## SECTION B: PERSONAL INFORMATION (CAPITAL LETTERS)

Full Name as stated in NRIC/Passport: .....

IC/Passport No.: .....

Date of Birth (dd/mm/yy): ..... Place of Birth: .....

Gender :  Male     Female

Nationality: .....

Marital Status: .....

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>

Correspondence Address (P.O. Box address is not accepted for international applicants) : .....

City: ..... State: ..... Country: .....

Postcode: .....

Home Telephone No. : ..... Mobile Phone No.: .....

Email Address: .....

Permanent Address (if different from above): .....

City: ..... State: ..... Country : .....

Postcode: .....

Person to contact in the event of emergency:

Name: ..... Relationship: .....

Address: .....

City: ..... State: ..... Country: .....

Postcode: .....

Home Telephone No.: ..... Mobile Phone No.: .....

Email Address: .....

For Malaysian Applicants only :

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

For International Applicants only :

Malaysia Immigration Pass held:  Malaysian PR  Social Visit  Student  Dependent  Diplomatic  
 MM2H  Work Permit  Others (please specify): .....  None

Immigration Pass Expiry Date (dd/mm/yy): .....

For applicants from the People's Republic of China only :

Please advice as to which Malaysian Consulate you wish to obtain your single entry visa to Malaysia:  
 Shanghai  Beijing  Guangzhou

**SECTION C: ACADEMIC QUALIFICATIONS**

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

**Academic Qualifications**

Start Date	End Date	Institution Name and Location	Qualification Obtained
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**Career History**

Start Date	End Date	Employer	Designation
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
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**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
.....	.....	.....
.....	.....	.....
.....	.....	.....



**SECTION E: OTHERS**

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

Self    Organisation/Government Sponsor

Where did you learn about UOW Malaysia and its programmes?

Advertisement    Agent    Personal Recommendation    Internet    University brochure    School  
 Public Education Fair    Others : .....

Do you have any medical condition that needs attention?  Yes    No

If Yes, please provide details: .....

If No, I hereby declare that I'm physically and mentally fit and there is no others medical condition or disability likely to prevent me or require special attention or care in relation to my study in UOW Malaysia

**SECTION F: REFERRALS**

First Referral	
Name:	.....
Position:	.....
Organisation:	.....
Address:	.....
	.....
Telephone No:	.....
Email:	.....

Second Referral	
Name:	.....
Position:	.....
Organisation:	.....
Address:	.....
	.....
Telephone No:	.....
Email:	.....

## SECTION G: 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 programme.
  - 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 fulltime studies status by registering **NOT** less than 3 subjects per semester.
  - To attend all lectures, tutorials, practical and other classes required by the programme.
  - 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 programme 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.

## SECTION H: 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, programmes 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:

**Document checklist for Malaysian applicants**

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

**Document checklist for International applicants**

- 3 Copies of passport (all pages, detail page(s) in colour, 2 pages of passport to be copied in 1 page of A4 paper, 2 years validity / 3 years validity for Indonesian)
- 6 passport photos (white background)
- 3 copies of ALL academic certificates & transcripts (English Translation & Original Language)
- Original Release Letter from previous Malaysian institution
- Payment of EMGS fee and registration fee
- No Objection Certificate (NOC) for Sudan or Letter of Eligibility (LOE) for Iranian.
- Health Declaration Form
- 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.)

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

**Univerity 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

**Declaration: I hereby certify that the information provided above is correct.**

.....  
Signature of Applicant: Date:

<b>THIS SECTION FOR OFFICE USE ONLY</b>	<b>Student ID. No.:</b>
<b>Programme Admission Approved By:</b> (Name and Signature) ..... .....  <b>Counselled By:</b> (Name and Signature) ..... ..... .....  <b>Letter Issued:</b> ..... <b>Processed By:</b> ..... <b>Date :</b> .....	

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