

SEMESTER: Semester I (September Intake)
 Semester II (February Intake)

SESSION: (e.g.: 2013/2014)

Please attach recent passport-sized photograph here

INFORMATION ABOUT UMS OBTAINED FROM**:

- | | | |
|-----------------------------------------------|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> UMS website | <input type="checkbox"/> Agency | <input type="checkbox"/> Current Student/staff |
| <input type="checkbox"/> Education Fair | <input type="checkbox"/> Friend | <input type="checkbox"/> Local/Overseas Promo |
| <input type="checkbox"/> Television / Radio | <input type="checkbox"/> Social Networking Side | <input type="checkbox"/> Alumni |
| <input type="checkbox"/> Magazine / Newspaper | <input type="checkbox"/> Brusher | <input type="checkbox"/> Others: |

NEAREST MALAYSIAN EMBASSY/CONSULATE OFFICE
(Please provide detail information about the address of the nearest Malaysian Embassy/Consulate Office in your own country for collection of the Visa Approval Letter [VAL])

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1 PROGRAMME DETAILS

Choice	Code	Programme	Faculty
First Choice			
Second Choice			
Third Choice			

****UMS RESERVES THE RIGHTS TO OFFER A DIFFERENT PROGRAMME THAT SUITED ACCORDING TO THE CANDIDATE'S ACADEMIC BACKGROUND.**

2 PERSONAL DETAILS

Name as stated in the Passport: (<i>in capital letters</i>) _____	Other name [if any]: _____
Date of Birth [DD/MM/YY] _____	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single
Passport No: _____ Valid until: _____ Place and Date issued: _____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Citizenship: _____	

3 ADDRESS INFORMATION

Current Mailing Address: _____ Postcode: _____	Permanent Address (should it is different from the current address): _____ Postcode: _____
Tel: _____ Fax: _____ E-Mail: _____	Tel: _____ Fax: _____ E-Mail: _____

4 FAMILY BACKGROUND

Name of Father/Guardian:	Passport No:	
Occupation:	Citizenship:	Contact Number Telephone No: Fax No:
Address: Postcode:		

Next of Kin (person to be notified in case of emergency)		
Name	:	
Address	:	
Relationship	:	
Contact Number	:	

5 ACADEMIC BACKGROUND

Name and Address of School/Institution	Year Attended	Secondary School/Diploma Obtained	Date of Graduation	Class/CGPA

6 ENGLISH LANGUAGE QUALIFICATION

Please indicate your English Language qualification:-

Type of Examination	Date Taken/Completed	Score
Test of English as a Foreign Language (TOEFL)		
➤ Paper Based Test		
➤ Computer Based Test		
➤ Internet Based Test		
International English Language Testing System (IELTS)		
Malaysian University English Test (MUET)		
Intensive English Preparatory Programme (IEPP)		
Cambridge International Examination Test		
Any other English EQUIVALENT qualification recognized by UMS		

7 FINANCIAL SUPPORT GUARANTEE

Please indicate your source of financial support

Employee / Government

Study Loan Fund

Self-support

*****please attach your latest bank account statement that has at least USD5000 (for applicants from Non- Asian countries) or USD2500 (for applicants from ASEAN countries)***

Name and address of person / organization paying your fees:-

8 DECLARATION

I understand that withholding information requested may make me ineligible for admission to the University Malaysia Sabah and I also would like to certify that the information that I have provided on this application and in all other application materials is complete, accurate and true to the best of my knowledge and if admitted, I agree to abide by the rules and regulations of the University. I understand that misrepresentation of application information is a sufficient ground for cancelling admission or registration.

Applicant's Signature: _____

Date: _____

[DD/MM/YY]

9 VISA APPROVAL LETTER (VAL)

For student who are applying from overseas [non-citizen]

International applicant who is offered a place to study in UMS is required to apply for Visa Approval Letter (VAL) before entering this country. Visa Approval Letter (VAL) is a visa issued by the Malaysia Representative Office abroad to non-citizen to enable individual(s) to enter Malaysia after the visa is approved by the Immigration Department Headquarters in Malaysia. The VAL process will normally take one (1) to two (2) months. Therefore, students are advised to take immediate action upon receiving the offer letter from the university. To expedite the application, please attach:

- 3 certified copies of ALL pages of passport (including blank pages) (passport must be valid for at least 12 month); and
- 5 recent passport-sized photographs (5cm X 4 cm) with the applicant's name written overleaf.
- All costs charged by Malaysia Immigration Department related to the Student Pass / Visa is to be borne by the applicant.
- **Application form for Visa Approval Letter need to be submitted after receiving the offer letter from the university.**

10 PAYMENT OF NON – REFUNDABLE PROCESSING FEE

This application must be accompanied by a non – refundable processing fee of RM227.90 (inclusive 6% GST) or USD53. The payment can be made through Telegraph Transfer (T.T) as below:-

Type of transfer	:	Telegraph Transfer (T.T) only
Amount	:	USD53
Payee	:	UNIVERSITI MALAYSIA SABAH
Bank Account	:	510013022413
Bank Address	:	Malayan Banking Berhad, No.9 Jalan Pantai, 88000, Kota Kinabalu, Sabah
Swift Code	:	MBBEMYKLXXX

**** Please attached a copy of the above payment and submitted together with the application form.**

ALL APPLICANTS should note that the University reserves the right to make without notice changes in regulations, courses, fees, etc at any time before or after candidate's admission. Admission to the University is subject to the requirement that the candidate will comply with the University's registration, procedure and will duly observe the charter, statutes, ordinances and regulations from time to time in force.

11 APPLICATION PROCESS
(a) Step 1

Download and complete the application form at this link:-

<http://www.ums.edu.my/phea/>

(b) Step 2

Submit all the following items along with the Application Form via email or mail to ensure that your application is complete and can be processed for admission before:-

Academic Session	Due Date Submitted
September Intake	01 May (current year)
February Intake	01 October (in the previous year)

(c) Step 3

Tick (/) in the appropriate boxes to indicate items that have been attached.

No	Documents Required Checklist	Tick [✓]
1	Complete and signed application form;	<input type="checkbox"/>
2	Proof of payment for processing fee payable to UMS;	<input type="checkbox"/>
3	A duly certified true copy of :- <ul style="list-style-type: none"> ➤ GCE O-Level; ➤ GCE A-Level; or ➤ Diploma 	<input type="checkbox"/>
4	Pass the TOEFL at least 500 points (Paper Test), 213 points (Computer Test) or 79 points (Internet Test) / International English Language Testing System (IELTS) at least Band 5.5 / Intensive English Preparatory Programme (IEPP) held by UMS Centre For The Promotion of Knowledge with at least B Grade ;	<input type="checkbox"/>
5	A duly certified true copy of Certificate of Education Completion Secondary/Tertiary Education Institution(s);	<input type="checkbox"/>
6	Translation in English of the item FIVE (5) Academic Background by the Education Department of your country of origin, if an English translation is not available;	<input type="checkbox"/>
7	A duly certified copy of Financial Support Guarantee document;	<input type="checkbox"/>
8	Three(3) certified true copies of ALL pages of passport (including blank pages) (Passport must be valid for at least 12 months);	<input type="checkbox"/>
9	Five(5) recent passport-sized photographs (5 cm x 4 cm) with the applicant's name written overleaf;	<input type="checkbox"/>
10	One(1) copy of the information on the nearest Embassy address in your country for collection of the VAL letter (to be printed on A4-sized paper)	<input type="checkbox"/>

(d) Step 4

All documents attached must be certified as true copy.

(e) Step 5

Only successful application will be notified. Otherwise, your application is considered Unsuccessful.

(f) The above documents should be sent to:-

**SECTION OF INTERNATIONAL STUDENTS MANAGEMENT
CENTRE FOR INTERNATIONAL AFFAIRS
LEVEL 5 SOUTH BLOCK, CHANCELLARY BUILDING,
UNIVERSITI MALAYSIA SABAH
88400, KOTA KINABALU, SABAH**

(g) For enquiries, please contact:-

Telephone : +60 88- 320 000, ext: 1385/1381/1057/1025

12 DECLARATION
FOR THE USE OF CfIA

No	General Entry Requirement Checklist	Yes [√]	No [√]
1	GCE O-Level result or equivalent; AND	<input type="checkbox"/>	<input type="checkbox"/>
2	STPM or GCE A-Level or Higher School Certificate (HSC) or its equivalent with at least grade C in any three (3) subjects; OR	<input type="checkbox"/>	<input type="checkbox"/>
3	Diploma or its equivalent which is recognized by the Malaysia Government and the University Senate with CGPA of at least 3.00;	<input type="checkbox"/>	<input type="checkbox"/>

No	English Language Qualification	Result
4	➤ MUET (Band 3);	<input type="checkbox"/>
	➤ IELTS (Band 5.5)	<input type="checkbox"/>
	➤ TOEFL (PBT:500, CBT:213, IBT:79);	<input type="checkbox"/>
	➤ IEPP (Min B)	<input type="checkbox"/>
	➤ Cambridge International Examination Test (Min B)	<input type="checkbox"/>
	➤ OR other equivalent Please note: _____	<input type="checkbox"/>

No	Processing Fees	Yes [√]	No [√]
5	Processing Fee of RM227.90 (inclusive 6% GST) OR USD53;	<input type="checkbox"/>	<input type="checkbox"/>

Application received by: _____

Date received : _____

FOR THE USE OF FACULTY

 The student's application is Approved Not Approved

Students is granted to enrol for the programme: _____

Session / Semester Offered: _____

Reason if application not approved:

Dean's Signature & Stamp: _____ Date: _____

 Notification of Approved Rejected

sent on: _____

FOR THE USE OF TNCA

Review (s):

Deputy Vice Chancellor of Academic & International Signature and Stamp: _____