

Application for Admission For International Students Full-time Study



Congratulations on your decision to apply to Raffles University. You have made an important career decision and will join the thousands of other aspiring designers around the world who have selected Raffles for career training and education. Your decision ensures you will receive the professional training required for a successful career and that you will have every opportunity to achieve the personal satisfaction that comes from succeeding in your chosen career field.

Please help us to process your application promptly and correctly by completing this form. Incomplete or incorrect information could delay the processing of your application. Please print or write clearly in BLOCK letters. All applications should include the following:

A) Applicant's Checklist

- 1 Two (2) photocopies of Passport (all pages), certified true copies by a commissioner of oaths, public notary or lawyer. Passport must be valid for at least 3 years or the duration of programme,
- 2 Two (2) recent passport-sized colour photographs (with white background),
- 3 Two (2) sets of Applicant's latest education transcripts and certificates in original language & English translated copies (front & back), certified true copy by a commissioner of oaths, public notary or lawyer. (Design student need to submit a design portfolio)
- 4 Certified true copy of English Language qualification,
- 5 Application fee to be made payable to "Raffles Iskandar Sdn Bhd",
- 6 Health Declaration Form,
- 7 Original No Objection Certificate (NOC) for students from Sudan; Original Letter of Eligibility (LOE) for student from Iran.

The Translated copy must contain:

- a) Duplicates of original documents should carry a certificate, a stamp or seal and the certifier's name and signature;
- b) Confirmation from the translator that is an accurate translation of the original documents;
- c) The date of translation;
- d) The full name and signature of the translator and contact details.

B) Additional Documents (For Applicant Transfer from another college / University in Malaysia Only)

Additional documents are required:

- 1 ORIGINAL Release Letter [from the original college/university applicant is transferring from]
- 2 Applicant's attendance and performance record from the original college/university [certified true copy]
- 3 Transcripts & Certificate from the original college/university [certified true copy]
- 4 Evidence [on passport] that Student Pass has been shorten by your last previous institution of study with sufficient remaining period to apply for Special Pass.
- 5 If you have not undertaken a Medical Screening in Malaysia [at an EMGS appointed clinic] within 6 months of your application for transfer, you will have to undergo a Medical Screening.

All documents must be certified & signed by the Chief Executive of the original college/university the applicant is transferring from.

Applicant's Signature:

Date

D | D | M | M | Y | Y | Y | Y

Section A Programme Application Information

Programme ☐ Foundation ☐ Diploma ☐ Degree ☐ Master ☐ PhD ☐ Others

Programme Title

Certificate Awarded by Raffles University.

Intake ☐ January ☐ May ☐ September

Year

Section B Personal Information

i Please complete in BLOCK LETTERS. Tick (✓) where applicable.

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Others (please specify)

Name (as per Passport)

Passport number

Passport Expiry Date

Gender ☐ Male ☐ Female

Date of birth

Age

Country of Birth

Nationality

Citizen/PR/Others

Religion

Race

Marital Status ☐ Single ☐ Married

☐ Others (please specify)

CONTACT DETAILS

Home Address

Country

Postcode

Address in Malaysia

Postcode

Telephone (home)

Telephone (mobile)

Email Address

Section C Parent / Guardian Information

Name of Father/Mother/Guardian

Relationship

Nationality

Passport No.

Occupation

Email

Tel (Home)

Tel (Mobile)

Address

Postcode

Section D Emergency Contact

Contact Person

Relationship

Tel (Home)

Tel (Office)

Tel (Mobile)

Email

Applicant's Signature:

Date

Section E Academic Qualifications

i List the most recent schools you have attended and the highest qualification attained.

UNIVERSITY, COLLEGE or INSTITUTE

Name of University, College / Institute			
Country			
Qualification Achieved			
Field of study / Specialisation (If any, please specify)			
Date commenced	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	Date completed	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>
Currently awaiting results	<input type="radio"/> Yes <input type="radio"/> No	Available date of results	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>

SECONDARY or HIGH SCHOOL

Name of Secondary / High School			
Country			
Qualification Achieved			
Date commenced	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	Date completed	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>
Currently awaiting results	<input type="radio"/> Yes <input type="radio"/> No	Available date of results	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>

Section F Employment history

Please provide details of any employment experience that may be relevant to the programme applied. Supporting documentation; ie. CV or references may be submitted. Please attach additional pages if space below is insufficient.

Occupation		Position			
Start date	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	End date	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	Employment type	<input type="radio"/> Full-time <input type="radio"/> Part-time
Organisation					
Duties					

Section G Medical Declaration

DO YOU HAVE ANY GENERAL MEDICAL CONDITION?

☐ Yes ☐ No

If yes, please provide details and attach medical report

DO YOU HAVE ANY LEARNING DIFFICULTY?

☐ Yes ☐ No

If yes, please provide details (condition, support received etc.)

Applicant's Signature:

Date

	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>
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Section H Student with Disabilities

☐ Yes

☐ No

If you have a disability which may affect your learning (e.g. vision, hearing impairment, health, mobility) please provide official supporting documentation (in English) about the nature of your disability and any impact it will have on your education in Raffles University. This information must be provided at the point of application. Disclosure of disability is treated confidentially.

Section I Medical Insurance Coverage

It is compulsory for every international student who study in Malaysia to be covered by a locally purchased medical health insurance. Please refer to the EMGS website for the policy's terms and conditions, benefits, claim procedure, exclusions etc:

<https://educationmalaysia.gov.my/how-to-apply/medical-screening.html/>

Section J Terms And Conditions

TERMS AND CONDITIONS OF ENROLLMENT

The following Terms and Conditions of Enrollment apply to all students of Raffles University. All fees and monies where mentioned are in Ringgit Malaysia. Once signed, these terms and conditions are legally binding under the laws and jurisdiction of Malaysia.

1. ADMISSION POLICY

Admission to Raffles University (henceforth known as 'the University') is open to all individuals regardless of gender, race, religion or nationality. Selection for admission is based on an overall assessment of the individual's potential. The University reserves the right to reject an application and to review a student's progress periodically. The University may, at its discretion, cancel a student's registration for lack of academic progress, failure to honour fees payable or failure to abide by the Rules and Regulations prescribed in the Student Handbook.

2. FEES AND CHARGES

A. Application Fee

Application Fee refers to administrative services rendered during the application process and is payable upon submission of this application. Application Fee paid is non-refundable and non-transferable. In the event that: (i) the Student's Pass Application is rejected by Education Malaysia Global Services (EMGS) or (ii) the application is rejected by Raffles University's Admission Committee, the Application Fee is non-refunded and is non-transferable.

B. Admission Fee

Admission fee paid is non-transferable and non-refundable. It is services rendered during the promotion, marketing, recruitment, selection and admission of students to the University.

C. Tuition Fee

All tuition fees have to be paid in accordance to the "Payment Schedules" as stipulated in the Fee Structure & Payment Schedule form. The tuition fee outlined in the schedule shall be at the amount to be received by the University.

D. Retaking Fee

The Retaking Fee will be invoiced based on the relevant Module Fee and Credit Hours for student who has failed module(s). The Retaking Fee will be paid 1 week before the commencement of the semester, commencing in January, in May and in September in which the module will be offered.

E. Additional Charges

Accumulative Late Payment Charge of **RM100** per week will be levied on late payment of installment amount after the stipulated deadline from the University. Students are expected to purchase normal classroom supplies and specified textbooks. Students may also be required to purchase materials related to certain programmes. An Administrative Fee of **RM100** will be charged for each dishonoured cheque.

F. Review of Fee Structure

The University reserves the right to review and make changes to the Fee Structure & Payment Schedule without prior notice.

G. International Student Medical And Health Insurance

This is compulsory for all international students as required by Ministry of Education, Malaysia (MOE) to purchase Medical and Health Insurance through Education Malaysia Global Services (EMGS). Payment to be made upon application.

H. Other Requirements Imposed By Malaysian Authority

Students must adhere to the requirements and payments imposed by the Malaysian Authority without prior notice.

Applicant's Signature:

Date

| D | D | M | M | Y | Y | Y | Y |

3. WITHDRAWAL, TERMINATION, DEFERMENT, TRANSFER AND EXEMPTIONS

A. Withdrawal

a. Programme Withdrawal

For withdrawal, students will be required to complete the "Application for Withdrawal from Programme" form, obtainable from the Students Services Unit. Students will be interviewed by the Student Affairs & Services Manager. The University will consider each application on a case-by-case basis. An administrative charge of **RM400** will be levied. The Admission Fee is strictly non-refundable and non-transferable. All installments due for payment are strictly non-refundable and non-transferable. Due date is as per "Tuition Fees Payment Schedule". Any fees paid in advance may be considered for refund provided 30 days written notice is given to the University's Student Services Unit prior to the commencement of the next semester.

b. Module Withdrawal/Substitution

Students who wish to withdraw or substitute a module must complete the "Application for Module Withdrawal/ Substitute" form, obtainable from the Student Services Unit. The form must be received by the University not later than Saturday of week two (2) of the semester. Late submissions shall not be accepted. No fees are charged for module withdrawal/substitution.

B. Termination

Students terminated by the University will receive a refund of Tuition Fee proportional to the number of modules paid for but have not commenced. For further details, please refer to the Student Handbook.

C. Deferment

Students who wish to defer are required to complete the "Application for Deferment" form, obtainable from the Student Services Unit, and the completed form must be received by the University not later than Saturday of week two (2) of the semester. Late submissions shall not be accepted. All applications for deferment will be considered on a case-by-case basis and the university's decision to grant deferment is final. No deferment shall be allowed for the English Language Programmes.

To rejoin the University, the student has to inform the University in writing at least 30 days before the semester begins. Students who wish to re-enroll after deferment will have to pay an administrative fee of **RM400** and the Tuition Fee in effect at the time of their re-enrollment. This administrative fee is non-refundable and non-transferable.

D. Transfer of Programme

Students who wish to transfer to another programme whilst in a course of study will need to complete and submit the "Application for Transfer of Programme" form, obtainable from the Students Services Unit, not later than Saturday of week two (2) of the semester. Late submissions shall not be accepted. A transfer fee of RM400 will be levied.

E. Exemptions

Students seeking exemptions have to present official academic transcripts and portfolio (if applicable), and relevant documents at the time of registration, and such exemptions are subject to the approval of the respective Dean. Students will be charged 35% of the tuition fee for the modules exempted. Students will not be able to receive any further exemption during their studies, nor be able to receive further discounts on their exemptions.

4. CURRICULUM REVIEW

Details of the curriculum are contained in Course Handouts. The University reserves the right to periodically review and make changes to the curriculum without prior notice.

5. EXAMINATIONS AND EVALUATIONS

To qualify for Raffles University awards, students will be required to successfully complete various course work, examinations, projects, industrial attachment programme, and other forms of evaluation prescribed in the programme offered by the University. Various conditions apply to the eligibility for examinations. Students will not be admitted to examinations provided that the student has (1) met all current financial obligations, and (2) fulfilled the requirements of the course leading to the examinations. Examinations are administered at scheduled times and students must avail themselves for the examinations. Students who failed to attend the scheduled examinations may be liable to pay a separate examination fee for an equivalent examination to be conducted subsequently.

Student assignments, projects and other University related work may be retained by the University or project sponsors for a period of up to 12 months for marketing and promotion purposes.

6. ATTENDANCE AND EXPULSION

International student who is absent from classes without valid reasons or prior permission has to be reported to the Malaysian Immigration Department. Action may be taken which can result in the revoking of the student pass.

7. LIMITATION OF LIABILITY

Our student's welfare and educational aspirations are of utmost importance to us. We are committed to and will strive to ensure that all our students shall receive a high quality education. However, if there is any liability on the part of the University, arising out of this Admission Agreement or in relation to your tenure as a student in our University, the liability of the University shall be limited to and shall not, in any case, exceed the aggregate amount of the Course fees that you have paid to the University.

Applicant's Signature:

Date

D | D | M | M | Y | Y | Y | Y

8. RAFFLES UNIVERSITY ENGLISH LANGUAGE PROGRAMME

Classes are conducted in English and students are expected to be proficient at a level that allows them to perform effectively in the programme. Students who do not meet the minimum requirement as stipulated under the "English Language Proficiency" section must attend Raffles University English Language Programme. An English Placement Test will determine the appropriate level of entry for the student. There are 2 levels in this programme: Foundation English and Advanced English. The English Programme is a 6 months full-time programme and students must complete the English Programme before progressing into their applied Programme. Students are required to pay the Tuition Fee stated in the "Tuition Fees Payment Schedule". Students are not allowed to withdraw or defer from English as a Second Language (ESL) unless you are exempted from this programme. Attendance is compulsory. The full course fee will be payable if you failed the programme.

9. CLASSES

Classes are scheduled on weekdays between 0800hrs and 1800hrs or weekends between 0900hrs and 1800hrs and may be subject to change at the discretion of the University when deemed necessary.

10. PERSONAL DATA FOR PUBLICITY, PROMOTIONAL AND MARKETING PURPOSES

The University will only use your personal data (which includes your name, age, academic qualifications, photograph, still and video images, voice recordings, quotations, etc.) for the University publicity, promotional and marketing activities with your consent. Your personal data may be used to produce publicity, promotional and marketing materials including, but not limited to:

- Press releases;
- Print/Video/Voice advertisements;
- Programme brochures/pamphlets/leaflets;
- Banners and bunting;
- The University website; and
- The University short video;

(collectively, "**Marketing Materials**"), which will be distributed to, among others, prospective students, Raffles University's partner universities and the general public.

A. Fair Use

By consenting to the University use of your personal data for the purposes described above, you acknowledge that:

- The Marketing Materials will become the property of the University and will not be returned;
- The University may edit, alter or copy your personal data to make the same suitable for use as Marketing Materials and publish and distribute such Marketing Materials;
- The University will ensure that except for stylistic changes, the integrity of your personal data will be preserved;
- The University may produce the Marketing Materials without requiring any further consent from you; and
- Your consent will also waive any right to royalties or other compensation arising or related to the use of your personal data.

The University will not use or reveal any of your personal contact information or sensitive personal data (e.g. information as to your physical and mental health, political opinions and religious beliefs) in the University Marketing Materials.

B. Right of Access, Correction and to Withdraw Consent

You have the right to:

- request access and correction of your personal data;
- withdraw your consent to the University further and continued use; and
- contact the University with any queries regarding the use of your personal data; by e-mailing to sas@raffles-university.edu.my

Please take note that any withdrawal of consent is subject to you giving reasonable notice to the University in order for the University to take necessary action to cease the further and continued use of your personal data in the University Marketing Materials.

11. PAYMENT

Bank Details

Account Name: **Raffles Iskandar Sdn Bhd**
Bank: **Citibank Berhad**
Bank Address: **Komersil Southkey Mozek, Persiaran Southkey 1, Kota Southkey, 80150 JB, Malaysia.**
Account Number: **0200198018**
Bank Swift Code: **CITIMYKL**
Currency: **Ringgit Malaysia**
Mode of Payment: **Banker's Cheque or Telegraphic Transfer (T / T)**
All bank charges from Telegraphic Transfers shall be borne by the remitter.
[Proof of payment must be received by Raffles University]

Applicant's Signature:

Date

| D | D | M | M | Y | Y | Y | Y |

Section K Declaration

Applicant / Parent / Guardian

I / We have read, understood and hereby accept the Terms and Conditions of enrollment for Raffles University. I / We also agree to abide by the rules and regulations of the University and to pay fees as they become due. I / We confirm that I / We have read and understood the description of the programme I have applied for and that the information provided prior to admission is correct to the best of my / our knowledge. I / We accept that Raffles University reserves the rights to amend fees and charges, curriculum, schedules, class structures, and the University Rules and Regulations as prescribed in the Student Handbook during the course of study.

Applicant's Name

Applicant's Signature Date

I / We have read, understood and hereby confirm that I agree to the use of my personal data for publicity, promotional and marketing purposes based on the stated Terms and Conditions.

Applicant's Name

Applicant's Signature Date

Name of Parent / Legal Guardian

Relationship to the applicant ☐ Father ☐ Mother ☐ Guardian

Signature of Parent / Legal Guardian Date
(If applicant is below 18 years old)

Person Responsible for Course Fees Payment

Name

Relationship to the applicant ☐ Father ☐ Mother ☐ Guardian

Signature Date

The above information is explained by

Name of Consultant

Signature of Consultant Date

All information presented is accurate at the point of consultation.

Applicant's Signature:

Date

Success by Design

Cambodia • China • India • Indonesia • Italy • Malaysia • Mongolia • Saudi Arabia • Singapore • Switzerland • Thailand

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Raffles
University