



KBU INTERNATIONAL COLLEGE (193236-T)

No. Rujukan KPM: KP(JPS)5195/IPTS/1180/91



No. 1, Persiaran Bukit Utama, Bandar Utama, 47800 Petaling Jaya, Selangor D.E., Malaysia.

Tel: 603-7727 3200 Fax: 603-7727 2733 E-mail: enquiry@kbu.edu.my Website: www.kbu.edu.my

COURSE APPLICATION FORM FOR INTERNATIONAL STUDENT

For Office Use Only

HOW TO APPLY

- The application form must be completed and signed by the applicant.
- One certified true copy of the relevant certificate(s) must be attached with the application:-
 - One copy of the High School / Secondary School / Pre-University results or equivalent; if applicant is waiting for his/her results, please submit a copy of school's forecast results or trial examination results.
 - One copy of any other Diploma / Certificate or equivalent (if applicable). (Please translate the transcripts into English if they are in other languages).
- Copies of every page of your passport and seven passport size coloured photographs.
- The application must be accompanied by a non-refundable application and registration fee. All payments must be made in favour of 'First City Corporation Sdn Bhd'.

Note:

International students intending to study at KBU International College will have to obtain student visa from the Malaysian Immigration Department before the commencement of their courses. If students are not sure of the procedures, please contact the College.

Student No :

Course Code :

Intake :

Offer: * Full
* On Forecast
* Conditional

Initial :

Date :

Personal Particulars

Name (as stated in the I/C)	Mr / Miss / Mrs				
Correspondence Address					Tel
Date of Birth		Gender	Male / Female	Marital Status	Single/Married
Citizenship / Nationality				Passport No.	
E-mail Address				Religion	
Name of Parent / Guardian					
Occupation of Parent / Guardian					
Permanent Address (if different)					Tel

Course Particulars

Course Applied For	
Commencement Date	

Academic Qualifications

<input type="checkbox"/> High School Diploma /	<input type="checkbox"/>	Year Taken:.....
<input type="checkbox"/> College Diploma /	<input type="checkbox"/>	Year Taken:.....
TOEFL Score	IELTS Score		

Name & Address of School / College / University Previously Attended	Year	
	From	To

Employment Particulars (if Applicable)	
Employer:	Tel No:
Position Held:	From: to

Medical Disclosure	
Do you have any disability(ies) or long term medical condition? If yes, please state the type of disability and attach all relevant document(s).	No <input type="checkbox"/> Yes <input type="checkbox"/>
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Payment and Fees Refund Policy	
<p>I understand that:</p> <ul style="list-style-type: none"> All fees must be paid by bank drafts in favor of FIRST CITY CORPORATION SDN BHD. The application and registration fees are not refundable and not transferable. Tuition fees are not refundable and not transferable except where written notice is received by the Principal: 100% of the tuition fees will be refunded* if written notice is received one month or more before the commencement of the course/semester/term. 50% of the tuition fees will be refunded* if written notice is received less than one month before the commencement of the course/semester/term. (* Administrative charges and any other costs incurred by the College due to the withdrawal will be deducted from the amount to be refunded) There will be no refund after the commencement of the course/semester/term. The College will refund tuition fees paid in the event the course the student applied for is not conducted. In the event where the College withdraws an offer due to inaccurate information provided by the student, 10% of the total fees paid will be deducted as processing fee provided the student has not commenced his/ her course. In the event the student has commenced his/her course, the quantum of refund shall depend on the period the student has attended classes, and deduction made for administrative charges and any other costs incurred by the College. The security deposit, less any deduction for loss or damage to library books and any other deductions, will be refunded when the student leaves the College in good standing. 	
<p>Declaration I declare that the information provided by me is true and I understand and agree to abide by the Payment and Fees Refund Policy as stated above.</p>	
Applicant's Signature: _____	Date: _____
<p style="text-align: right;">0808</p>	