



# EAST WEST INTERNATIONAL COLLEGE

## APPLICATION FOR ADMISSION (UNDERGRADUATE PROGRAMMES)

Affix photo

### SECTION 1 PRELIMINARY INFORMATION

- 1) Please complete in BLOCK LETTER
- 2) Tick where applicable

Course 1	
Course 2	
Course 3	

*Please refer to our website for latest course offered*

Intake:  January  April  August

How do you know about us?

Advertisement	
Open day	
Walk-ins	
Education fair	
Introduce by friends	
Telemarketing	
Others	

## **SECTION 2 PERSONAL INFORMATION**

Name (as per IC/Passport)	
IC/ Passport	
Place of Birth	
Nationality	
Date of birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married
Telephone No	
Current address	
Permanent Home address	

## **SECTION 3 PARENT INFORMATION**

Fathers name	
Mothers name	
Parents mobile No	

Occupation	
Company Address	
Mobile no	

**SECTION 4 EMERGENCY CONTACT DETAILS**

Name	
Relationship	
Address	
Telephone No	
Email	

**SECTION 5 ACADEMIC/PROFESSIONAL QUALIFICATION**

Please list all School/College/professional qualification that you have taken

Date of Examination	Name of examination	Name of school/College	Result

Please give details of any English language qualifications that you have obtained e.g IELTS of TOEFL

Date of Examination	Name of Examination	Result

## **SECTION 6 MEDICAL DETAILS**

Do you have any disability/impairment/long term medical conditions that may affect your studies? If yes, please provide details below:

Yes

No

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Kindly take note that your student visa application will be denied if you are found to have medical issues, that will require to leave the country within seven (7) days.

## **SECTION 7 TERMS AND CONDITIONS**

### *1.0 FEES*

- 1.1 An application fee must accompany all applications.
  - RM 2300 for Malaysian students
  - RM 2000 for international students
  - RM 2000 (visa application fee) for international students
- 1.2 All fees must be paid within 7 days of the commencement date of each new semester. Please do not send cash payments through post.
- 1.3 Cheques should be made payable to

### **EASTWEST INTERNATIONAL COLLEGE SDN BHD**

- 1.4 With regards to payment by installment, the following apply:
  - A nominal surcharge on course fees will be levied on late payment.
  - Fee payment by installment as specified by the Finance Office will attract a nominal surcharge.
- 1.5 Registration fees are not transferable, refundable and cannot be deferred. Failure to settle outstanding fees within the prescribed period may result in your exclusion from the college
- 1.6 Any refund of fees or deposit, where applicable, will be at the discretion of the colleges finance office.

### *2.0 WITHDRAWAL*

- 3.1 Students must inform the Registrar in writing if they are withdrawing from a course of study.
- 3.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is RM500.00.
- 3.3 Please note that in the event of a student withdrawing from the college to a different Malaysian educational institution after registering and receiving the Colleges visa approval, and administrative charges of RM950.00 to be forfeited.

### *3.0 DEFERRAL*

- 3.1 The student must apply to the Registrar in writing. Please note that this can only be granted in

- exceptional circumstances, usually medical when only reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of new semester.
- 3.2 In the event a deferral is granted, a deferral fee of RM500.00 is payable.
  - 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

#### ***4.0 TRANSFER BETWEEN COURSES***

- 4.1 A student may transfer from one course to another within the College only with the agreement of the College. No transfer will be allowed after 14 days from the commencement date of the new semester.

#### ***4.0 ADD/DROP MODULE (S)***

- 5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

#### ***6.0 RULES AND REGULATIONS***

- 6.1 All students must abide by the College Rules and regulations. Failure to do so may result in expulsion, suspension, private or private sanctions.
- 6.2 Any criminal activities on the college premises will be reported to the relevant authorities.
- 6.3 The college and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the college.
- 6.4 The Disciplinary Board has the authority to suspend or/ and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The college reserves the right to revise the College Rules and Regulations without prior notice.

**The College reserves a right to accept or reject any application without assigning any reason.**

**Fees quoted in USD will be revised as and when the need arises from the fluctuation of the currency exchange rate**

**SECTION 8 DECLARATION**

We confirm that, to the best of our knowledge, the information provided by us in this form is correct and complete. We have read and understood the instructions clearly and abide by all the terms and conditions as stipulated in section 6.

I hereby declare that the information given herein for my visa application is true, if for whatever reasons EMGS has rejected its approval, this College shall not be held liable and responsible for such rejection and any fees had been paid to this college will not be refundable.

Applicants Signature:	Parents Signature:
Date	Date

## **SECTION 9 ADMISSION PROCEDURE**

Please attach the following when you submit your application

	Check List	Office use
1. Complete Application Form	<input type="checkbox"/>	<input type="checkbox"/>
2. Registration Fee of RM2300 for Malaysian Students Registration Fee of RM2000 for International Students Visa application Fee of RM 2000 for International Students	<input type="checkbox"/>	<input type="checkbox"/>
3. EMGS registration fee for Ikad RM50	<input type="checkbox"/>	<input type="checkbox"/>
4. Certified copies of Academic Results relevant to entry requirements.	<input type="checkbox"/>	<input type="checkbox"/>
5. No Objection Certificate (NOC) from relevant education authority in native country. (for application international student from Sub – Saharan)	<input type="checkbox"/>	<input type="checkbox"/>
6. Photocopy of Identity Card (Malaysian student only) 2 passport copies including all blank pages( colour for identification page)	<input type="checkbox"/>	<input type="checkbox"/>
7. 3 Passport size photographs with name written on the reverse (Malaysian student only) 6 Photographs with blue background. Size 3.5cm x5 cm (International student only)	<input type="checkbox"/>	<input type="checkbox"/>
8. Scratch card for high school result verification (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
9. Medical form	<input type="checkbox"/>	<input type="checkbox"/>

### FOR OFFICE USE ONLY

Application accepted  Full offer  Conditional offer

Counseled by : \_\_\_\_\_  
(Name in full)

Enrolled by : \_\_\_\_\_  
(Name in full)

Please send completed form to:

**EAST WEST INTERNATIONAL COLLEGE SDN BHD (486355-P)**

B-1-1, JALAN DATARAN SENTRAL 2, DATARAN SENTRAL, 70200, SEREMBAN, NEGERI  
SEMBILAN, MALAYSIA

OR email to: admissions@eastwest.edu.my