INTERNATIONAL STUDENT APPLICATION FORM

University College Sabah Foundation
Jalan Sanzac Sembulan,
88100 Kota Kinabalu Sabah, Malaysia
Tel No : +6088-511111 / 511112
Fax No : +6088-511213

Instructions:
1. Please complete ALL sections in this form using **BLOCK LETTERS** in Black or Blue pen.
2. This application is the property of UCSF. All supporting documentations attached with the application **WILL NOT** be returned.
3. This International Student Application form and all accompanying documents must be submitted in hardcopies. They must reach UCSF at least **EIGHT (8) weeks** before the commencement of programme. This is to facilitate the processing of the student entry pass.

INTAKE : ☐ April   ☐ September   **YEAR :** _____   **For Office use only** Student ID: _____

PROGRAMME APPLIED
Choice 1	
Choice 2	
Choice 3	

A. PERSONAL INFORMATION

Name as Stated on IC / Passport

Nationality _____ (Please specify)

Date of Birth ☐☐ - ☐☐ - ☐☐☐☐

Gender ☐ Male   ☐ Female

Passport No.

Marital Status ☐ Single   ☐ Married   ☐ Others: _____ (Please specify)

Passport Issue Date ☐☐ - ☐☐ - ☐☐☐☐

Passport Expiry Date ☐☐ - ☐☐ - ☐☐☐☐   Passports should have at least 18 months of validity period upon applica

Correspondence/Mailing Address

State/Province _____   **Country** _____   **Postcode** _____

Tel. No. with Country Code _____   **Mobile Phone No.** _____

Email

B. PARENT'S / GUARDIAN'S INFORMATION

DETAILS	PARENT / GUARDIAN 1 (Default Emergency Contact)	PARENT / GUARDIAN 2
Relationship with applicant	☐ Father ☐ Mother ☐ Others :	☐ Father ☐ Mother ☐ Others :
Name		
Passport No.		
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Nationality		
Address		
Postcode		
State/Province		
Country		
Occupation		
Employer		
Office No.		
Mobile Phone no.		
Email (*if any*)		

**Please tick (√) if applicable

C. HIGHEST EDUCATION QUALIFICATIONS

A certified true copy or original transcript of all official results (including grading scheme) must be attached with this application.
If the documents are in languages other than English, please also provide translated and certified true copies which are in English.

☐ A-Levels or Year 12 Studies	☐ Bachelor's Degree	☐ Foundation/Pre-U	**Name of School / Institution**
☐ International Baccalaureate	☐ UEC	☐ Diploma	
☐ O-Levels	☐ SAM	☐ Certificate	**State / Country**
☐ Others			

(Please Specify)

If you have a diploma certificate recognised by the Malaysian Ministry of Education, you may qualify and be eligible for credit transfer for some of your diploma courses. If you wish to apply for credit transfer, please complete the following?

***Please tick (√) if applicable*   ☐ Yes   ☐ No

For all application for credit transfer, please furnish the course/module syllabus(es) or curriculum from the university or college in which you have pursued your diploma programme.

D. ENGLISH PROFICIENCY

Students applying to the undergraduate programmes of UCSF must possess English language proficiency which is equivalent to Internmediate level under the CEFR's standard. Please refer to UCSF website for the recognised English Proficiency certificates and its equivalent table which have been approved by the UCSF Senate. If you have attained an internationally recognised English Proficiency certificate, please provide certified true copy of the English Proficiency certificate. If not, applicant will be required to take an English Placement Test before he/she is allowed to enroll in any of UCSF undergraduate programme. Otherwise, you may apply to pursue UCSF's English Improvement Programme first.

| ☐ IELTS | ☐ TOEFL | | Score : _____ |
| ☐ MUET | ☐ Others : _____ | | Year Taken: _____ |

(Please specify)

***Please tick (√) if applicable*

E. IMMIGRATION PASS INFORMATION

1. Are you currently holding any Malaysian Immigration Pass / Visa?   ☐ Yes   ☐ No

2. If yes, please specify the type of Immigration Pass / Visa :   ☐ Student   ☐ Dependent   ☐ Social   ☐ Diplomatic   ☐ MMM2HP
(Malaysia My Second Home Programme)

***Please tick (√) if applicable*

Immigration Pass/Visa Expiry Date :   ☐☐ - ☐☐ - ☐☐☐☐

Students transferring from other institutions in Malaysia please complete the following:

Institution : _____   Year / Duration : _____

Programme : _____

Applicable to students who need Single Entry Visa (SEV) :
Please advise as to which Malaysian Consulate/Embassy you wish to obtain your SEV to Malay   : _____

F. MEDICAL / SPECIAL NEEDS

The information below is used to assist UCSF in monitoring, supporting and improving its service to students with medical disabilities. Disclosing this information will not in any way affect one's admission to UCSF.

Do you have a disability, impairment or long term medical condition which may affect your studies?   ☐ Yes   ☐ No

If yes, please indicate the type(s) of medical condition   ☐ Hearing   ☐ Vision   ☐ Medical mobility

***Please tick (√) if applicable*   ☐ Learning   ☐ Others _____

(Please specify)

G. APPLICANT DECLARATION AND AGREEMENT

I declare that all the above information provided by me in this application form is true and correct.

I acknowledge and agree:

a)   That UCSF reserves the right to vary or reserve any decision regarding my admission or enrolment made on the basis of incorrect or incomplete information given by me.

b)   To abide by all academic, administrative and examination rules and regulations, and to uphold the integrity and good name of UCSF at all time.

c)   That UCSF shall have absolute right as it deems fit to defer, close or not to commence any modules or programmes, and to review, change and update any of its curriculum at any time.

d)   That by signing this form, I confirm that I have read, understood the contents and completed this form voluntarily.

If applicant is under the age of 18 years, consent from parent/guardian is required:

APPLICANT'S SIGNATURE	**APPLICANT'S PARENT/GUARDIAN'S SIGNATURE**
Name : _____	Name : _____
Date : _____	Relationship : _____
	Date : _____

I. PRIVACY AND DATA PROTECTION NOTICE

Note:

1. In compliance with the PERSONAL DATA PROTECTION ACT 2010 of Malaysia, UCSF is committed towards ensuring the confidentiality, privacy and protection of all personal data including sensitive personal information.

2. Therefore, we would like to seek your voluntary consent and understanding of the nature of the implication and action thereof with the submission of the Application Form and all accompanying information.

STUDENT DECLARATION:

By submitting this application form,

a) The student hereby agree that UCSF may collect, obtain, store and process his/her personal data provided for the purpose of UCSF processing, assessment, administration, management, promotion and marketing purposes.

b) The student agrees that the personal information and academic and/or finance records of the student may be disclosed to his/her parents/guardians, or the relevant governmental authorities or third parties where required by law or for legal and administrative purposes.

c) The student hereby give his/her advanced consent that UCSF may use the personal data and information including photographs and recordings of the student, in any media form or broadcast production when he/she becomes a UCSF student for promotional, advertising and marketing purposes.

d) In addition, the student personal data may be transferred to any company within, or associated, or affiliated with UCSF which may involve sending the personal data to locations outside of Malaysia.

By signing this form, you confirm that you have read, understood the contents and voluntarily completed this form. If you are below 18 years of age, this form must be signed additionally by a parent or guardian.

If applicant is under the age of 18 years, consent from parent/guardian is required:

APPLICANT'S SIGNATURE

Name : _____

Date : _____

APPLICANT'S PARENT/GUARDIAN'S SIGNATURE

Name : _____

Relationship : _____

Date : _____

J. APPLICATION CHECKLIST

International Applicants

- [ ] Completed Student Application Form
- [ ] Completed UCSF Hostel Accommodation Application Form (if applicable)
- [ ] 2 Certified True Copies of High School Result/ Transcripts (certified translated copies are required if it is not in English language)
- [ ] 2 complete Copies of Passport (inclusive of covers and all blank pages)
- [ ] 6 Passport Size Photographs (blue background only)
- [ ] Letter of Declaration from Commissioner of Oaths / Embassy for any discrepancy of name and details in the academic transcript and passport (If relevant)
- [ ] Release Letter with the academic result and attendance record (If relevant)
- [ ] Completed and signed the Privacy and Data Protection Notice in Sectioin I.

J. DOCUMENT SUBMISSION

1. The applicant is to complete this Application Form and prepare all necessary supporting documents in **HARDCOPY**.

2. All hardcopy documents are to be **posted using REGISTERED MAIL** to:

   UCSF Global (Admission)
   University College Sabah Foundation
   Level 3, Main Building,
   Jalan Sanzac, Sembulan,
   88100, Kota Kinabalu,
   Sabah, Malaysia
   Tel: 088-511146

   All documents must reach UCSF in hardcopies at least EIGHT (8) weeks before the commencement of programme to facilitate the student pass application process.

3. For pre-processing purposes, UCSF advises all applicants to **SCAN** the completed Application Form with supporting documents and **email** to:

   enquire.ucsfglobal@ucsf.edu.my

(End of Application Form)