

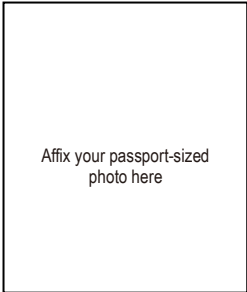


For office use only

Ref No. [] [] [] [] [] [] [] [] [] []

Nationality

Malaysian International



Affix your passport-sized photo here

APPLICATION FOR ADMISSION (Postgraduate Programmes – by Coursework)

SECTION A PROGRAMME PREFERENCE

Please indicate your choice of programme and intake with a tick in the boxes provided below

Intake

March September

Table with 2 columns: SCHOOL OF MANAGEMENT & BUSINESS, SCHOOL OF ENGINEERING AND COMPUTING. Rows include Master of Business Administration (MBA) and Doctor of Engineering in Advanced Industrial Technology.

SECTION B PERSONAL DETAILS

Applicant's Particulars

Complete ALL information in ALL sections with BLOCK LETTERS (in BLACK or BLUE ink only) and signed. Please state name as per your MyKad or Passport. To avoid delays in your application, it is important that you provide ALL your details clearly including your email address.

Form for personal details including fields for Full Name, MyKad/Passport No., Gender, Nationality, Religion, Country of Birth, Date of Birth, Telephone No., Mobile No., Email Address, Correspondence Address, City, Postcode, State, Country, Race, and Marital status.

Medical / Special Needs

The information below is used to assist the University in monitoring, supporting and improving service to students with medical disability requirements. Disclosing this information will not affect your admission to the University.

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 Learning Medical mobility Others (Please specify)

SECTION C PARENT/GUARDIAN DETAILS**Parent / Guardian Particulars**

Relationship with applicant:

Father's/Guardian's Name:

(as in MyKad or Passport)

Nationality of Father / Guardian:

Gender

Male

Female

Home Address *(if this differs from the correspondence address above)* :

City:

Postcode:

State:

Country:

Telephone No. *(Please include international code)*:Mobile No. *(Please include international code)*:

Email Address:

Mother's Name:

(as in MyKad or Passport)

Nationality of Mother:

Home Address *(if this differs from the correspondence address above)* :

City:

Postcode:

State:

Country:

Telephone No. *(Please include international code)*:Mobile No. *(Please include international code)*:

Email Address:

SECTION D ACADEMIC QUALIFICATIONS

Please specify all School/College/Professional qualifications that you have taken from Age 16 and their results. If the qualifications are in languages other than English, please also supply certified translated copies. MILA University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

Part 1: A-Level/Pre-U /Diploma or equivalent**(Only applicable for Master program)**

Date of completion (Month / Year):

Country:

(where you studied)

Name of qualification type (Example: A-Level / SAM / CPU):

Name of school/institution:

Are you currently awaiting results of A-Level / Pre-U or equivalent?

Yes

No

Expected date of release of results (Month / Year):

Part 2: Undergraduates Studies**(Applicable for Master and Doctorate program)**

Name of Degree / Qualification:

Field of Study/Major / Specialisation:

Name of Institution:

Date of commencement (Month / Year):

Date of completion (Month / Year):

(If you have not completed the programme, please state last Month / Year attended)

Country:

(where you studied)

Did you complete the Diploma / Undergraduates studies?

Yes

No

Are you currently awaiting results of any Diploma/Undergraduates studies?

Yes

No

Expected date of release of results (Month / Year):

Part 3: Master Studies (only applicable for Doctorate program)

Name of Master / Qualification:

Field of Study/Major / Specialisation:

Name of Institution:

Date of commencement (Month / Year):

Date of completion (Month / Year):

(If you have not completed the programme, please state last Month / Year attended)

Country:

(where you studied)

Did you complete the Master studies?

Yes

Are you currently awaiting results of any Master studies?

Yes

Expected date of release of results (Month / Year):

SECTION E ENGLISH LANGUAGE PROFICIENCY

Please specify the details of any English Language qualifications you have obtained e.g. IELTS or TOEFL.

Test Name :

Marks / Grade / Points / Percentage :

Year Taken :

SECTION F CREDIT TRANSFER

Do you wish to apply for credit transfer from previous study? Yes No

If you request a credit transfer, please include relevant course/module syllabus(es) or curriculum from the university/college at which you pursued your programme. Please take note that credit transfer would only be considered if the programme and institution are accredited by suitable accreditation authorities in your country.

SECTION G STUDENT VISA / PASS

All students with non-Malaysian passports are required to have a student visa/pass to study in Malaysia. MILA University will assist in processing the student visa/pass. We require the following information to process your visa/pass.

Nationality :	Place / Country of Birth :	
Passport No. : <i>(If your country does not issue passports, please state the name of the travel document you intend to use):</i>	Place / Country where Passport was issued:	Passport valid until (Day / Month / Year):

Is either of your parents a Malaysian citizen? Yes No

Is either of your parents a Malaysian Permanent Resident? Yes No

Have you ever applied to an educational institution in Malaysia? Yes No

If YES, please provide the name of the institution.

Have you ever held and obtained a student pass approval from any educational institution in Malaysia previously? Yes No

If YES, please provide the name of the institution

Are you currently in Malaysia? Yes No

If YES, please state your visa / pass type (e.g. student, dependent, social)

When will this visa and/or pass expire? Date (Day / Month / Year):

SECTION H OTHER INFORMATION

The information collected in this section will NOT be used for deciding on your admission.

Do you wish to stay in accommodation provided by MILA University? Yes No

How did you hear about MILA University?

MILA University Website/ Internet Newspaper/Magazine Road Show/Open Day Others (Please specify) Friends / Relatives / Agents

Privacy Statement

Your personal information collected in this form or otherwise provided in support of your application ("Personal Data") is processed, retained and used by MILA University to assess your application for entry to a MILA University programme, to create an enrollment record on the student database, to prepare statistical analysis and/or to inform you about your programme and other university programmes/events (collectively "Purpose"). If you do not complete all the questions on this form or do not consent to the processing of your Personal Data for the Purpose, MILA University will not be able to process your enrollment as a student of MILA University. Your Personal Data may be collected from or disclosed to relevant bodies for the verification of your grades, qualifications and/or experience, the processing of your visa application and/or as otherwise required of MILA University by applicable laws or relevant authorities. MILA University may also retain and continue to process your Personal Data after your completion of the programme enrolled for, or otherwise upon you ceasing to be a student of MILA University, for archiving purposes, in relation to MILA University's alumni events and activities and/or to maintain records of your grades, qualifications and/or experience as may be required by MILA University and/or other institutions with whom you enroll for other programmes hereafter. All documents that you provide to MILA University become the property of MILA University and will not be returned to you. You have the right to access or correct your Personal Data, or make inquiries or submit any concerns thereto, by contacting the Admissions Office of MILA University at enquiry@mila.edu.my

Declaration

I hereby declare that I supply the information on this form and in support of this application on the understanding:

- (a) that it may be used for purposes relating to my enrollment as a student, graduation, alumni and career enhancement by members of the academic and administrative staff of MILA University;
- (b) that it may be used for purposes external to the University when it is in statistical form where the disclosure is required and in compliance with the *Data Protection Act 2010* or other Laws of Malaysia;
- (c) that I have the right to see and correct if necessary the information I have provided;

I warrant that the information on this form, or provided in support of my application, is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript(s), might invalidate my application and that MILA University may withdraw an offer or a place or cancel my enrollment in consequence thereof. Should MILA University determine that I have submitted a false document, I consent to MILA University disclosing this information to other relevant tertiary institutions.

I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing MILA University with information which that institution or employer holds about me for the purpose of MILA University verifying my grades and/or qualifications and experience.

I further confirm and consent to the use by MILA University, without charge, my personal information including photographs, images or recordings of the student in any publicity and/or promotional exercise of MILA University, including the publishing of examination results, the award of a prize or scholarship, any achievement, academic or otherwise. I hereby authorise MILA University to release such relevant information to the relevant Alumni Association.

I agree to abide by the statutes, regulations and policies MILA University at all times.

I have read and understood the above conditions and agree and accept them fully.

Applicant's signature

Date (Day/Month/Year)

FOR OFFICE USE ONLY

MSE OFFICE/STAFF

<input type="checkbox"/>	Documents Complete	Counselled by, _____
<input type="checkbox"/>	Documents Incomplete	
Specify :		Signature _____ Name: Date:
CMS - Entered by, Name: _____ Date: _____		

ADMISSION OFFICE

<input type="checkbox"/>	Documents Complete	Verified by, _____
<input type="checkbox"/>	Documents Incomplete	
Specify :		Signature _____ Name: Date:
Checked by: Date:		
CMS - Updated by, Name: _____ Date: _____		

ADMISSION COMMITTEE

<input type="checkbox"/>	Firm Offer	<input type="checkbox"/>	KIV	Verified by, _____
<input type="checkbox"/>	Rejected			
Feedback to Applicant:				Signature _____ Name: Date:

Malaysian Applicants:

- Application Form
- 1 x Copy of MyKad
- 1 x Certified true copy of academic transcript/ result/ qualification for STPM/ A level/ Pre-U or equivalent (if applicable)
- IELTS / English proficiency result**
- Credit transfer application with certified true copy of relevant syllabus or curriculum (if applicable).
- 4 x passport-sized most recent colour photographs
(**Blue background** - 3.5cm x 5cm – Head / Size: 2.5cm x 3cm).

International Applicants:

- Application Form
- Application Fee of MYR 300, Visa Processing Fee of MYR 2,500 (**Non Refundable**)
- 1 x full and clear copies of ALL pages of your passport(s) on A4-sized paper (2 passport pages per A4 sheet, with NO enlargement) including the blank pages**.
** It is highly recommended that the passport be valid for the minimum duration of the programme. If the passport is expiring within one year from the time an application is not to be accepted, please apply for a new passport and submit photocopies of ALL pages of BOTH passports.
- 1 x Certified true copy of academic transcript, certificates, awards, and other relevant documents
- Online Verification Report from www.chsi.com.cn
- IELTS / English proficiency result**
- Credit transfer application with certified true copy of relevant syllabus or curriculum (if applicable).
- 8 x passport-sized most recent colour photographs
(**White background** - 3.5cm x 5cm – Head / Size: 2.5cm x 3cm).
- 1 x Health Declaration Form

For International Applicants who have studied in Malaysia before:

- The original release letter signed by the Chief Executive Officer from last institution of study in Malaysia .
- Certified true copy of attendance reports from last institution of study in Malaysia.
- Certified true copy of academic transcripts with information on the grading system* from last institution of study in Malaysia.
- Certified true copy of Certificate of Completion from last institution of study in Malaysia

BANK DETAILS

Payable to : Mila Education Malaysia Sdn Bhd
Bank Name : Ambank (M) Bhd
Bank Account : 8881-0583-8224-3
Bank Address : Ground Floor, Ambank Raja Chulan, No 55 Jlan Raja Chulan, Bukit Ceylon
Branch Name : Raja Chulan
Swift Code : ARBKLMYKXXXX

APPLICATION SUBMISSION

The followings are the steps involved to submit your application.

- Fill in this **APPLICATION FOR ADMISSION** form
- Attach all required documents. The list of the required documents is available under the heading of **IMPORTANT CHECKLIST** above.
- The completed **APPLICATION FOR ADMISSION** form, together with the required documents, should be sent to the university admission email:
enquiry@mila.edu.my