

Guidelines for International Undergraduate Applications

Instructions:

Please read the Guidelines for International Undergraduate Application before filling in the International Undergraduate Application form.

Also ensure all information required is complete in the International Undergraduate Application form before submitting to the International Centre office.

A. Application Form

- (i) All sections/fields must be completed especially field with * marking
- (ii) **Applications will only be processed when the following certified supporting documents are received by our office**
 - a. Completed application form
 - b. Certified copy of higher School Certificate (HSC) / GCE 'A' Level / Diploma or equivalent;
 - c. Certified copies of Academic Transcript(s) from your previous university / college / school
 - d. Certified copy of TOEFL / IELTS / MUET result; (if available)
 - e. Certified copy of the personal details page of your passport (include the expiry date). The passport must be valid for at least one year.
 - f. Certified copy of applicant's Financial Statement or Letter of Undertaking from sponsor;
- (iii) All documents attached must be certified by recognized authorities.
- (iv) All supporting documents that are in language other than English or Malay must be translate in English certified.
- (v) Submit all certified supporting documents **via post or email** for processing purposes. **DO NOT ENCLOSE ORIGINAL CERTIFICATES OR DOCUMENTS.**

B. Academic Transcript

Please ensure all data of academic records are correct. The university will request for transcript of academic record from your last university / college / school attended. (if necessary).

C. Processing Fee

The application is required to pay a non-refundable processing fee of RM80.00 must be in the form of a Bank draft made payable in the name of "**BENDAHARI UniSZA**" or by Telegraphic Transfer to Bank Account No: 13017010082394 swift code: BIMBMYKL Bank: BIMB Bank

- (i) Cash or personal cheques are not accepted
- (ii) Applications without the processing fee will not be processed.**
- (iii) The bank draft or copy of telegraphic transfer form which has been processed by your bank must be attached with the above certified supporting documents.

D. Date of Acceptance

The online application must reach the **INTERNATIONAL CENTRE, UNIVERSITI SULTAN ZAINAL ABIDIN, GONG BADAQ CAMPUS, 21300 KUALA TERENGGANU** on or before **1st May** for **September Intake**.

E. Further Information

Applicants are advised to ensure that the application reaches the **INTERNATIONAL CENTRE, UNIVERSITI SULTAN ZAINAL ABIDIN, GONG BADAQ CAMPUS, 21300 KUALA NERUS** before the closing date. Applications received after the stipulated closing date will be processed for the next coming intakes session.

All enquiries pertaining to Undergraduate Degree programmes in UniSZA can be send to:-

INTERNATIONAL CENTRE
UNIVERSITI SULTAN ZAINAL ABIDIN,
GONG BADAQ CAMPUS,
21300 KUALA NERUS

OR

Tel No : **+609-6688825**
E-mail : ayuninordin@unisza.edu.my
website : <http://www.unisza.edu.my>

UNDERGRADUATE APPLICATION FORM

Please **affix** a
 recent
 photograph
 (COMPULSORY)

1. Please fill out the form using a black ball point pen.
2. Completed forms and all relevant documents and application processing fee must be sent to the
**INTERNATIONAL CENTRE, UNIVERSITI SULTAN ZAINAL ABIDIN, 21300
 KUALA NERUS, MALAYSIA**

CHOICE OF PROGRAMME OF STUDY	(1)
	(2)
	(3)

A. PERSONAL DATA (To be completed by the applicant)

Named as stated in

Passport :

International Passport No. : Date of Expiry :

Date and Place of Issue : Date of Birth :

Place of Birth : Citizenship :

Country of Residence : Religion : Age :

Gender (please tick) Male : Female :

Marital Status (please tick) Single : Married : Others :

Postal Address :

City/State :

Country : Postcode :

Permanent Address (if different from the above)

Country : Postcode :

Telephone No. : Fax No.

E-mail Address :

FAMILY DETAILS :

Name of Father/Mother/Guardian :

International Passport No. :

 No. of Dependents :

Citizenship :

 Monthly Income :

Occupation :

Telephone No. :

 Fax No. :

B. ACADEMIC ACHIEVEMENTS

(Please attach certified copies of your certificates/Diploma/Degree and Transcripts)

Name of Institutions College/University	Location / State / Country	Date of Entry		Date of Leaving		Type of Certificate/D iploma Obtained	Score / Grade / CGPA Division
		Month	Year	Month	Year		

Other Qualification (other relevant courses or qualifications)

Activities / Courses	Positions Held or Honours	Duration (Month - Year)	
	Received	From Month/Year	To Month/Year

If you have previously been admitted to Universiti Sultan Zainal Abidin or other universities/institutions in Malaysia for Diploma or Degree programme please provide the following information :

Name of Institutions/College/University	Date		Reasons for withdrawal
	Admission	Withdrawal	

