

Application for Admission to Postgraduate Studies

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|---|--|
| Course for which you are applying (<i>Please tick as appropriate</i>) <input type="checkbox"/> DBA (Taught Programme) <input type="checkbox"/> MBA (Taught Programme) <input type="checkbox"/> PhD (By Research) <input type="checkbox"/> Master (By Research) | <u>For University Use</u> Application Reference No: Received on: |
|---|--|

Please complete and return this original application form, along with all the appropriate supporting documents to:

Graduate School
Management & Science University (MSU)
 Level 4, West Wing Stesen Sentral Kuala Lumpur
 50470 Kuala Lumpur.
 Malaysia.
 Tel: 60 – 3 – 2273 6410 Fax: 60 – 3 – 2273 6417

Notes for Applicant: Please read carefully before you complete this application form.

1. Complete all the following pages in full, using a pen with black ink. If there are any questions which do not affect you, write N/A ('Not applicable'). For International Students, the form must be arrived **three (3) months** before the commencement of the programme. Faxed applications will not be considered.
2. It is your responsibility to ensure that the application is submitted to MSU before the closing date. MSU cannot be held responsible if you, or a third party, submit the application after the closing date has passed.
3. It is your responsibility to obtain all the information and documents required in support of your application. MSU cannot undertake to obtain information/evidence/references on your behalf. Please note that a decision cannot be taken on this application until all the necessary documents and both references have been received.
4. This Application is NOT an enrolment form, nor does it guarantee admission.
5. All submitted documents become the property of MSU and will not be returned to applicants.
6. MSU reserves the right to inspect and verify the originals of your qualifications and transcripts prior to and during your enrolment.
7. A non-refundable application fee is required. Cheque/ Bank draft/ WangPos should be made payable in Ringgit/USD to "Management & Science University".

| <u>Programme</u> | <u>Malaysian Student</u> | <u>International Student</u> |
|---------------------------|--------------------------|------------------------------|
| DBA | RM150.00 | RM240.00 or USD60.00 |
| PhD/ Master (By Research) | RM100.00 | RM240.00 or USD60.00 |
| MBA | RM40.00 | RM160.00 or USD40.00 |

| Application Checklist | Please tick (✓) | Remarks |
|--|-----------------|---------|
| All Sections have been completed in full. | | |
| A legible photocopy of I/C (Malaysian Students) or passport (International Students) | | |
| Certified True Copies of All the Academic Certificates & Results Transcripts.. | | |
| Certified True Copies of the Results Slip of English Proficiency Test (i.e TOEFL / IELTS). | | |
| Certified True Copies of All the Professional Qualification/ Membership | | |
| The declaration at the end of this application has been signed and dated. | | |
| The Reference Forms to be filled in by Referees. | | |
| Any supporting documents that may be relevant to the programme application. | | |
| A non-refundable application fee. Amount Paid: _____ Mode of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> WangPos <input type="checkbox"/> Other: _____ | | |

SECTION 1 : PERSONAL DETAILS

Answer questions in all relevant sections. Write clearly in black ink using **BLOCK LETTERS** and tick boxes where appropriate. We cannot consider your application if it is incomplete or unreadable.

| | | | | | | | | | | | | | | |
|--|--|----------------|--|--|---|---|---|---|---|---|---|---|---|---|
| Name as per identity card/ passport | <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Mdm <input type="checkbox"/> Others, please specify: _____ _____ _____ <i>Please underline your family name</i> | | | (Please affix a passport sized photo here) | | | | | | | | | | |
| | Identity Card/ Passport No. | _____ _____ | | | | | | | | | | | | |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth | <table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table> | | D | D | - | M | M | - | Y | Y | Y | Y |
| D | D | - | M | M | - | Y | Y | Y | Y | | | | | |
| Nationality | | Marital Status | <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others | | | | | | | | | | | |
| Race | | | | | | | | | | | | | | |
| Permanent Address | _____ _____ _____ _____ City: _____ State: _____ Postcode _____ Country _____ | | | | | | | | | | | | | |
| | _____ _____ _____ _____ City: _____ State: _____ Postcode _____ Country _____ | | | | | | | | | | | | | |
| Correspondence Address <i>(courier delivery is not possible with P.O Box number)</i> | _____ _____ _____ _____ City: _____ State: _____ Postcode _____ Country _____ | | | | | | | | | | | | | |
| Telephone | _____ - _____ - _____ Country Code Area Code Residential Number | | | | | | | | | | | | | |
| | _____ - _____ - _____ Country Code Area Code Mobile Number | | | | | | | | | | | | | |
| Emails | Personal Email _____ _____ _____ _____ | | | | | | | | | | | | | |
| | Work's Email _____ _____ _____ _____ | | | | | | | | | | | | | |

SECTION 2 : CONTACT PERSON IN CASE OF EMERGENCY

| | |
|--------------|---|
| Name | <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Others, please specify: _____ _____ _____ <i>Please underline the family name</i> |
| Relationship | _____ _____ |
| Telephone | _____ - _____ - _____ Country Code Area Code Residential Number |
| | _____ - _____ - _____ Country Code Area Code Mobile Number |

SECTION 3 : ACADEMIC QUALIFICATION AND WORKING EXPERIENCE

ACADEMIC QUALIFICATION

Please list the highest qualification first.

| Qualification (e.g Bachelor in International Business (Hons)) | Institution (e.g MSU) | Country (e.g Malaysia) | Year of Started (e.g 2001) | Year of Completion (e.g 2005) |
|--|--------------------------|---------------------------|-------------------------------|----------------------------------|
| | | | | |
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PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP (if any)

| Qualification/ Membership (e.g Chartered Account) | Awarding Body/ Institution (e.g ACCA) | Country (e.g Malaysia) | Year Qualified/ awarded (e.g 2005) |
|--|---|---------------------------|--|
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EMPLOYMENT AND EXPERIENCE

Please provide the latest curriculum vitae including details of your work/research experience and any relevant experiences.

| Name and address of employer (e.g MSU) | Dates of employment (e.g Jan 05 – Dec 06) | Position (e.g Marketing Manager) | Job Description (e.g Sales & Marketing) |
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SECTION 4 : PROFICIENCY IN ENGLISH

Proficiency in English is essential for successful study in the MSU. If you do not hold a recent acceptable qualification in English, you maybe required to obtain one if you are offered admission.

| First Language is English: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
|--|-------|-----------------|
| The medium of instruction used during your undergraduate/postgraduate programme. <input type="checkbox"/> English <input type="checkbox"/> Others, please specify. _____ . | | |
| English Proficiency Tests (e.g TOEFL, IELTS, GMAT & etc) | Grade | Year of Awarded |
| | | |
| | | |

SECTION 5 : PROGRAMME PREFERENCES AND COMMENCEMENT DATE

| | | | | |
|---|--|--|---|------------------------------------|
| Programme | <input type="checkbox"/> DBA | <input type="checkbox"/> PhD (By Research) | <input type="checkbox"/> Master (By Research) | <input type="checkbox"/> MBA |
| Intake & Mode of Study | DBA: <input type="checkbox"/> March <input type="checkbox"/> July | | | <input type="checkbox"/> Full-time |
| | PhD/ Master (By Research): <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> November | | | <input type="checkbox"/> Part-time |
| | MBA: <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> November | | | Year: 2 0 |
| Specialisation *For MBA Only | | | | |
| Research Topic *For PhD/ Master (By Research) | ** Please submit a 10-pages research proposal addressing the research topic, brief literature survey, methodology, expected timeline and outcomes. | | | |

SECTION 6 : FINANCIAL SUPPORT

Please indicate your source of financial support while studying at the MSU.

| | | | | | | | |
|---------------------------|---|---------------------------|--|----------------------|--|----------------|--|
| <input type="checkbox"/> | I am a self-financed private student. <table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">Name of Employer/ Company</td> <td></td> </tr> <tr> <td>Occupation/ Position</td> <td></td> </tr> <tr> <td>Monthly Income</td> <td></td> </tr> </table> | Name of Employer/ Company | | Occupation/ Position | | Monthly Income | |
| Name of Employer/ Company | | | | | | | |
| Occupation/ Position | | | | | | | |
| Monthly Income | | | | | | | |
| <input type="checkbox"/> | I have financial support from my family. | | | | | | |
| <input type="checkbox"/> | I am fully/partly sponsored by my home government/employer/others organisation. (Please attach official supporting documents). | | | | | | |
| <input type="checkbox"/> | I am in the process of applying study loan from _____. (Please attach official supporting documents). | | | | | | |
| <input type="checkbox"/> | I am awarded a scholarship by _____ (Please attach official supporting documents). | | | | | | |

Note: If you are receiving financial sponsorship from your present employer/ Government, kindly state the name and address of your employer/ Government, as well as the extent of the sponsorship in a separate sheet together with the supporting documents.

SECTION 7 : REFEREES

State the name, position and address of the referees who have been involved in supervising your recent academic work and/or other from your current or past employer. For Applicants without working experience, you need to have two (2) lecturers to be your referees; and For Applicants who have sufficient years of working experience, you need to have one (1) superior and one (1) lecturer to be your referees or two (2) superiors to be your referees.

Please give each of your referees a copy of the reference form and request them to fill in and return them directly to The Graduate School of Management and Science University (MSU).

| Name of the Referee | Organisation Name & Address | Contact Number & Fax | Email |
|---------------------|-----------------------------|----------------------|-------|
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SECTION 8 : OTHER INFORMATION

Please indicate what you wish to gain from this Postgraduate Programme and what you would like to contribute to the course during your study.

**continue on a separate sheet if necessary*

OTHER APPLICATION

(Kindly list down any other application you have applied at other universities/ colleges)

| | |
|----|----|
| 1. | 2. |
|----|----|

SPECIAL REQUIREMENT

(Kindly brief any physical or disabilities, which might necessitate special arrangement on facilities)

SECTION 9 : MEDICAL HISTORY

| Type of diseases | Type of diseases |
|---|--|
| Bronchial Asthma <input type="checkbox"/> Yes <input type="checkbox"/> No | Hearing Problem <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Hypertension <input type="checkbox"/> Yes <input type="checkbox"/> No | Diabetes Mellitus <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Heart Diseases <input type="checkbox"/> Yes <input type="checkbox"/> No | Kidney Diseases <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Psychiatric Diseases <input type="checkbox"/> Yes <input type="checkbox"/> No | HIV / AIDS <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Others: (Please specify) | |

SECTION 10 : DECLARATION

I agree to:

- Comply with the rules on admission, enrolment, fee payment and refunds of the Management and Science University.
- Notify MSU if there is any change to the information I have given in this application for admission;
- Permit MSU to access my academic records from other institutions;
- Receive electronic communication and information from MSU relating to my application.

I understand that:

- The documents submitted for my application become the property of the Management and Science University and will not be returned to me;
- MSU may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me;
- MSU reserves the right to inform other tertiary institutions, if any of the material presented to support my application is found to be false;
- MSU reserves the right to reject/ withdraw any offer made or vary/ cancel of the programme should the circumstances so required.

For International Student, I understand that:

- I am seeking temporary entry into Malaysia as a fee paying international student for education purposes only, and that I may not undertake part-time studies or full-time employment;
- I, or my sponsor, will be responsible for the full costs of the program for which I am seeking admission and for the attendant travel and living costs;
- MSU will not provide a subsidy to me for any costs incurred in the use of on-campus child care facilities for my dependants; I may be subject to different rules and conditions prescribed by MSU and the Malaysia Government if I change my visa status.

I declare that I have read the instructions on this application form and that the information provided by me in this application is true and complete in every particular. I authorise the Management and Science University to release personal information relevant to my application and visa documentation to the official agents of the Management and Science University.

| | |
|------------|------------------|
| Signature: | Name and Address |
| Date: | |