

Application for Admission to a Course of Postgraduate Study

<p>Course for which you are applying (<i>Please tick as appropriate</i>)</p> <p> <input type="checkbox"/> DBA (Taught Programme) <input type="checkbox"/> MBA (Taught Programme) <input type="checkbox"/> PhD (By Research) <input type="checkbox"/> Master (By Research) </p>	<p><u>For University Use</u> Application Reference No:</p> <p>Received on:</p>
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Please complete and return this original application form, along with all the appropriate supporting documents to:

Graduate Management Centre
Management & Science University (MSU)
 Level 4, West Wing Stesen Sentral Kuala Lumpur
 50470 Kuala Lumpur.
 Malaysia.
 Tel: 60 – 3 – 2273 6410 Fax: 60 – 3 – 2273 6417

Notes for Applicant: Please read carefully before you complete this application form.

1. Complete all the following pages in full, using a pen with black ink. If there are any questions which do not affect you, write N/A ('Not applicable') in response to these questions. For International Students, the form must arrive **three (3) months** before the commencement of the programme applied for. Faxed or photocopied applications will not be considered.
2. It is your responsibility to ensure that the application is submitted to MSU before the closing dates indicated. MSU cannot be held responsible if you, or a third party, submit the application after the closing date has passed.
3. It is your responsibility to obtain all the information and documents required in support of your application. MSU cannot undertake to obtain information/evidence/references on your behalf. Please note that a decision cannot be taken on this application until all the necessary documents and both references have been received.
4. This Application is NOT an enrolment form, nor does it guarantee admission.
5. All submitted documents become the property of MSU and will not be returned to applicants.
6. MSU reserves the right to inspect and verify the originals of your qualifications and transcripts prior to and during all phases of your enrolment process.
7. A non-refundable application fee is required. Cheques, Bank drafts and/ or Postal orders should be made payable in Ringgit/USD to "Management & Science University".

<u>Programme</u>	<u>Malaysian Student</u>	<u>International Student</u>
DBA	RM150.00	RM240.00 or USD60.00
PhD/ Master (By Research)	RM100.00	RM240.00 or USD60.00
MBA	RM40.00	RM160.00 or USD40.00

Application Checklist	Please tick (✓)	Remarks
Ensure that: All Sections have been completed in full.		
Attached: A legible photocopy of I/C (Malaysian Students) or passport (International Students).		
Attached: Certified True Copies of All the Academic Certificates & Results Transcripts.		
Attached: Certified True Copies of the Results Slip of a recognised English Language Proficiency Test (TOEFL / IELTS, etc).		
Attached: Certified True Copies of All Professional Qualifications/ Memberships.		
Ensure that: The declaration at the end of this application has been signed and dated.		
Ensure that: The Reference Forms to be filled in by Referees are in-process.		
Ensure that: Any supporting documents that may be relevant to the programme application have been included.		
A non-refundable application fee. Amount Paid: _____ Mode of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> WangPos <input type="checkbox"/> Other: _____		

SECTION 3: ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

ACADEMIC QUALIFICATIONS

Please list the highest qualification first.

Qualification <i>(e.g Bachelor in International Business (Hons))</i>	Institution <i>(e.g MSU)</i>	Country <i>(e.g Malaysia)</i>	Year Started <i>(e.g 2001)</i>	Year Completed <i>(e.g 2005)</i>

PROFESSIONAL QUALIFICATIONS AND MEMBERSHIPS OF PROFESSIONAL ORGANISATIONS

Qualification/ Membership <i>(e.g Chartered Account)</i>	Awarding Body/ Institution <i>(e.g ACCA)</i>	Country <i>(e.g Malaysia)</i>	Year Qualified/ awarded <i>(e.g 2005)</i>

EMPLOYMENT AND EXPERIENCE

Please provide the latest curriculum vitae including details of your work/research experience and any relevant experiences.

Name and address of employer <i>(e.g MSU)</i>	Dates of employment <i>(e.g Jan 05 – Dec 06)</i>	Position <i>(e.g Marketing Manager)</i>	Job Description <i>(e.g Sales & Marketing)</i>

SECTION 4: PROFICIENCY IN ENGLISH

Proficiency in English is essential for successful study in the MSU. If you do not hold a recent internationally recognised qualification in English, you maybe required to obtain one in order to confirm an offer of admission to your chosen programme.

First Language is English: Yes No

The medium of instruction used during your undergraduate/postgraduate programme.

English Others, please specify. _____ .

English Proficiency Tests (e.g TOEFL, IELTS, GMAT & etc)	Grade	Year Awarded

SECTION 5: PROGRAMME PREFERENCES AND COMMENCEMENT DATE

Programme	<input type="checkbox"/> DBA	<input type="checkbox"/> PhD (By Research)	<input type="checkbox"/> Master (By Research)	<input type="checkbox"/> MBA
Intake & Mode of Study	DBA: <input type="checkbox"/> March <input type="checkbox"/> July			<input type="checkbox"/> Full-time
	PhD/ Master (By Research): <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> November			<input type="checkbox"/> Part-time
	MBA: <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> November			Year: 2 0
Specialisation *For MBA Only				
Research Topic *For PhD/ Master (By Research)	** Please submit a 10-pages research proposal addressing the research topic, presenting a brief literature survey, your chosen methodology, an expected timeline and outcomes.			

SECTION 6 : FINANCIAL SUPPORT

Please indicate your source of financial support while studying at the MSU.

<input type="checkbox"/>	I am a self-financed private student.						
	<table border="1"> <tr> <td>Name of Employer/ Company</td> <td></td> </tr> <tr> <td>Occupation/ Position</td> <td></td> </tr> <tr> <td>Monthly Income</td> <td></td> </tr> </table>	Name of Employer/ Company		Occupation/ Position		Monthly Income	
Name of Employer/ Company							
Occupation/ Position							
Monthly Income							
<input type="checkbox"/>	I have financial support from my family.						
<input type="checkbox"/>	I am fully/partly sponsored by my home government/employer/other organisation (Please specify). (Please attach official supporting documents).						
<input type="checkbox"/>	I am in the process of applying for a study loan from _____. (Please attach official supporting documents).						
<input type="checkbox"/>	I have been awarded a scholarship by _____. (Please attach official supporting documents).						

Note: If you are receiving financial sponsorship from your present employer/ Government, kindly state the name and address of your employer/ Government, as well as the extent of the sponsorship in a separate sheet together with the supporting documents.

SECTION 7: REFEREES

State the name, position and address of the referees who have been involved in supervising your recent academic work and/or other from your current or past employer. For Applicants without working experience, you need to have two (2) lecturers to provide you with separate references. For Applicants who have a sufficient number of years of working experience, you need to have one (1) superior and one (1) lecturer to provide you with the necessary references or two (2) superiors to provide you with the necessary references.

Please give each of your referees a copy of the reference form and request them to fill them in and return them **directly** to The Graduate Management Centre of Management and Science University (MSU).

Name of the Referee	Organisation Name & Address	Contact Number & Fax	Email

SECTION 8: OTHER INFORMATION

Please indicate what you wish to gain from this Postgraduate Programme and what you would like to contribute to the course during your study.

**Your statements should continue on a separate sheet if necessary.*

OTHER APPLICATIONS

(Kindly list down any other application(s) you have made at this time to any other universities, institutions, educational establishments or colleges)

1.	2.
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SPECIAL REQUIREMENTS

(Kindly provide a description of any physical or disabilities which might necessitate special arrangements or facilities to be provided by MSU)

SECTION 9 : MEDICAL HISTORY

Type of diseases	Type of diseases
Bronchial Asthma <input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing Problem <input type="checkbox"/> Yes <input type="checkbox"/> No
Hypertension <input type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes Mellitus <input type="checkbox"/> Yes <input type="checkbox"/> No
Heart Diseases <input type="checkbox"/> Yes <input type="checkbox"/> No	Kidney Diseases <input type="checkbox"/> Yes <input type="checkbox"/> No
Psychiatric Diseases <input type="checkbox"/> Yes <input type="checkbox"/> No	HIV / AIDS <input type="checkbox"/> Yes <input type="checkbox"/> No
Others: (Please specify)	

SECTION 10 : DECLARATION

I agree to:

- Comply with the rules on admission, enrolment, fee payment and refund processes of the Management and Science University.
- Notify MSU if there is any change to the information I have given in this application for admission;
- Permit MSU to access my academic records from other institutions;
- Receive electronic communication and information from MSU relating to my application.

I understand that:

- The documents submitted in my application become the property of the Management and Science University and will not be returned to me;
- MSU may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me;
- MSU reserves the right to inform other tertiary institutions, if any of the material presented to support my application is found to be false;
- MSU reserves the right to reject/ withdraw any offer made or vary/ cancel of the programme should the circumstances so require it.

As an International Student, I understand that:

- I am seeking temporary entry into Malaysia as a fee paying international student for education purposes only, and that I may not undertake part-time studies or full-time or part-time employment;
- I, or my sponsor, will be responsible for the full costs of the programme for which I am seeking admission and for the attendant travel and living costs;
- MSU will not provide a subsidy to me for any costs incurred in the use of on-campus child care facilities for my dependants; I may be subject to different rules and conditions prescribed by MSU and the Malaysian Government if I change my visa status.

I declare that I have read the instructions on this application form and that the information provided by me in this application is true and complete in every particular. I authorise the Management and Science University to release personal information relevant to my application and visa documentation to the official agents of the Management and Science University.

Signature:	Name and Address
Date:	

Please sign or initial in the margin at the foot of every page in this document.