

ELM GRADUATE SCHOOL Admission Application

GUIDELINES FOR COMPLETING THE FORM:

1. Please indicate the course and intake you are applying for on this page.
2. Provide information requested in Section A to E as completely as possible for the timely processing of your application. Answer applicable questions by marking ✓ against the boxes.
3. Enclose certified copies of national I.D./passport and qualification documents. If non-certified copies are submitted, the original documents shall be presented for the university's verification before course commencement.
4. This application, together with required documentation submitted, shall remain the confidential property of ELM Graduate School & HELP UNIVERSITY.

Applicant's Name		Application Date	
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Course Applied For (tick (✓) in box against course OR write name of course if not listed below)

<input type="checkbox"/>	Master of Business Administration	<input type="checkbox"/>	Masters in Counselling
<input type="checkbox"/>	Master of Entrepreneurship	<input type="checkbox"/>	Master of Clinical Psychology
<input type="checkbox"/>	Master of Accounting and Finance	<input type="checkbox"/>	Master of Applied Psychology in Coaching
<input type="checkbox"/>	Master of Executive Management	<input type="checkbox"/>	Master of Human Resource Development
<input type="checkbox"/>	Master of Project Management	<input type="checkbox"/>	Master of Education (TESL)
<input type="checkbox"/>	Master of Corporate Governance	<input type="checkbox"/>	Master of Education (Teaching and Learning)
<input type="checkbox"/>	MSc in Economic Crime Management	<input type="checkbox"/>	Doctor of Business Administration
<input type="checkbox"/>	Master of Philosophy	<input type="checkbox"/>	Doctor of Philosophy
<input type="checkbox"/>	Master of Managerial Psychology	<input type="checkbox"/>	Postgraduate Certificate in Software Engineering

Intake (Month of commencement and Year)

HELP University values your decision to pursue your course of choice. The Admissions Committee will consider applications on the basis of the applicant's academic, professional and other qualifications, in terms of the admissions policy.

HELP University will issue a letter of course admission to successful applicants, normally within seven (7) working days. Please note that your course commencement and progression is subject to settlement of applicable course fees and other requirements stated in the course admission letter.

Our mission is to help people succeed in life and live a life of significance through education. We are confident candidates will find the learning and networking experience interesting and invaluable for their career advancement and personal enhancement.

Have you made any previous applications to the HELP Group? NO YES Please specify: _____

Were you previously a registered student at any other educational institution in Malaysia?
 NO YES _____ If yes, specify year(s) _____

If you have previously held or are holding a Malaysian student visa, please provide details on an attachment

Contacts ELM Graduate School
HELP University
15 Jalan Sri Semantan 1
Bukit Damansara, 50490 Kuala Lumpur
Tel 603 2716 2000 Fax 603 2094 7495

Institute of Crime and Criminology
HELP University
15 Jalan Sri Semantan 1
Bukit Damansara, 50490 Kuala Lumpur
Tel 603 2716 2000 Fax 603 2094 7495

Dept of Psychology
HELP University Subang 2
Persiaran Cakerawala,
Subang Bestari, Seksyen U4,
40150 Shah Alam, Selangor
Tel 603 7849 3000

Section A: Personal Information

(Please provide legal name as in national ID/passport)

First Name(s)

Surname/Family Name

Nationality

NRIC/Passport No.

Date of Birth (dd/mm/yy)

Place of Birth

Gender (please mark ✓ in box)

Male

Female

Marital Status:

Correspondence Address

City

Country

Postcode

Tel. No.

Mobile Tel. No.

Fax No.

E-mail Address:

Business/Home/Permanent Address

City

Country

Postcode

Tel. No.

Mobile Tel. No.

Fax No.

E-mail Address:

Person to contact in event of emergency (name, contact information and relationship to applicant)

*Photo
10 copies
3.5cm x 4.5cm
with white
background for
International students
and
1 copy for
Malaysian student*

Please name the location of the nearest Malaysian Embassy / High Commission / Consulate for your student entry visa application:

(Note: Malaysian RM150 (about USD42) will be charged for any subsequent change of embassy/high commission/consulate after this application has been submitted.)

Your own Country

Neighbouring Country (if there is none in your country)

Name of Country _____ City _____ Name of Country _____ City _____

To be completed by Recruiting Agent :

1. Name of Recruiting Agent _____

2. The offer letter and the Visa Approval Letter (VAL) should be emailed to _____

3. The offer letter and the Visa Approval Letter (VAL) should be posted to _____

PLEASE UPDATE ELM GRADUATE SCHOOL IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION

Section B: Academic and Professional Qualifications and Career

If space is not sufficient, please use an attachment.

Tertiary Education

Academic Institution

Award (degree, diploma, etc.)

Date of conferment of award

Professional and other Qualifications		
Professional Body/Institution	Qualification	Membership/Admission Date
Career		
CURRENT OCCUPATION-EMPLOYER)/Appointment Date/Nature of Business		
Responsibilities and Duties		
PREVIOUS EMPLOYMENT		
Organisation/Nature of Business	Position/Duration	Responsibilities and Duties

Section C: Application for Credit Transfer (Exemption)		No		Yes	
<p>Please mark ✓ in appropriate box above. Applicants who wish to apply for credit transfer for the course based on previous qualifications should submit relevant documentation such as the award certificate, transcripts, course syllabus and assessment method.</p> <p>Exemptions are normally only granted on the basis of qualification at postgraduate level. A fee is chargeable for each credit transfer granted.</p>					
<p>Details of Credit Transfer Application</p>					

Section D: Other Information, if any

Section E: Essay and Applicant's Declaration

Please explain why you wish to pursue the course and how the learning experience and qualification are likely to benefit you in your career and personal development. Please use an attachment, if necessary.

I (applicant's name) _____ hereby submit my application for admission into the course as stated in this form, together with the application fee payable to **HELP UNIVERSITY SDN BHD**. I declare that the information given is true and correct, and that, on course commencement and progression, I shall comply with all the governing conditions, and rules and regulations of HELP University. I acknowledge that any false or misleading information given may result in the non-acceptance of my application or my exclusion from the course and the university. I authorise HELP University to obtain evidence from any third party as is necessary for confirmation of the information that I have provided for the purpose of this application.

I nominate the following individuals who agree to provide references in support of my application:

Name of Referee	1.	2.
Position and Organisation		
Contact Information: Addresses, Tel. No., E-mail Address, etc.		
Signature of Applicant:		Date:

THIS SECTION FOR OFFICE USE ONLY

Education Advisor

Course Admission Letter Issued:

Course Admission Approved By:
(Name and Signature)

Processed By:

Date/Comments:

Date: