

**Application Form for Postgraduate Studies (COGS/A/01)**

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|--|--|
| <p>Please complete this form in <b>BLOCK LETTERS</b> using a black pen or in typescript. Please refer to 'Notes for Guidance' provided at the back of this form.</p> <p>The completed form must be returned to <b>THE DEAN, COLLEGE OF GRADUATE STUDIES, UNIVERSITI TENAGA NASIONAL, 43009 KAJANG, SELANGOR DARUL EHSAN, MALAYSIA</b> Tel: (603)89212020 ext: 3016/3019/3023, Fax: (603)89212065, E-mail: <a href="mailto:postgrad@uniten.edu.my">postgrad@uniten.edu.my</a></p> <p>Note: Incomplete application form will be rejected</p> | <p>Please affix a recent passport size color photograph (compulsory)</p> |
|--|--|

**1. PERSONAL DETAIL**

|   |   |   |                                  |
|---|---|---|----------------------------------|
| <p>1.1 Title: Mr/Mrs/Miss/Ms/Dr/Other* (please specify)</p>   | <p>1.2 Name as in Identification Card or Passport</p> |   |                                  |
| <p>1.3 Date of Birth (dd/mm/yy)</p>   | <p>1.4 Nationality</p>                                | <p>1.5 Identification Card No. or Passport No.</p>  | <p>1.6 Gender (Male/Female)*</p> |
| <p>1.7 Permanent Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Post Code..... Country .....</p> <p>Telephone No. ....</p> <p>Fax No. ....</p> <p>Mobile No. ....</p> <p>E-mail Address .....</p>              |   | <p>1.8 Correspondence Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Post Code..... Country .....</p> <p>Telephone No. ....</p> <p>Fax No. ....</p> <p>Mobile No. ....</p> <p>E-mail Address .....</p> |                                  |
| <p>1.9 Next of Kin</p> <p>Name: ..... Relationship: .....</p> <p>Permanent Address: .....</p> <p>.....</p> <p>Country: ..... Postcode: .....</p> <p>Telephone No.: ..... Fax. No.: ..... Email: .....</p>             |   |   |                                  |
| <p>Note: Please include 4 copies of colour passport size photos and for international applicants - 3 copies each of all marked/stamped passport pages (including blank pages) – for international applicant only.</p> |   |   |                                  |

**2.0 REGISTRATION SOUGHT**

|   |  |
|---|--|
| <p>2.1 Program of Studies: (PhD/Master)</p> | <p>2.2 Area of Study: (e.g. Electrical Engineering/Mechanical Engineering/ Civil Engineering/Information Technology/Engineering Management/Business Management or MBA)</p> |
|---|--|

|   |  |  |  |
|---|--|--|--|
| <b>2.3 Mode of Study:*</b><br>Full-Time [    ] Part-Time [    ]   |  | <b>2.4 Proposed Start Date: *</b><br>Year [    ] June/July [    ] or Nov/Dec [    ]* |  |
| <b>2.5 Program Structure:</b><br>Structure A:<br>Full Research* [    ]<br>(Please attach research proposal) |  | Structure B:<br>Coursework and Research* [    ]                                      |  |
|   |  | Structure C: Coursework and<br>Project/Case Studies* [    ]                          |  |

\*Please fill-up or tick appropriate box

### 3.0 QUALIFICATIONS

#### Institution of Higher Learning Qualifications Achieved/Expected

Please attach certified true copies of official transcripts of academic record (degree certificates, subjects and grade transcript, professional certificates, etc)

|   |  |
|---|--|
| <b>3.1 University/Institution attended at Postgraduate Level:</b> |  |
| 3.1.1 Degree Title:   |  |
| 3.1.2 Class or Grade e.g. CGPA                                    | 3.1.3 Year of Award                                      |
| 3.1.4 Full-Time/Part-Time/Distance Learning*                      | 3.1.5 Dates of Attendance: From (dd/mm/yy) to (dd/mm/yy) |

|   |  |
|---|--|
| <b>3.2 University/Institution attended at Undergraduate Level</b> |  |
| 3.2.1 Degree Title:   |  |
| 3.2.2 Class or Grade e.g. CGPA                                    | 3.2.3 Year of Award                                      |
| 3.2.4 Full-Time/Part-Time/Distance Learning                       | 3.2.5 Dates of Attendance: From (dd/mm/yy) to (dd/mm/yy) |

|  |
|--|
| <b>3.3 A-Level, Diploma or Pre-University or Other Professional Qualifications</b><br>(You should include here details of any qualifications taken prior to University entrance. Please include type of qualification, grade and date) |
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### 3.4 Graduate Management Admission Test (GMAT) or Graduate Requirement Examination (GRE).

If your academic degree is not from UNITEN or degree not recognized by UNITEN, you are required to take GMAT (if applying for business program) or GRE (for engineering or information technology program).

GMAT/GRE\* Score ..... Date of Exam: .....  
 (Please attach official or certified copy of GMAT or GRE score)

\* Please tick if appropriate

### 3.5 English Language Qualification/Proficiency

3.5.1 What is your first language? .....

3.5.2 Is English the medium of instruction at your former institution of higher learning? YES\* [  ]/NO\*[  ]

If English is not the medium of instruction at your former institution of higher learning, please give details of your English Language qualification, including grade, class, awarding body and date awarded.

Please attach an official or certified copy of your English Language certificate.

| 3.5.2 IELTS/TOEFL*             | Score       | Date Taken |
|--------------------------------|-------------|------------|
|                                |             |            |
| 3.5.3.. Other (please specify) | Score/Grade | Date Taken |
|                                |             |            |

(\*Please fill-up or tick appropriate box)

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## 4.0 WORK EXPERIENCE

### 4.1 Current Employment

4.1.1 Position: .....

4.1.2 Organization: .....

4.1.3 Address:.....

.....

.....

.....

4.1.4 Telephone No.: ..... Fax No.: .....

4.1.5 Date begin work: ..... Date end work:.....

4.1.5 Explain briefly your nature of job

.....

.....

.....

.....

.....

.....

## 4.2 Previous Employment

4.2.1 Position: .....

4.2.2 Organization: .....

4.2.3 Address: .....

.....

.....

4.2.4 Telephone No.: ..... Fax No.: .....

4.2.5 Date begin work: ..... Date end work: .....

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## 5.0 FINANCIAL SUPPORT

(Please attach copies of sponsorship/scholarship letters or financial statement where appropriate)

5.1 Please state how you intend to finance your studies at UNITEN (e.g. self-funding or sponsorship)

.....

5.2 If you been awarded a scholarship/sponsorship, please give details including dates.

.....

.....

5.3 What will this sponsorship/scholarship covers? (e.g. tuition fees, maintenance, books etc)

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## 6.0 OTHER APPLICATIONS

(Please inform of other Malaysian universities that you have applied to)

.....

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.....

## 7.0 REFEREES

(Please provide details of two persons whom you have approach as referee. The referees should submit sealed references using the form provided)

|                           |                           |
|---------------------------|---------------------------|
| Name:                     | Name:                     |
| Position                  | Position                  |
| Name of Institution       | Name of Institution       |
| Address                   | Address                   |
| Country                   | Country                   |
| Telephone No. and Fax No. | Telephone No. and Fax No. |
| Email Address             | Email Address             |

## 8.0 PUBLICITY

(What was your main source of information about postgraduate studies at UNITEN. Please tick one box only.)

|                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | University Prospectus               |
| <input type="checkbox"/> | University Website                  |
| <input type="checkbox"/> | UNITEN Graduates/Alumni             |
| <input type="checkbox"/> | Education Fair                      |
| <input type="checkbox"/> | Newspaper or Other Printed Material |
| <input type="checkbox"/> | Friends/Relatives                   |
| <input type="checkbox"/> | Other – Please Specify<br>.....     |

## 9.0 CHECKLIST AND DECLARATION

I enclose the following documents with this form (Please tick where appropriate)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Evidence of academic or professional qualification and transcripts which are certified true copy. If it is not in English it should be certified translated into English.           |
| <input type="checkbox"/> | Copies of English Language certificates e.g. TOEFL or IELTS (if appropriate)  |
| <input type="checkbox"/> | Copies of GMAT/GRE Test Score (if appropriate)  |
| <input type="checkbox"/> | Sponsorship/Scholarship letter or Financial statement   |
| <input type="checkbox"/> | Two References/Recommendation letters   |
| <input type="checkbox"/> | Research Proposal For Structure A – Program by Full Research (if appropriate)   |
| <input type="checkbox"/> | Four (4) Passport Size Color Photographs (Please put down your name and program you applied for at the back of your photographs)  |
| <input type="checkbox"/> | For International Students, Please attached three (3) photocopies all pages of your passport (all pages). This is required by immigration department for student's visa application |
| <input type="checkbox"/> | Application Processing Fees (RM30.00 for Malaysian, RM120.00 or USD35.00 for International applicant)   |
| <input type="checkbox"/> | For Malaysian applicant please attach a certified copy of your identification card  |
| <input type="checkbox"/> | Others (Please specify)   |

Do you have any disability that the University should know of e.g. use wheel chair, blind, deaf, etc?

Yes [  ] No [  ] If Yes, please specify the nature of disability

.....

I hereby declare that all information is true and I understand that Universiti Tenaga Nasional is empowered to reject my application/enrolment if any of the information above is found to be false or incomplete.

| Date | Name and Signature of Applicant |
|------|---------------------------------|
|      |                                 |

**Note: Please do not fill up the next page. It is for university use only**

## 10.0 FOR UNIVERSITY USE ONLY

|                              |  |
|------------------------------|--|
| <b>Applicant Name</b>        |  |
| <b>Program applied for</b>   |  |
| <b>Date received by CoGS</b> |  |
| <b>Forward to</b>            |  |
| <b>Date forward to</b>       |  |

|   |  |
|---|--|
| <b>Date received by respective College</b>                        |  |
| <b>Entry qualification acceptable (Yes/No)</b>                    |  |
| <b>English language acceptable (Yes/No)</b>                       |  |
| <b>Recommendation (Accept/Reject)</b>                             |  |
| <b>If accepted Proposed supervisor(s) for structure A program</b> |  |
| <b>University's postgraduate admission committee</b>              | <b>Date of meeting and decision (accept or reject)</b> |
| <b>Date of offer/reject letter</b>                                |  |

|                                 |
|---------------------------------|
| <b>Comment/Condition/Action</b> |
|---------------------------------|

## **'Notes for Guidance' for Filling-up the UNITEN Postgraduate Application Form**

- For local applicant please include **RM30.00** for processing fee.
- For international applicant - **RM120.00** or **USD 35.00**

### **Section 1: Personal Detail**

- If you change your correspondence address, please contact the University immediately giving details.
- Please include 4 recent passport size color photos.
- Applicants from overseas are required to submit 3 copies of all pages of your international passport which include pages with photograph, personal details and validity of at least one year.
- For local student please attach a certified copy of your identification card.

### **Section 2: Registration Sought**

Programs currently being offered by UNITEN are:

- Structure A (by Full Research): Doctor of Philosophy in Engineering, Doctor of Philosophy in Business Administration, Doctor of Philosophy in Information and Communication Technology,
- Structure A (by Full Research): Master of Electrical Engineering, Master of Mechanical Engineering, Master of Civil Engineering, Master of Information Technology
- Structure B (by Coursework and Research): Master of Electrical Engineering, Master of Mechanical Engineering and Master of Information Technology
- Structure C (by Coursework and Project): Master in Engineering Management and Master of Business Administration

2.1 Please state whether you are applying for PhD or Master's program.

2.2 Please state the chosen area of study e.g. Electrical Engineering or Engineering Management or Business Administration (MBA).

2.3 Please tick you are applying for part-time or full-time program.

2.4 In an academic year there are two intakes which are either in June/July or Nov/Dec of the current year. Please indicate the year and month of which you intend to register for the program

2.5 In program structure please indicate your chosen type of program structure i.e. **structure A, B or C.**

- You may apply for more than one program of study but you will be allowed to register for one program only. If applying more than one program please list them in order of preference.
- Application for program under structure A, please attach a copy of your research proposal.
  - Research proposal should include title of the research, problem identification, research objectives, review of previous studies related to the title, research methodology, proposed contribution to the body of knowledge/ organizations/ society, citation and list of references and research schedule.
  - Research proposal should be type written in A4 paper, double-spacing, font new time roman, font size 12 and should not exceed 10 pages.

### **Section 3: Qualifications**

For item 3.1 to item 3.3 please detail down information with regards to your qualifications. It is very important that you attached certified true copies of all official transcripts of academic records. Failing which we may not be able to process your application form.

Item 3.4 if your degree is not a UNITEN degree or degree not recognized by UNITEN, GMAT score is required if you are applying for MBA or PhD in Business Management. GRE is required for those applying for Engineering or IT program.

Item 3.5 If English is not your first language or not the medium of instruction at your former institution of higher learning TOEFL or IELTS score is require.

(Important: If you certificates/transcripts is not in English language, it must be certified translated into English Language)

### **Section 4.0 Work Experience**

Please provide detail of your current employment and nature of your job and of your previous employment.

### **Section 5.0 Financial Support**

It is important for us to know how you intend to support yourself while studying with us. Please provide detail and supporting evidence as stated in the section. You can use the 'Confidential Financial Statement' Form attached.

### **Section 6.0 Other Applications**

Please fill up this section if you have applied to other Malaysian institution of higher learning other than UNITEN.



**Section 7.0 Referees**

Please put down details of two persons you selected as your referee. Please request them to fill up their report in the form provided and return to you in sealed envelope to be sent to us together with the complete application form. If possible one of your referees should be from your former institution of higher learning.

**Section 8 Publicity**

Please tick where appropriate. It is important for us to know your main source of information on UNITEN.

**Section 9.0 Checklist and Declaration**

The checklist is to help you to see whether you have not left out anything that is important for us to process your application. Please state whether you have any disability that we need to know. If yes please specify the nature of your disability. You are to declare that all information that you have given is true. Please give the date and sign at the given box.

Page 7 is for UNITEN use only.

Attached along with this application form are two (2) referee report and a 'Confidential Financial Statement Form'. The referee form need to be fill up, sign, sealed by your referee and submitted together with the application form for submission to UNITEN.

**Please do not send cash through the post. The university will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash. If using banker's cheque please make it payable to UNIVERSITI TENAGA NASIONAL. Personal cheque is not acceptable.**

***Thank you for choosing UNITEN as your choice for postgraduate program.***

**REFEREE'S REPORT**

This report is confidential and must be sealed by the referees and forward the envelope to the applicant to be submitted together with the application form



**PART A: To be completed by the applicant**

NAME: .....

PROGRAM OF STUDIES: .....

MODE OF STUDIES: Full-Time [ ] Part-Time [ ]

PROGRAM STRUCTURE: By Research [ ] Coursework & Research [ ] Coursework & Project [ ]

**PART B: To be completed by the referee**

NAME: .....

OFFICIAL POSITION: .....

EMPLOYER'S NAME: .....

EMPLOYER'S ADDRESS: .....

Post Code: ..... Town: .....

State: ..... Country: .....

Tel. No.: ..... Fax No.: ..... E-mail: .....

**PART C: Referee's Report**

- 1) How long have you known the applicants? (No. of Years) .....
- 2) How do you know the student .....
- 3) What is your relationship with the applicant? .....
- 4) In your opinion is the applicant ready for graduate work? (Yes or No and Why) .....

5) How do you rate the applicant on each of the following? (Please tick)

|                                     | Excellent | Very Good | Good | Average | Poor |
|-------------------------------------|-----------|-----------|------|---------|------|
| a) Intellectual Ability             |           |           |      |         |      |
| b) Maturity and Emotional Stability |           |           |      |         |      |
| c) Motivation                       |           |           |      |         |      |
| d) General Knowledge                |           |           |      |         |      |
| e) Initiative                       |           |           |      |         |      |
| f) Team Player                      |           |           |      |         |      |
| g) Responsibility                   |           |           |      |         |      |

Your recommendation: Recommended [ ] Not Recommended [ ]

Date: .....

Signature: .....

**REFEREE'S REPORT**

This report is confidential and must be sealed by the referees and forward the envelope to the applicant to be submitted together with the application form



**PART A: To be completed by the applicant**

NAME: .....

PROGRAM OF STUDIES: .....

MODE OF STUDIES: Full-Time [ ] Part-Time [ ]

PROGRAM STRUCTURE: By Research [ ] Coursework & Research [ ] Course work & Project [ ]

**PART B: To be completed by the referee**

NAME: .....

OFFICIAL POSITION: .....

EMPLOYER'S NAME: .....

EMPLOYER'S ADDRESS: .....

Post Code: ..... Town: .....

State: ..... Country: .....

Tel. No.: ..... Fax No.: ..... E-mail: .....

**PART C: Referee's Report**

6) How long have you known the applicants? (No. of Years) .....

7) How do you know the student .....

8) What is your relationship with the applicant? .....

9) In your opinion is the applicant ready for graduate work? (Yes or No and Why) .....

10) How do you rate the applicant on each of the following? (Please tick)

|                                     | Excellent | Very Good | Good | Average | Poor |
|-------------------------------------|-----------|-----------|------|---------|------|
| a) Intellectual Ability             |           |           |      |         |      |
| b) Maturity and Emotional Stability |           |           |      |         |      |
| c) Motivation                       |           |           |      |         |      |
| d) General Knowledge                |           |           |      |         |      |
| e) Initiative                       |           |           |      |         |      |
| f) Team Player                      |           |           |      |         |      |
| g) Responsibility                   |           |           |      |         |      |

Your recommendation: Recommended [ ] Not Recommended [ ]

Date: .....

Signature: .....

# Confidential Financial Statement Form

This report is confidential forward to the applicant to be submitted together with the application form



I agree to be the guarantor of the student named: .....  
NRIC or Passport No.: ..... during the period of study for his/her degree (name the degree program) .....  
at Universiti Tenaga Nasional, Malaysia. I agree to assume all financial responsibility should my source(s) of funding be interrupted or stopped. My particulars are as follows:

Name: .....  
NRIC or Passport No.: ..... Occupation: .....  
Home Address: .....  
.....  
Tel. No.: ..... Fax No.: .....  
Email Address: .....  
Employer's Address: .....  
.....  
Employer's Tel. No.: ..... Fax No.: .....  
Email Address: .....

### Source of support for financing study at Universiti Tenaga Nasional (A bank official's signature, stamp or seal is required)

I certify that the student's guarantor have sufficient fund to cover all his expenses such as tuition, food and lodging etc during his period of study at Universiti Tenaga Nasional.

Name of bank .....  
Address of bank .....  
.....  
Tel. No.: ..... Fax No.: .....

.....  
Date

.....  
Bank Official's Signature  
Bank Official's Stamp or Seal

**OR**

**You may, in lieu of this form, send a certified letter from a bank/company/government agency or any other sponsors in your country, addressed to Universiti Tenaga Nasional indicating that your educational and living expenses will be provided by your sponsor which can be transferred to the university without encumbrances.**

I certify that all information given above is correct and true.

.....  
Date

.....  
Guarantor's Name and Signature