

# MALAYSIAN STUDENTS APPLICATION FORM

Student number (For office use)

□	□	□	□	□	□	□	□
---	---	---	---	---	---	---	---



HELP Academy



HELP College of Arts and Technology



HELP University

**Photo  
(1 copy)**

Please tick (✓) the appropriate box to indicate the institution you wish to apply to:

**Intake:** Month   Year     Name of Applicant: \_\_\_\_\_

Please tick (✓) course(s) applying for :

## HELP ACADEMY (HA)

### Department of A-Levels

- Edexcel International A-Levels  
 Cambridge A-Levels

### University of Derby 3+0 Programmes

(Submitted to MQA for approval)

- Bachelor of Arts (Hons) Accounting & Finance  
 Bachelor of Arts (Hons) Business Management

- Bachelor of Arts (Hons) Business (Marketing)

### University of London International Programmes

- Bachelor of Science (Hons) Accounting & Finance  
 Bachelor of Science (Hons) Economics & Management

- Bachelor of Science (Hons) Banking & Finance  
 Bachelor of Science (Hons) Economics

**Others:**

## HELP COLLEGE OF ARTS AND TECHNOLOGY (HELP CAT)

### Pre-U Programmes

- HELP CAT Foundation Studies in Arts  
 HELP CAT Foundation Studies in Science

### Diploma Programmes

- HELP CAT Diploma in Accountancy  
 HELP CAT Diploma in Business  
 HELP CAT Diploma in Computer Science  
 HELP CAT Diploma in Business Information Systems  
 HELP CAT Diploma in Electrical & Electronic Engineering  
 HELP CAT Diploma in Mechanical Engineering  
 HELP CAT Diploma in Culinary Arts  
 HELP CAT Diploma in Hotel Management

### Anglia Ruskin University 3+0 Programmes

- Bachelor of Science (Hons) Accounting & Finance  
 Bachelor of Arts (Hons) Business Management  
 Bachelor of Arts (Hons) Marketing  
 Bachelor of Science (Hons) Computer Science  
 Bachelor of Science (Hons) Business Information Systems  
 MBA  
 Bachelor of Engineering (Hons) Electronics  
 Bachelor of Engineering (Hons) Mechanical Engineering

### University of London International Programmes

- Bachelor of Science (Hons) Accounting & Finance  
 Bachelor of Science (Hons) Economics & Management  
 Bachelor of Science (Hons) Mathematics & Economics  
 Bachelor of Science (Hons) Economics & Finance

### Professional Programmes

- Certified Accounting Technician (CAT)  
 Association of Chartered Certified Accountants (ACCA)

**Others:**

## HELP UNIVERSITY (HU)

### HELP Matriculation Centre

- HELP Foundation in Arts  
 HELP Foundation in Science

### Department of American Degree Program

- American Degree Transfer Program

### Department of Communication

- HELP Diploma in Communication  
 HELP Bachelor of Communication (Media Studies) (Hons)  
 HELP Bachelor of Communication (Marketing Communication) (Hons)  
 HELP Bachelor of Communication (Public Relations) (Hons)

### School of Hospitality & Tourism

- HELP Bachelor of Business (Hospitality Management) (Hons)  
 HELP Bachelor of Tourism Management (Hons)

### Department of Business Studies

- HELP Diploma in Business  
 HELP Bachelor of Business (Accounting) (Hons)

- HELP Bachelor of Business (Finance) (Hons)  
 HELP Bachelor of Business (Marketing) (Hons)  
 HELP Bachelor of Business Psychology (Hons)  
 HELP Bachelor of Business (Entrepreneurship) (Hons)  
 HELP Bachelor of Business (International Business) (Hons)  
 HELP Bachelor of Business (Human Resource Management) (Hons)  
 HELP Bachelor of Management (Hons)  
 HELP Bachelor of Economics (Hons)

### Department of Law

- HELP Bachelor of Laws (Hons)  
 UK Degree Transfer Programme (Law)

### Department of Information Technology

- HELP Diploma in Information Technology  
 HELP Bachelor of Information Technology (Hons)  
 HELP Bachelor of Information Technology (Hons) Business Information Management

- HELP Bachelor of Information Technology (Hons) Mobile Computing  
 HELP Bachelor of Computer Science (Hons) Games & Interactive Media

### Department of Psychology

- HELP Bachelor of Psychology (Hons)  
 HELP-Flinders Bachelor of Psychological Science (Hons)

### Department of Education

- HELP Foundation in TESL  
 HELP Diploma in Early Childhood Education  
 HELP Bachelor of Early Childhood Education (Hons)  
 HELP Bachelor of Arts TESL (Hons)  
 HELP Intensive English Programme

**Others:**

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) \_\_\_\_\_

(Name of institution)



## 2) Name of Mother


### Correspondence Address


### Postcode / Zip code

--	--	--	--	--

### E-Mail Address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (House)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (Office)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (Mobile)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

## 3) Name of Guardian/Next of Kin (if not Father or Mother)


### Correspondence Address


### Postcode / Zip code

--	--	--	--	--

### E-Mail Address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (House)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (Office)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (Mobile)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

## C : FINANCIAL RESOURCES

Please enter details of sponsor. Refunds (if any) will be made to the student unless authorized otherwise by the said sponsor. If fees are sponsored by institution (eg MARA) or company, please provide a letter of sponsorship.

### 4) Name of Sponsor (if not Father or Mother)


### Correspondence Address


### Relationship

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### E-Mail Address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (House)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (Office)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (Fax)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

### Tel. No. (Mobile)

		-													
--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--

## D : ACADEMIC QUALIFICATIONS

1. Please state ALL the relevant academic qualification(s) that you hold (eg SPM, STPM, UEC, or equivalent) (Enclose all relevant documents to support your qualifications)

Name of Course	Name of Institution	Year of Completion

2. English Language Achievements (please tick the appropriate box)

TOEFL
  IELTS
  MUET
  Others (specify) \_\_\_\_\_

## E : NON-ACADEMIC QUALIFICATIONS/ACHIEVEMENTS

Please provide any information in the field of Arts, Sports etc, including work experience that is relevant for special consideration.

Games/Societies	Position Held	Level (School, State, National, International)	Year of Completion

## F : ACCOMMODATION

Required

Not Required

(If you require accommodation, please complete the Student Accommodation Application Form and submit it together with this Application)

## G : DECLARATION

1. I certify that the information given herein is true and correct, and I acknowledge that any false and/or incorrect information or documentary evidence may result in the cancellation of my enrolment in the program of study.
2. I understand that the offer letter issued to me will become void if I fail to submit all the relevant documents and pay the required course fees by the due date.
3. I agree to inform the Registrar in writing of any change in the information given herein, and I understand that HELP will not be held liable as a result of my failure to do so.
4. I understand and agree that HELP shall forfeit the security deposit paid by me if I remain inactive for one year without notifying the Registrar in writing.
5. I understand and agree that HELP shall cancel my student visa and notify the relevant government agencies/bodies if I remain inactive for one year without notifying the Registrar in writing. (This is applicable to foreign students only.)
6. I understand and agree that any fees, deposits and/or monies due to me that remain unclaimed for a period of one year or more from the date of my becoming inactive in my program of study, will be transferred to any nominated education or charitable fund without further reference to me.
7. I understand and agree to use the technology resources and facilities at HELP for educational, academic research and study purposes only, and HELP shall not be held liable for any violation of rules and regulations relating to those resources perpetuated by me.
8. I hereby agree and authorise HELP to release my personal information given herein to any authorised agencies and/or bodies of HELP or its business partners for the purpose of enrolment, educational evaluation, transfer of courses and any other administrative process; and to any relevant government bodies/agencies for enforcement of the law.
9. I authorise and grant HELP the right to use my personal information such as name, credentials, academic record, image, and spoken and written records of my activities at HELP, in posters, leaflets, brochures, advertisements, websites, films, electronic recordings and the like for the marketing and promotion of HELP's corporate image and programs of study, and/or any purposes incidental to it.
10. I understand and agree that HELP and its authorised representatives shall have unlimited use of, and exclusive rights, titles and interests including copyrights over, the materials mentioned in clause 8 herein, during and after my graduation from HELP.
11. I understand and agree that HELP shall release my examination results and my academic record to my parents and/or sponsor(s) as and when it is deemed necessary.
12. I understand and agree that if I revoke my consent to any of the terms specified in clauses 8, 9 & 10 herein, I must do so in writing to the Registrar of HELP, and that all actions taken by HELP prior to the revocation in exercise of their rights in respect of me will not be affected.
13. I understand and agree to comply with all policies, rules and regulations of HELP, including the rules and regulations of the respective departments, during my program of study at HELP.
14. I hereby declare that I have read and understood all the terms herein and agree to abide by them.

Applicant's Signature \_\_\_\_\_ Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

## H : DECLARATION BY PARENT / GUARDIAN / SPONSOR IF THE APPLICANT IS BELOW 21 YEARS OF AGE

I, \_\_\_\_\_ hereby undertake to guarantee the good conduct of the applicant (student's name \_\_\_\_\_, reference no. \_\_\_\_\_) while he / she is studying at HELP University / HELP Academy / HELP College of Arts and Technology. I also agree to pay all fees by the due date to the institution on his / her behalf in accordance with the regulations of HELP University / HELP Academy / HELP College of Arts and Technology.

Signature of Parent / Guardian / Sponsor \_\_\_\_\_ Relationship \_\_\_\_\_ Date \_\_\_\_\_

## I : CHECKLIST FOR APPLICANTS

1. Sections marked with an asterisk (\*) MUST be completed upon submission of this form.
2. Documents marked with a double asterisk (\*\*) MUST be submitted.
  - For Section H, if the required signatory is not available at the time of submission of application, please ask for a photocopy of this checklist to be given to you (the applicant) to take home for signature and submit it to the Registry as soon as possible.

Please tick (✓) sections that are relevant / complete:

- |   |   |
|---|---|
| <input type="checkbox"/> Section A* - Personal particulars  | <input type="checkbox"/> Section G* - Declaration   |
| <input type="checkbox"/> Section B* - Details of parents, guardian or next of kin and financial sponsor | <input type="checkbox"/> Section H* - Declaration by parent(s)/sponsor(s) if applicant is below 21 years of age |
| <input type="checkbox"/> Section C* - Financial Resources   | <input type="checkbox"/> Photocopy of IC**  |
| <input type="checkbox"/> Section D - Academic Qualifications**  | <input type="checkbox"/> Copies of academic certificates and transcripts / results**                            |
| <input type="checkbox"/> Section E - Non-Academic Qualifications  | <input type="checkbox"/> Certified True Copies <input type="checkbox"/> Not Certified True Copies               |
| <input type="checkbox"/> Section F - Accommodation  | <input type="checkbox"/> Payment of Application Fee upon submission of form*                                    |

### FOR OFFICE USE ONLY

Recruitment agent, if applicable : \_\_\_\_\_ (Please print name in BLOCK LETTERS) Date: \_\_\_\_\_

Education advisor : \_\_\_\_\_ (Please print name in BLOCK LETTERS) Date: \_\_\_\_\_

Application received by : \_\_\_\_\_ (Please print name in BLOCK LETTERS) Date: \_\_\_\_\_

Application approved by:  
**HOD / Authorised Staff**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date in: \_\_\_\_\_ Date out: \_\_\_\_\_

Comments: \_\_\_\_\_

- |                          |                                      |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Firm Offer                           |
| <input type="checkbox"/> | Conditional Offer - Forecast Results |
| <input type="checkbox"/> | Conditional Offer - see comments     |
| <input type="checkbox"/> | Reject                               |

English requirement:  Yes  No Comments: \_\_\_\_\_