



CITY GRADUATE SCHOOL

CITYU/SOP/AU/F01-1

APPLICATION FORM

Menara City U, No. 8, Jalan 51A/223, 46100 Petaling Jaya, Selangor.

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www.city.edu.my | cityumalaysia    

Intake

COURSE APPLIED

- Master of Education (M.Ed.)
- Master of Architecture (M.Arc)
- Master of Architectural Management (M.ArcM)
- Master of Accounting (M.Acc)
- Master of Information Technology (MIT)
- Master of Business Administration (MBA)
- Master of Science in Business Administration (By Research) (MSc.BA)
- Master of Mechanical Engineering (MME)
- Master of Business Administration (MBA-ODL)
- Master of Creative Industries And Communication (MCIC)
- Master of Sport Studies (MSS)
- Doctor of Business Administration (DBA)
- Doctor of Education (Ed.D)
- Doctor of Philosophy in Education (PhD-Ed)
- Doctor of Philosophy in Design (PhD-Design)
- Doctor of Philosophy (Business Administration) (PhD-BA)
- Doctor of Philosophy in Information Technology (PhD-IT)
- Doctor of Philosophy in Sport Studies (Phd-SS)
- Doctor of Philosophy in Performing Arts (PhD-PA)
- Doctor of Philosophy in Built Environment (PhD-BE)

SECTION A: PERSONAL PARTICULAR

Full Name (as per IC/Passport) :	<input type="text"/>		
NRIC :	<input type="text"/>	Gender :	<input type="text"/>
Passport Number :	<input type="text"/>	Religion :	<input type="text"/>
Date of Birth :	<input type="text"/>	Race :	<input type="text"/>
Email :	<input type="text"/>	Age :	<input type="text"/>
Correspondence Address :	<input type="text"/>	Nationality :	<input type="text"/>
		Tel :	<input type="text"/>
		Fax :	<input type="text"/>
		Mobile :	<input type="text"/>

Employer's Name :	<input type="text"/>
Occupation :	<input type="text"/>
Contact Number :	<input type="text"/>
Employer's Address :	<input type="text"/>

SECTION B: EMERGENCY CONTACT

Name :
Contact Number : Mobile :
Relationship : Parents Brother/Sister Cousin Others :

SECTION C: ACADEMIC/PROFESSIONAL QUALIFICATIONS

Highest Examination Passed SPM/ 'O' Level STPM/ 'A' Level Diploma Bachelor Master

Others:

Exam Year	Name Of Examination	School/Institution	Result

English Language Achievement

TOEFL IELTS MUET Others (Specify) : _____

SECTION D: WORKING EXPERIENCE (IF ANY)

Company	Position	From (Year)	To (Year)

SECTION E: SUPPORTING DOCUMENT (INTERNATIONAL STUDENTS) *Please attach the following when you submit your application*

- Health Examination
- Complete Application Form
- Payment for Visa (EMGS) & Application Fee
- Photographs (passport-sized, white background)
- Scan Copy of Passport - photocopy (cover to cover)
- High School / Diploma / Degree / Master certificates & transcripts or result in English Language with certified true copy
- Resend Resume/ CV (if applicable)
- Payment can be done via Cash, Credit Card, Bank-In or Bank-Draft to be made payable to U.C.I Education Sdn. Bhd.

Swift Code:
MBBEMYKL

Payment Option 1: Flywire payment <http://city-edu-new.flywire.com/>

Payment Option 2: Maybank transfer

Account Name : U.C.I. EDUCATION SDN BHD
Name of Bank : **Malayan Banking Berhad**
Account Number : 5123 3433 4755
Bank Address : 18A, Jalan 14/14, 46100 Petaling Jaya, Selangor

Important

Students are advised to read carefully and understand fully the terms and conditions set out in Section I before proceeding to the next section of this application form.

1. A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).
2. Fees payable are shown in the programme fee structure. Please note that City University reserves the right to review and revise fees annually. The fees indicated in the programme fee structure may not be applicable in the subsequent semesters (except the total tuition fee payable).
3. Fees due in the semester must be paid in advance in the first semester and before the first day of class in the subsequent semesters. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.
4. No fees should be paid to anyone except to City University. No agent has been authorised to collect fees on City University's behalf and City University will not be responsible to anyone for any monies to any other party other than City University.
5. Enrolment and General fees are NOT refundable and NOT transferable (this includes approved and rejected applications). In addition:
 - a. The registration fee, application fee, student annual fee and Education Malaysia Global Services application fee are not refundable nor transferable under any circumstances.
 - b. All initial fees paid as stipulated in the Letter of Acceptance / Conditional Letter of Offer / Conditional Letter of Acceptance are not refundable.
 - c. For international students, no fees are refundable if the student provides notices within two months before the commencement of semester. The commencement of the semester is based on the date stated in the Visa.
6. Notice of withdrawal from the programme / deferment must be given 60 days prior to the commencement of the semester for a refund of a course fee to be considered. The administrative charge is applied. In the event that a student withdraws from the programme to join another educational institution after obtaining visa under City University, an administrative charge of RM1,500 will be included for issuing of release letter. In the event that a student fails to complete a course of study, City University is not obliged to return any part of the fees paid by or on behalf of the student.
7. Refund of Tuition Fee (if any) to the student is after deduction for any damage and / or loss suffered by City University due to any fault or negligence of the student, free of interest. In order to claim the refund;
 - a. The student is required to submit the relevant form for approval by City University within 15 days of completion of or termination from the Program or approval to withdraw from the Programme. Failure to do so will result in the deposits and advances being forfeited.
 - b. For graduated students, the relevant forms must be submitted within 2 months from the convocation event.
 - c. All applications should ONLY be duly submitted in the prescribed form.
8. A transfer fee of minimum RM300 is charged for every inter-programme transfer.
9. Fees paid are not transferable except under the circumstances stated below and provided with a written request (accompanied by official supporting documents) that has been submitted to the Head of School or Director of Programme.
 - Transfer due to call for National Service.
 - Transfer due to medical reasons.
10. The refundable/transferable amount of fees or deposits is determined by Paragraphs 5 and 8, and after the deductions made against any fees or payments due and owing to City University.
11. City University shall forfeit all payment paid by the student or Sponsor;
 - a. If the Student remain inactive for 6 months without notifying the Registrar in writing.
 - b. In the event that a student is expelled/suspended or discontinues the programme due to misconduct.
 - c. In the event that student drop all the subjects before the ADD/DROP deadline and subsequently follow up with a withdrawal from City University, City University will charge back the full fees based on the initial approved course selection.
12. In the event of non-payment or late payment of any fees or any part thereof without prior written approval from the Registry, City University has the right without further notice,
 - a. To charge administrative charges on each month of default from the date of payment is due until the date of settlement of the fees and / or charge a reactivation fees;
 - b. To bar the Students from classes, examinations and access to campus facilities and / or withholding submission of answer scripts / assignment for making or withholding examination results, transcripts or certificates and / or suspend provision of any services and / or take such action where it deems appropriate;
 - c. To suspend or terminate the student from the programme and subsequently proceed to cancel the student visa upon notifying the relevant authorities, i.e. police and immigration department and the respective embassy;
 - d. To take such other recovery measures including commencing legal proceedings or referring to external debt collectors.
13. A student on conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated refund of the tuition fees paid.
14. A copy of the City University Student Handbook has been posted on the portal. Students are expected to read and abide by all rules and regulations of City University including policies on the use of campus facilities.
15. City University reserves the right to review and amend the rules and regulations (including policies) at anytime.

End of this section

SECTION H: ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

Applicant

- I have read and fully understand all the terms and conditions governing admission before submitting this application.
- I hereby declare that all information provided by me in this form, including those information given in all other documents submitted with this form, is complete, true and accurate. I also acknowledge that City University reserves the right to vary, amend or reverse any decision regarding admission and enrolment made on the basis of non-attainment of minimum entry requirements, incomplete or inaccurate information, including pre-requisite results to enrol into a programme.
- I understand that the Offer Letter issued to me will become void if I fail to submit all the relevant documents and pay the required course fees by the due date. I agree to inform the Registrar in writing of any change in the information given herein, and I understand that City University will not be liable as a result of my failure to do so.
- I understand and agree that City University shall forfeit all payment paid by me or Sponsor if I remain inactive for 6 months without notifying the Registrar in writing. I understand and agree that City University shall cancel my student Visa and notify the relevant government agencies / embassy / bodies if I remain inactive for 6 months without notifying the Registrar in writing (This is applicable to foreign students only).
- I understand and agree that any fees, deposits and / or monies due to me that remain unclaimed for a period of one year or more from the date of my becoming inactive in my program of study, will be transferred to any nominated education or charitable fund without further reference to me.
- I understand and agree to use the technology resources and facilities at City University for educational, academic, research and study purposes only and City University shall not be held liable for any violation of rules and regulations relating to those resources perpetuated by me.
- I have read the Personal Data Protection Notice.
- I consent to City University processing my personal data (including sensitive personal data as defined in the Personal Data Protection Act 2010) to assess my application, create an enrolment record on the student database, undertake statistical analysis and meet statutory reporting requirements. It will be accessed strictly for these purposes only and disclosed to the government agencies when required.
- I also hereby warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of my application (such as information relating to my parents) and I have extended a copy of the Notice to the third parties.
- I consent to educational institution at which I have previously been a student and/or my current or any past employer, providing City University with information, which they hold about me for the purpose of City University verifying my grades and/or qualifications and/or experience.
- If tuition fees are paid by an organisation ("Sponsor"), authorise City University to release fee and academic progress information to my Sponsor. I also consent to City University releasing fee and academic progress information to my parent or guardian.
- I authorise and grant City University the right to use my personal information such as name, credentials, academic record, image and spoken and written records of my activities at City University, in posters, leaflets, brochures, advertisements, websites, films, electronic recordings and the like for marketing and promotion of City University's corporate image and programs of study, and / or any purposes incidental to it.
- I understand and agree that City University and its authorised representatives shall unlimited use of, and exclusive rights, titles and interests including copyrights over the materials mentioned in this Section, during and after my graduation from City University.
- I understand and agree that if I revoke my consent to any of the items specified in clauses 12 and 13 herein, I must do so in writing forms to the Registrar and that all actions taken by City University prior to the revocation in exercise of their rights in respect of me will not be affected.
- I understand and agree that City University shall release my examination results and my academic record to my parents as and
- a [] (please tick to indicate consent) I would like to receive marketing materials from City Education Group including future events, promotions, updates and any other marketing activities.
- b [] (please tick to indicate consent) I would like to receive marketing materials from City Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Student

Name :

Passport No. :

Date : - -

SECTION I: BANK ACCOUNT OPENING

Students enrolled with the University are encouraged to open a personal saving account for education purposes with Affin Bank/Affin Islamic Bank. We are committed to protect your privacy in accordance with the Personal Data Act 2010 of Malaysia (PDPA).

By signing, I am declaring that I expressly agree to disclosure my personal data for account opening purposes.

Signature of Student _____

Name :

Passport No. :

Date : - -

SECTION J: FINANCIAL ASSISTANCE

- EPF Withdrawal
- Self Financing
- Scholarship
- Others : _____

SECTION K: OTHER INFORMATION

Where did you hear about us?

- Facebook Friends
- Instagram Exhibition
- Twitter Others :
- Website

SECTION L: FOR OFFICE USE

MARKETING

Introducer Information

Name of Introducer : _____ Date : _____

Verified by : _____ Date : _____

ADMISSION

Application Status

Full Offer Conditional Offer Rejected

Approved by HOD : _____

Remarks : _____