



APEL.A PORTFOLIO EVALUATION FORM

Recent Photo	<input type="checkbox"/> New Submission <input type="checkbox"/> Re-submission <i>Please tick ✓ where applicable</i>
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PART 1: PERSONAL PARTICULARS

Name of Applicant	
Identity Card No./ Passport No./ National ID No.	
Intended Field of Study	
Intended Programme	
Level of Study (Please tick (✓) one only)	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree
Reference Number (For office use only)	

PART 2: DETAILS OF LEARNING ACQUIRED

A. Formal Learning (start with the most recent)

Intentional Learning/ programme of study delivered within an organization and structured context (pre-school, primary school, secondary school, technical college and university) that may lead to formal recognition/ a recognized qualification.

No	Academic Qualification	Awarding Body/ Institution	Year Awarded	Competencies (Please tick ✓ one or more. Refer to Appendix 5 for a list of skills that I have learnt)								Evidence of Learning* (Please refer to Appendix 4 for examples of evidence)
				1	2	3	4	5	6	7	8	
1												
2												
3												
4												
5												

***Note: All evidence must be properly labelled**

B. Informal Learning (start with the most recent)

Learning takes place continuously through life and work experiences (sometimes known as experiential learning). It is often unintentional learning.

No	Name of Employer/ Self-Employed	Contact Address	Duration (Month/Year)		Position Held	What I Have Learnt/ Acquired (Please tick <input type="checkbox"/> one or more. Refer to Appendix 5 for a list of skills that I have learnt)								Evidence of Learning* (Please refer to Appendix 4 for examples of evidence)
			From	To		1	2	3	4	5	6	7	8	
1														
2														
3														
4														
5														
6														

***Note: All evidence must be properly labelled**

No	Other Learning Activities This may include your hobbies/ sports/ recreation/ social/ community service/ training given/ consultancy services or other activities which might be relevant to the competencies.	Year	What I Have Learnt/ Acquired (Please tick <input type="checkbox"/> one or more. Refer to Appendix 5 for a list of skills that I have learnt)								Evidence of Learning* (if any) (Please refer to Appendix 4 for examples of evidence)
			1	2	3	4	5	6	7	8	
1											
2											
3											
4											

***Note: All evidence must be properly labelled**

E. Self-Assessment/ Reflection (Compulsory)

Describe how your prior learning experiences prepare you for the intended level of study (Not more than 250 words)

1. Why do you want to pursue this intended programme of study?
2. How is your prior learning experience applicable to/related to/relevant to your chosen field of study?
3. What are your action plans in ensuring the successful completion of your programme?
(Commitment, time management, financial resources, support etc)
4. How will the completion of this programme help you in your life?

Referees (Family members and relatives cannot serve as referees)

Name		
Position		
Organisation		
Phone Number	Office: (Compulsory)	Mobile:
Email Address		
Relationship		

Name		
Position		
Organisation		
Phone Number	Office: (Compulsory)	Mobile:
Email Address		
Relationship		

PART 3: SELF DECLARATION

I hereby declare that all of the information/ documents provided to support this application are authentic, true and accurate. I fully understand the Terms and Conditions of the application and agree that my application will be rejected if I have falsified any information in any way.

Signature:

Name:

Date:

This application is subject to the terms and conditions stated below

- a. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation
- b. The Malaysian Qualifications Agency (MQA) is authorized by the applicant, to make references to and use the information or data in this application as may be deemed necessary
- c. The certification applied for is designed to meet requirements set by the MQA. Admission to the Academic Programme applied for, using this APEL Certificate is subject to the Academic Regulations approved by the University/ College
- d. Non-refundable application fee of RM..... is submitted. **Cash is unacceptable.**
- e. Applicant also can make payment via bank transfer. Please refer below.

Payment transfer to CIMB Bank account.

Account Name: U.C.I Education Sdn. Bhd.

Account No: 800 229 5164

Please email payment slip to:

cac@city.edu.my and credit.control@city.edu.my

Provide your full name, contact no., and NRIC/ Passport No. in the email.

Check List (Please tick ✓)			For Office Use
	Yes	No	Acknowledgement
Photocopy IC			Date:
Application Fee (Online/Banker's Cheque/ Draft No:.....)			
One (1) recent passport size photograph			
Certified Certificate/ Documents			
One (1) copy of the application			