

Use the checklist below to ensure that all the application materials are complete. Missing information will delay processing and will affect your chances of admission. Place a tick  $[\checkmark]$  next to each document certifying you have enclosed each of the required materials.

No.	Documents required	Please Tick [√]
1.	Completed application form	
2.	A non-refundable application processing fee of <b>RM20.00</b> in form of money order (for domestic applicants) or bank draft worth <b>USD 30.00</b> (for foreign applicants), made payable to <b>Bendahari UKM</b> , account no. <b>1218-0011326-05-3</b> (CIMB Bank Berhad).	
3.	2 recent passport-size photograph.	
4.	A certified copy each of all degree certificates or professional qualification certificates. Please provide English translation if the certificates are not in Malay or English.	
5.	A certified copy each of all degree transcripts.	
6.	A certified copy each of English language test result (for foreign applicants whose native language is not English).	
7.	Two (2) academic references in form UKM-GSB 03.	
8.	A letter of guarantee from your sponsor/financial guarantor.	
9.	A research proposal (1,500-2000 words) for applicants for admission into Ph.D (by thesis) programme.	
10.	Two (2) certified copies of identity card/passport.	



## APPLICATION FORM FOR ADMISSION INTO POSTGRADUATE PROGRAMMES

SEMESTER	session
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Please attach a passport-	

sized photograph

## INSTRUCTIONS TO APPLICANT

- Fill out this application form and submit by mail together with supporting documentation and application fee to the Graduate School of Business, Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor, Malaysia.
- 2. Please refer to the application check list (UKM-GSB 01) and ensure that the copies of documents needed are sent to the GSB.

REFERENCE NUMBER: UKM-GSB 1.38
(For office purpose only)

A. PERSONAL DETAILS					
Last Name:	Gender: Male / Female				
First Name:  Note: Name should be written in upper case letters and as it wo	Date of Birth:  [Day/Month/Y				
Country of Origin:	Place of Birth: (Malaysian only)				
Permanent Resident:	Nationality:	(Malaysian only)  Age:			
Identity Card No. or Passport No.:		Marital : Single / Married			
Permanent Home Address: (Complete Mailing Address with Postcode)		Religion:			
		Ethnicity: Malay / Chine Others (Please state):	se / Indian	/	
Name, Address and Tel. No. of Person to be	Contacted in Case of an Emergency:	Mobile Phone:			
		Telephone: (Number to be contacted for inte	erview)		
Name of Contact Person in Malaysia and Hi	s/ Her Telephone Number:	Email:			
		Fax no.:			
B. DETAILS OF THE PROGRAMME [Please chi	oose (v) only one in the appropriate box]				
Master of Business Administration					
Registration Status:	Proposed Specialisation Area	ជ: (tick one in each column)			
Full-time MBA	Specialisation		First choice	Second choice	
	General		Circust	- CHOICE	
Evening MBA	Evening MBA Applied Finance Investment				
_	Taxation				
Weekend MBA	Organizational and Human Re	source Management			
	Islamic Management				
Note: Foreign applicants must register as 'full-time' only	Islamic Banking and Finance				
	Marketing				

Doctoral Programmes (DBA and Ph.D)		
Doctor of Business Administration (coursework and dissertation)  Doctor of Philosophy (by Thesis, with pre-requisite courses)  Note: please refer to GSB's website at www.ukm.my/gsbukm for programme details	Specialisation Specialisation	
Registration Status:  Full-time (foreign applicants must register as 'full-time' only)  Part-time		
Brief Title of Proposed Thesis:		
Note: If you are applying into the Ph.D (by thesis) programme, you are required to attach yo contain your research problem formulation, literature review and conceptual framework, me		ould
Academic Qualification		
Name of Institution:		
Country of Study:	Graduation Date (years/months):	
Major Field of Study:	Duration of Study (No. of years/months):	
Qualification Obtained: (e.g. Bachelor of Accounting, Master of Finance etc)		
Dominant Medium of Instruction: (e.g. English/ Arabic/ Malay etc)	Results Achieved: (Average grade point. E.g. CGPA 3.5 out of 4)	
Name of Institution:		
Country of Study:	Graduation Date (years/months):	
Major Field of Study:	Duration of Study (No. of years/months):	
Qualification Obtained: (e.g. Bachelor of Accounting, Master of Finance etc)		
Dominant Medium of Instruction: (e.g. English/ Arabic/ Malay etc)	Results Achieved: (Average grade point. E.g. CGPA 3.5 out of 4)	
Name of Institution:		
Country of Study:	Graduation Date (years/months):	
Major Field of Study:	Duration of Study (No. of years/months):	
Qualification Obtained: (e.a. Bachelor of Accounting, Master of Finance etc.)		
Dominant Medium of Instruction: (e.g. English/ Arabic/ Malay etc)	Results Achieved: (Average grade point. E.g. CGPA 3.5 out of 4)	
Note: Please enclose certified copies of degree certificates and degree transcripts as e	vidence of above	
Title of any Thesis/ Dissertation Submitted for Degree Award		
Title	Bsc/Msc Year Submitted	
Note: We define this as scholarly/academic writing of at least 50,000 words in length.		

Professional Qualifications (if any)								
	Qualification Obtained				Year Awarded	Awarded	d by	
								]
	Note: Please enclose certified cop	by of professional qualification	on certificates.					
D.	ENGLISH LANGUAGE PROP	FICIENCY QUALIFICAT	ION					
No	ame of Examination/Test: 1	OEFL/IELTS						
C	ompetency Level/Band Sco	ore:		Year Taken:				
	Note: Please enclose certified copy i. Competency level achie ii. Foreign students whose r <u>not</u> have this application	eved in either TOEFL/IELTS native language is not Englis.	h and those who earned degrees	s where English is not	the medium of instr	uction, who do	not submit these score	es will
E.	BRIEF FULL-TIME EMPLOYM	ENT SUMMARY						
С	urrent position and Area of	Responsibility:						
No	ame and address of organi	izations currently worl	king in:					
Те	lephone:							
	ate From:		Duration of Working wit	h current emplo	over			
	onth/year)		(month/year)	Treement emple	.,,			
	evious Position: ork experience after first degree, if a	any)						_
				Date (month		ate To onth/year)	Length of Service	

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(Name two (2) referees. For applicants into the <u>doctorate</u> programme, both referees should be <u>academics</u> who have taught you and
are capable of reporting your academic performance. For applicants into the master's programme, at least one referee should be an
academician. Immediate family members do not aualify as referees. ).

	Academic Referee 1		Academic Referee 2			
Name						
Position						
Address						
Phone No.						
Faks No.						
E-mail						
Note: Applican	ts into Master's programmes can substitute	the second academic re	ferees to be one from the corporate/industry sector.			
FINANCIAL	<b>SUPPORT</b> (Please tick $\lceil \sqrt{\rceil}$ in the appropriate	e box)				
I am fully sponsored by my employer/home government. (Please enclose official letter(s) of Financial Guarantee from your sponsoring institution)						
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	ease enclose official letter(s) of Financ	iai Guarantee trom yo	our sponsoring institution)			
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		iai Guarantee trom y	our sponsoring institution)			
Na Na	me and address of sponsor:  m a private student supported by my t	amily/self funding				
Na Na	me and address of sponsor:	amily/self funding				
Na Na	me and address of sponsor:  m a private student supported by my tease complete and submit the Finance	amily/self funding				
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DECLARATION The undersigner, to the becart, may res	me and address of sponsor:  m a private student supported by my tease complete and submit the Finance  ON  gned, declare that I have read and upst of my knowledge, true and complete that I in a delay or a rejection of my a	ramily/self funding ial Guarantor form UK.  Inderstand that all infete. I understand that oplication. Finally, if I	M/PPS/G/PO2/AK04/3)			
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DECLARATION, the undersigner, to the beart, may respond to the part, may respond to the part of the part, may respond to	me and address of sponsor:  m a private student supported by my tease complete and submit the Finance  ON  gned, declare that I have read and upst of my knowledge, true and complete that I in a delay or a rejection of my a	ramily/self funding ial Guarantor form UK.  Inderstand that all infete. I understand that oplication. Finally, if I	M/PPS/G/PO2/AK04/3)  ormation and documentation provided in the application any false statement or omission, even if unintended on my am offered and accepted to enroll in the postgraduate chool of Business and the Universiti Kebangsaan Malaysia.			
DECLARATION, the undersigner, to the beart, may respond to the part, may respond to the part of the part, may respond to	m a private student supported by my the ease complete and submit the Finance  ON  gned, declare that I have read and usest of my knowledge, true and complete ult in a delay or a rejection of my all agree to abide by the rules and regular	ramily/self funding ial Guarantor form UK.  Inderstand that all infecte. I understand that oplication. Finally, if I lations of Graduate Sc	M/PPS/G/PO2/AK04/3)  ormation and documentation provided in the application any false statement or omission, even if unintended on my am offered and accepted to enroll in the postgraduate chool of Business and the Universiti Kebangsaan Malaysia.			
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## **ACADEMIC REFERENCE FORM**

Section A.					
Instruction to Applicant  Page 2 of this form should be completed in your referee's own hand writing and duly signed by him/her. Completed reference forms which are not received in their sealed envelopes will not be accepted.					
Applicant's Name:					
Programme Applied For:					
Section B					
Instructions to referee  The person named above has applied to the postgraduate programme at the Graduate School of Business, UKM and has nominated you as his/her referee. We would appreciate if you could provide us the information below to help us assess the suitability of the candidate for our programme. Please either return the completed reference to the candidate a sealed envelope or mail it to the Graduate School of Business, Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor, Malaysia.					
Referee's Name:					
Job Title/ Position Held:					
Address:	Telephone No.:				
	Fax No.:				
E-Mail:					

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Sec	ction C							
1.	In what capacity did you know the applicant?							
2.	2. The applicant's academic achievement in comparison to other students in his/her group. Please place a tick $[\sqrt{\ }]$ in the appropriate box							
	top 5% of candidates							
	top 10% of candidates							
	top 25% of candidates							
	top 50% of candidates							
	bottom 50% of candidates							
	Please give us your opinion on the applicant's abil	ity to undertake adv	vanced graduc	ate study/rese	earch in terms of			
	the qualities below.							
		Outstanding	Good	Fair	Poor			
	Research/Problem Solving Skills							
	Oral Communication Skills							
	Written Communication Skills							
	Analytical Skills							
	Teamwork Ability							
	Maturity							
	Motivation							
	Leadership Potential							
4.	4. Please provide additional information about the applicant which you consider would be helpful to the Admissions Committee in the space below.							
Signa	iture:		Date:					

Thank you for your assistance in completing this form.



## FINANCIAL GUARANTOR FORM

(To Be Filled In By Applicant's)	
Applicant's Name:	
Identity Card No./ Passport No.:	
(To Be Filled In By Financial Guarantor)	
Guarantor's Name:	
Identity Card No./ Passport No.:	
Address:	Office Tel. No.:
	House Tel. No.:
	Email
Occupation:	
Income Per Month:	
DECLARATION BY THE FINANCIAL GUARANTOR	
I, the undersigned, certify that I am willing, able and promise to settle all of the outstanding payments due to the Graduate School of Business, Universiti Kebangsaan Malaysia for the above named applicant for his/her study at Universiti Kebangsaan Malaysia in the event that he/she is unable to do so.	
Signature	Date