

Student Name:
Intake:
Course:
Student Application Checklist
1 Sales Department
1.1 Completed Application Form

- ensure applicant sign on every page of Application Form
- Completed Fee Structure
- Completed Scholarship Application Form (if applicable)

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2 Personal Documents

- Copy of Passport (all pages) / Identity Card (front & back)
- 4 copies of passport sized photographs (Malaysian Student) with **WHITE** background
- 4 copies of passport sized photographs (International Student) with **WHITE** background
- Health Declaration Form (for international student only)
- Portfolio (for applicable course)

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3 Academic Qualifications

- SPM/ 'O' Level Certificate/Results (or equivalent)
- STPM/ 'A' Level Certificate/Results (or equivalent)
- Diploma Certificate/Results (or equivalent) (Certificate & Transcripts)
- Bachelor Degree (Certificate & Transcripts)
- Others, pls specify _____

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4 Student Pass (international student only) - Pre Arrival

- Visa Approval Letter (VAL)
- Single Entry Visa (SEV - if applicable)
- Airport Meet & Greet Form
- Vaccination Certificate

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5 Payment
5.1 Application Fee

- waived (100%)
- waived (50%)
- Not applicable / Normal fee

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5.2 Admission Fee
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5.3 ELP course fee (if applicable)
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6 Admissions Department

- Letter of Acceptance (LoA)
- Student Contract (SC)
- Exemption Form (If applicable)

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7 PLUTO

- Personal Particulars
- Courses Exemption (if any)
- ELP (if applicable)
- Student Pass Update
- Billing Details

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Submitted By : (IPOS/REN)
Signature: _____

Name:
Date:
Checked By : (Admissions Dept)
Signature: _____

Name:
Date:
English Programme Class : Yes / No
Signature: _____

Name:
Date:
Accepted By : (Registrar Dept)
Signature: _____

Name:
Date: