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KOLEJ UNIVERSITI ISLAM ANTARABANGSA SELANGOR
الكلية الجامعية الإسلامية العالمية سلانجور
SELANGOR INTERNATIONAL ISLAMIC UNIVERSITY COLLEGE
(365644-V)

APPLICATION FOR ADMISSION

Please affix a passport sized photograph

1. Please read the **TERMS & CONDITIONS** before completing the form & ensure that the form is completed correctly.
2. Guidelines are provided on the last page of the form.
3. Use a **BLACK BALLPOINT PEN** and write clearly in **CAPITAL LETTERS**. *(Incomplete and illegible forms will not be processed)*

Please tick (√) where applicable:

O **Local Applicant** O **International Applicant**

Intake : O 1st Session O 2nd Session O 3rd Session

Study Type : O Full-Time O Part-Time

Program Code

First Choice : Second Choice : Third Choice :

Personal Information

Name as stated in IC / Passport O Mr. O Ms. O Mrs.

Other Name (If any) :

IC / Passport Number : Date of Birth : / /

Passport Details: (***for international applicant only***)

Date of Issue : / / Date of Expiry : / /

Place / Country of Issue :

Nationality :

Gender : O Male O Female Race : Religion :

Marital Status : O Single O Married Place of Birth :

Disability : O Yes O No (If Yes) Disability Type :

Postal Address :

Post code / Zip code : Town :

State :

Permanent Address : *(If different from above)*

Post code / Zip code : Town :

State :

Contact Number: *(please include all international codes)*

Tel. No. (H) : Tel. No. (HP) :

Email Address :

(***for international applicant only***) **:**

Language Spoken :

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Are you holding any type of Malaysian Visa now or have you held any before? *(e.g. Student Pass, Dependant Pass, Diplomatic Pass, etc)*

O No O Yes (If yes) Type of Pass : _____ Valid Until : _____

(Attention : Those transferring from another School / College in Malaysia and holding a Student Pass or Dependant Pass will need to provide the School / College Leaving Certification / Testimonial and academic results and transcript)

(***for international applicant only***) **:**

Do you have a friend or relative in Malaysia? O No O Yes

If yes :

Name : _____

Relationship : _____ Tel. No. : _____

Address : _____

Post code / Zip code : _____

Have you ever lived outside of your country? O No O Yes If yes, please list countries, dates and reasons :

Date	Country	Reasons

Have you attended university before? O No O Yes If yes :

Year	**Country**	**University Name**

Who will pay for your educational expenses? _____

Parent / Guardian Information

Name : _____

Relationship : _____ Occupation : _____

Tel. No. (H) : _____ Tel. No. (HP) : _____

Tel. No. (O) : _____ Fax. No. : _____

Academic / Professional Qualifications

Please list Schools/ Colleges that you have attended and professional qualifications that you have from **age 15** *(local applicant),* **age 7** *(international applicant)* and their results with a certified translation if the originals are not in English.

Year of Examination	**Name of Examination**	**Total Number of Years**	**Name of School / College**	**Result**

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Please give details of any English Language qualifications you have obtained. eg. MUET, IELTS or TOEFL

Year of Examination	Name of Examination	Result

Working Experience

Position Held	Employer	Address, Tel. No., Fax	Duration	
			From	To

Declaration

I hereby declare that all information provided is true. I am aware that the university has the right to reject my application for any false information provided here.

Applicant Signature	Parent / Guardian's Signature
Date :	Date :

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Admission Procedure

Please attach the following when you submit your application

		Check List	For Office Use
1	Complete Application Form.		
2	A photocopy of complete Application Form . *(International student only)*		
3	Certified copies of Academic Results relevant to entry requirements		
4	Photocopy of Identity Card *(Local student only)* 2 copies of international passport or other traveling documents . All pages including blank pages must be photocopied on A4 size *(International student only).*		
5	4 passport size photographs with name written on the reverse. *(International student only)*		
6	Certified copies of certificate of completion from school/ college/ university.		
7	Certified copies of teaching appointment letter. *(Education Program)*		

Important Notes

		Check List	For Office Use
1	All documents must be in English Translation. *(International student only)*		
2	Any academic transcript must be attached with grading system reference.		
3	All documents must be verified.		
4	All documents must be written clearly and easily read.		

Any inquiries regarding applications please call us at 03-89254251 (ext.) 1205/ 1220/ 2240/ 2239 or email at jpa@kuis.edu.my or jpakuis@gmail.com.

For Admission Unit Only

Recorded By :

Date :

Department :

Checked By :

Date :

Department :

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Terms and Conditions

1. **Applicant must enclose all the documents listed in the Admission Procedure Section (page 4)**
2. **Registration Fees**
   - 2.1. A registration fee of RM1000 (local student) / RM1525 (international student) should be paid during registration (in Malaysian Ringgit).
   - 2.2. Please do not send cash payments through post.
   - 2.3. Cheques should be made payable to **KOLEJ UNIVERSITI ISLAM ANTARABANGSA SELANGOR.**
   - 2.4. Registration fees are not transferable and refundable.
   - 2.5. Any refund of fees or deposit, where applicable, will be at the discretion of the University's Treasury Office.

3. **Withdrawal**
   - 3.1. Application must be made to Academic Management Department (JPA).
   - 3.2. A fee for the withdrawal of studies will be charged as follows :
     - 3.2.1. Service charge will be imposed when the second (2) academic week starts.
     - 3.2.2. A half amount of the study fee will be charged starting from the third (3rd) academic week.
     - 3.2.3. A full amount of the study fee will be charged starting from the fifth (5th) academic week.

4. **Deferral**
   - 4.1. A student who defers the studies must apply to the Academic Management Department at least a week before the examination week starts.
   - 4.2. The fee for the deferment of studies is charged as follows :
     - 4.2.1. When the second (2nd) academic week starts, a service charge will be imposed.
     - 4.2.2. When the third (3rd) academic week starts, a half amount of the study fees will be charged.
     - 4.2.3. When the fifth (5th) academic week starts, a full amount of study fees will be charged.
   - 4.3. 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.

5. **Transfer between Courses**
   - 5.1. Application must be made to the Academic Management Department (JPA) through both the Head of the Department and the Dean of the former Faculty, as well as the Head of the Department and the Dean of the Faculty of the programme applied if it involved two (2) different Faculties. If the application is made within the same Faculty, it must obtain only the approval from the Head of the Department and the Dean of the Faculty.
   - 5.2. Application must be made within four (4) weeks starting from the date of registration.

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6. Add / Drop Module(s)

6.1. Students can add any courses until the second (2nd) academic week for every academic session.

6.2. Student can drop any courses until the fourth (4th) academic week for every academic session.

7. Rules and Regulations

7.1. All students must abide by the University Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.

7.2. Any criminal activities on the University premises will be reported to the relevant authorities.

7.3. The University and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the University.

7.4. 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.

7.5. The University reserves the right to revise the University Rules and regulations without prior notice.

7.6. Approval of student pass is subject to Malaysia Immigration Department (JIM), KUIS will not be held responsible with any losses or acquire if student pass application rejected by JIM.

8. Orientation

8.1. All individuals registered officially as KUIS students are required to undergo a one-week orientation programme in order to expose the students to the learning environment in the campus. Briefing by the management will also be conducted to assist the students in the process of learning. A one day induction course for international students is made compulsory in order introduce them to Malaysian culture and lifestyle.

9. The University reserves the right to accept or reject any application without assigning any reason.