



**A . P . U**  
ASIA PACIFIC UNIVERSITY  
OF TECHNOLOGY & INNOVATION

# APPLICATION FORM

(Masters & PhD only)

Malaysian  
 International \_\_\_\_\_  
Country

*For office use only*

Student Number:  
\_\_\_\_\_

Programme code:  
\_\_\_\_\_

Please complete and return this form to:  
**Asia Pacific University of Technology & Innovation (APU)**  
Technology Park Malaysia, Bukit Jalil, 57000 Kuala Lumpur, Malaysia  
Tel : 603-8996 1000 Fax: 603-8996 1001 Email: info@apu.edu.my

## PART A : PERSONAL DETAILS

Title:  Mr  Ms  Mrs Other \_\_\_\_\_

Gender:  Male  Female

Name (as per IC / Passport):  
\_\_\_\_\_

Race:  
\_\_\_\_\_

IC Number (For Malaysian Students only):  
\_\_\_\_\_

Religion:  
\_\_\_\_\_

Passport Number (For International Students only):  
\_\_\_\_\_

Nationality:  
\_\_\_\_\_

Marital Status:  
\_\_\_\_\_

Date of birth (dd/mm/yyyy):  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Place of birth:  
\_\_\_\_\_

Student's Correspondence Address:  
\_\_\_\_\_  
\_\_\_\_\_

Postcode:  
\_\_\_\_\_

City / State:  
\_\_\_\_\_

Country:  
\_\_\_\_\_

Contact number:  
Tel \_\_\_\_\_

Mobile \_\_\_\_\_

Email (please write clearly):  
\_\_\_\_\_

Parent / Guardian Name:  
\_\_\_\_\_

Parent / Guardian Contact number:  
Tel \_\_\_\_\_

Mobile \_\_\_\_\_

Parent / Guardian Permanent Address (If different from Student's Correspondence Address) :  
\_\_\_\_\_

Postcode:  
\_\_\_\_\_

Country:  
\_\_\_\_\_

Parent / Guardian Email (please write clearly):  
\_\_\_\_\_

Contact person in Case of Emergency:  
\_\_\_\_\_

Relationship to the student:  
\_\_\_\_\_

Contact number:  
Tel \_\_\_\_\_

Mobile \_\_\_\_\_

Email (please write clearly):  
\_\_\_\_\_

## PART B : PROGRAMME APPLIED FOR

Level of study:  Masters Degree  PhD

Programme name:  
\_\_\_\_\_

Mode of study:  Part - time

Full - time

Intake date (mm/yy): \_\_\_\_\_ / \_\_\_\_\_

### **PART C : ACADEMIC BACKGROUND (from highest to lowest)**

Please give details of the last TWO (2) universities / colleges you attended (most recent first)

Please attach copies of your certificates and the transcripts of all results obtained for your highest level of study, plus a certified translation if the originals are not in English.

Name of Programme	Name of Institution & Country	Programme length	Year Awarded	Major / Discipline	Class / CGPA	Language of Instruction

### **PART D : CAREER HISTORY/VOLUNTARY WORK/RELEVANT EXPERIENCE**

Please give details of your last TWO (2) situations relating to employment, training and / or professional experience (most recent first)

Name of employers & Address	Position held & main functions	Full-time / Part-time	Period of Employment		Reason for Leaving
			From	To	

### **PART E : ACADEMIC/PROFESSIONAL INTEREST & PURPOSE OF STUDY**

Please outline your reasons for wishing to undertake your chosen programme of study.

(Please continue on a separate sheet if necessary)

### **PART F : PERSONAL STATEMENT**

Please give your reasons for choosing *Asia Pacific University of Technology & Innovation (APU)* to further your study.

(Please continue on a separate sheet if necessary)

### **PART G : MEDICAL DISCLOSURE**

1. Do you have any special / medical condition that requires the attention of the University?  Yes  No

If yes, please indicate below:

Allergies  Anaemia  Asthma  Colour Blindness  Epilepsy  Heart Disease

2. Have you had any history of Mental / Psychiatric conditions?  Yes  No

3. Others (please give details):

Note (for International Students Only):

1. It is compulsory for all international students to purchase a health care plan and keep it valid throughout your academic study at APU. This will need to be purchased from EMGS.
2. Students from Yellow Fever Endemic Zones and other affected areas are required to have an International Health Certificate showing Yellow Fever Vaccination.

## PART H : Referees

Please provide TWO (2) academic references from people (not a relative) who have direct knowledge of your study and/or work.

Name	Company & Address	Position	Contact Number	Fax Number	Email

## PART I TO PART K : FOR INTERNATIONAL APPLICANTS ONLY

### PART I : ENGLISH LANGUAGE PROFICIENCY

English was the language of instruction in my previous completed studies  Yes  No

I hold / have completed the English language qualification (s) listed below:

Name of Test / Examination:

Name of School / College/ University:

Date (to be) taken:

Results (if known):





### PART J : MALAYSIAN IMMIGRATION INFORMATION

Are you currently holding any type of Malaysian Immigration Pass / Visa?

Yes  No

If yes, type of Immigration Pass / Visa:

Social Visit  Student  Dependent  Diplomatic

Expiry date of immigration Pass / Visa held (dd/mm/yy)   -   -

*(Those transferring from other Institutions / Colleges / Universities in Malaysia and holding a Student Pass / Visa or Dependent Pass will need to provide the School Leaving Certificate / Testimonial, Release Letter, Results and Attendance Report / Letter from the institution)*

If you are a student / former student of any Institution / College / University in Malaysia, please fill in the following:

Programme:

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Institution / College / University:

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Duration studied there:  year(s)

### PART K : ACCOMMODATION & ARRIVAL ARRANGEMENTS

Do you require APU to arrange your accommodation?

Yes  No, I will arrange for my own accommodation

If yes, please fill up the Accommodation Application Form.

Do you wish for APU to arrange to pick you up from the airport? (only applicable for new applicants)\*\*

Yes  No

\*\* Note :

1. This service is only available to students who hold a Valid Visa Approval Letter issued by Malaysian Immigration and who enter Malaysia via Kuala Lumpur International Airport (KLIA/KLIA2)
2. Notice for airport pick-up must be given at least 7 working days in advance by emailing the details to [arrivals@apu.edu.my](mailto:arrivals@apu.edu.my).
3. APU may not be able to arrange for airport pick-up and Immigration clearance should the required notice period not be provided.

## PART L : CONDITIONS FOR ENROLMENT AND FEE REFUND POLICY

1. Fees for the academic year are as set out in the fee guide.
2. Payment by crossed cheque, money order or bank draft is to be made payable to **Asia Pacific University Sdn Bhd**.
3. Fee payment refunds are governed by the Fee Refund Policy as stated in the Fee Guide.
4. Students must abide by all academic, administrative and examination rules and regulations and policies at APU.
5. APU reserves the right to use your personal information in order to carry out its responsibilities in your personal and / or academic interest as a student of APU. The scope of usage of this information may include the publishing of good examination results, the award of a prize or scholarship or otherwise.

## PART M : IMPORTANT CHECKLIST

### Malaysian Applicants

- Completed all sections of this application form (*where applicable*)
- Attached certified certificates / testimonials
- Attached certified Forecast / Trial results
- Attached photocopy of IC

### International Applicants

- Completed all sections of this application form (*where applicable*)
- 2 sets of passport copies all pages including blank pages (Please ensure the copies are clearly copied and all page number can be seen clearly)
- Attached certified copies of secondary or secondary vocational school results / transcripts from high school or/and other higher institutions of learning (if the documents are not in English Language, please provide certified English translations)
- 4 Passport-sized photographs with WHITE background (35mm x 45mm)
- EMGS visa processing fees and administrative charges

## PART N : DECLARATION

1. I declare that all the particulars provided in this form are complete and correct. I understand that should any information in this form be found to be inaccurate / incomplete my registration may be terminated by the University.
2. I agree to abide by APU's Professional Code of Conduct, rules, regulations and policies.
3. I hereby agree to give consent to APU to release my academic reports / results and attendance reports to my parents / guardians / sponsors as part of the APU's policies
4. I have also read and understood APU's FEE REFUND POLICY which is stated in the Fee Guide.
5. I undertake to ensure that all fees are paid by the specified due dates, and failing which I agree to pay any late payment and / or administrative charges incurred after the due dates. If the fees are not received within 21 days from the due date, I understand that I may not be allowed to use the facilities at APU.
6. I hereby give permission to APU for the use of photographs, images and videos in publicity and promotional material and to release relevant information to our University Partners, Career Centre, Alumni and any Government bodies or agencies as required.  
*Dengan ini saya memberi kebenaran kepada APU untuk kegunaan gambar, imej dan video dalam publisiti dan bahan promosi dan untuk memberikan maklumat yang relevan kepada institusi yang bekerjasama dengan University kami, Pusat Kerjaya, Alumni dan mana-mana badan kerajaan atau agensi-agensi seperti yang dikehendaki.*
7. By providing my personal data I consent to receiving information on courses, programmes and events that may benefit me.  
*Dengan menyediakan data peribadi saya, saya bersetuju untuk menerima maklumat mengenai kursus-kursus, program dan acara yang boleh memberi manfaat kepada saya.*

Signature :

Name :

Date :

## FOR OFFICE USE ONLY : FEE PAYMENT DETAILS

Payment upon registration:

- |  |                      |
|--|----------------------|
| 1. Enrolment Fee   | <input type="text"/> |
| 2. Registration Fee  | <input type="text"/> |
| 3. Course Fee  | <input type="text"/> |
| 4. Library Deposit (refundable)                              | <input type="text"/> |
| 5. Engineering Laboratory Deposit (refundable)               | <input type="text"/> |
| 6. EMGS & Application Fees (for International students only) | <input type="text"/> |
| 7. Personal Bond (for International students only)           | <input type="text"/> |
| 8. Others _____  | <input type="text"/> |
| <b>Total fees paid upon registration</b>                     | <input type="text"/> |

Mode of payment (upon registration):

- Cash  Cheque  Online  Others \_\_\_\_\_

Payment option :

- Full payment  
 Installment - Semester  
 Installment - Monthly (*for Malaysian Applicants only*)

Note:

1. Payment by cheque / Bank Draft is to be made payable to:  
**Asia Pacific University Sdn Bhd.**

2. For payments made by cheque, please indicate:

Bank : \_\_\_\_\_

Cheque No : \_\_\_\_\_

Registered by:

Data input in GIMS by:

Registration checked & approved by:

Date:

Date:

Date:

## PRIVACY STATEMENT

The purpose of requesting the personal data in this form is to assist us in processing your Programme or programme application and for statistical and information purposes. If you choose not to complete all the required sections or do not provide all the required information, it may not be possible to process your application. Access to the personal data you provide will be strictly on a need to know basis. By providing the personal data on this form, you give your consent to allow personal data and information to be processed securely and confidentially. Tujuan kami meminta segala data peribadi anda di dalam borang ini adalah untuk membantu kami dalam memproses kursus atau permohonan program dan untuk tujuan statistik dan maklumat. Jika anda memilih untuk tidak melengkapkan semua bahagian yang diperlukan atau tidak menyerahkan semua maklumat yang diperlukan, kami tidak dapat memproses permohonan anda. Kami hanya akan rujuk data peribadi anda untuk mengetahui segala maklumat yang perlu diketahui. Dengan mengisi maklumat peribadi pada borang ini, anda memberikan persetujuan untuk membenarkan data peribadi dan maklumat diproses dengan selamat dan sulit.