



**Universiti Tunku Abdul Rahman**  
**ADMISSION AS A NON-GRADUATING STUDENT**  
**(For Inbound Students)**

Please affix your photograph here

**PERSONAL PARTICULARS**

Name as in Passport (Surname or family name in BLOCK letters)

Home Address (in BLOCK letters)

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address for correspondence (if different from above)

Date of Birth: 

D	D	M	M	Y	Y

Sex: 

Female	Male

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse accompanying to Malaysia: YES / NO

Passport No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Place of Issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please give details of any special needs, allergies, dietary requirements or health condition that require special attention. Please state nature of condition / requirement.

\_\_\_\_\_

**Universiti Tunku Abdul Rahman**

**Form Title: Admission as a Non-Graduating Student Form (Inbound)**

Form Number : FM-DCIN-001

Rev No : 2

Effective Date : 30 June 2016

Page No : Page 2 of 4

**RECORD OF TERTIARY EDUCATION**

(Please attach certified copy of transcript)

Name of College / University Attended	Duration	Qualification Obtained

Current Degree & Major: \_\_\_\_\_

University: \_\_\_\_\_ Country of University: \_\_\_\_\_

Year of Study: \_\_\_\_\_ Faculty: \_\_\_\_\_

University Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SOURCE OF FUNDS**

Scholarship/Fellowship     Parent/Guardians     Self-supporting     MoU/MoA affiliated UTAR Partner

Name of Award/Sponsor/Scholarship (if applicable): \_\_\_\_\_

Duration and Amount of Award/Scholarship (if applicable): \_\_\_\_\_

**DURATION OF STUDY AT UNIVERSITI TUNKU ABDUL RAHMAN**

Tick (✓) the appropriate box to indicate the selected trimester to commence and duration of study

January Trimester     May Trimester     October Trimester  
Year: \_\_\_\_\_    Year: \_\_\_\_\_    Year: \_\_\_\_\_

Full Academic Year     Total Number of  
Year: \_\_\_\_\_    Trimester: \_\_\_\_\_

Expected date of arrival: \_\_\_\_\_ Date of departure from UTAR: \_\_\_\_\_

**PROGRAMME & CAMPUS**

Academic Study     Research     Attachment     Others

Name of selected programme of study/ title of research/ area of attachment at UTAR:  
\_\_\_\_\_

Faculty / Department: \_\_\_\_\_

Name of Advisor / Supervisor at UTAR: \_\_\_\_\_

Campus Location:     Kampar, Perak     Sungai Long, Selangor

**Universiti Tunku Abdul Rahman**

**Form Title: Admission as a Non-Graduating Student Form (Inbound)**

Form Number : FM-DCIN-001

Rev No : 2

Effective Date : 30 June 2016

Page No : Page 3 of 4

**COURSE DETAILS**

List below details of the courses you intend to study at UTAR

Course Code	Semester/ Year	Course Description	Taking Exam (Yes / No)	Credit Transfer (Yes / No)	Comments from Dean

Please note:

You are advised to complete all the assessments requirements of the courses selected for credit transfer to your home university. Please attach documents from your university stating credit transfer details.

**PREVIOUS STUDY AT UNIVERSITI TUNKU ABDUL RAHMAN**

Have you previously been an overseas exchange / non-graduating student at UTAR? YES / NO  
If yes, state year of attendance and courses taken \_\_\_\_\_

**DECLARATION BY APPLICANT**

I declare that to the best of my knowledge, the information given is correct and complete. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications, studies and experience and hereby authorize UTAR to obtain further information where necessary. I agree to present the original copies of my academic results and transcript for verification by UTAR, if required. UTAR reserves the right to withdraw any offer to me or cease my enrollment at any stage during my course where false or misleading information has been provided.

I declare that I have not been convicted by any court of law and will abide by all regulations and laws of the university and the country.

I declare that I am mentally and physically fit to undertake this programme.

I would like to participate in Buddy Programme and I understand that any expenses incurred by me during the programme shall be borne by myself. I also agree that my personal information (e-mail address/contact number/wechat/whatapps ID), is given to my future buddy.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Universiti Tunku Abdul Rahman</b>			
<b>Form Title: Admission as a Non-Graduating Student Form (Inbound)</b>			
Form Number : FM-DCIN-001	Rev No : 2	Effective Date : 30 June 2016	Page No : Page 4 of 4

***For Office Use Only***

<b>Collection of Completed Form by Division of Community &amp; International Networking (DCInterNet)</b>			
Collected By		Date	
<b>Approval by Dean/Director of Faculty/Institute</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved	
Remarks			
Signature		Date	

Note: The completed application form must be submitted with the following documents:

- a. Letter of recommendation from the sending institution stating purpose and duration of study at UTAR including the approval of transfer credits accumulated at UTAR (if appropriate) from the Registrar or Dean or appropriate authority of applicant's home university
- b. One set of University transcripts with a certified English translation if the original language is not English.
- c. One copy of passport (only pages with passport number, photo, issuance and expiry dates).
- d. Other information requested by the faculty (if any).

Additional documents for International students applying for visa/student pass:

- e. One set of University transcripts with a certified English translation if the original language is not English.
- f. Three passport size photos with **a white background (4.5cm x 3.5cm)**
- g. One sets of photocopied passport for **all pages including blank pages**. The passport must be valid for at least 12 months from the expected date of entry.
- h. Medical examination report

Students may send scanned copies of the above documents & application form to:

E-mail: [dcinternet@utar.edu.my](mailto:dcinternet@utar.edu.my)

Followed by hard copies to:

(please do not send hard copies before we confirmed with you that all of your documents are complete)

**Sungai Long Campus**  
**The Division of Community and International Networking (DCInterNet)**

Room 1007, 10th Floor, KB Block  
 UNIVERSITI TUNKU ABDUL RAHMAN  
 Jalan Sungai Long,  
 Bandar Sungai Long, Cheras,  
 43000 Kajang, Selangor, Malaysia  
 Tel: +603-9086 0288 Ext: 137/138

**Kampar Campus**  
**The Division of Community and International Networking (DCInterNet)**

UNIVERSITI TUNKU ABDUL RAHMAN  
 Jalan Universiti, Bandar Barat,  
 31900 Kampar, Perak, Malaysia.  
 Tel: 605-4688888 Ext: 2538