



## 2. PROGRAMME PREFERENCE (Please tick)

**Intensive English Programme For International Students (Offered in Main Campus)**

Students **without** an acceptable level of English will be required to satisfactorily complete an Intensive English Programme before being admitted into foundation or degree programme.

- |   |  |
|---|--|
| <input type="radio"/> Bachelor of Electrical and Electronic Engineering (Hons)          | <input type="radio"/> Bachelor in Computer Science (Software Engineering) (Hons) |
| <input type="radio"/> Bachelor of Electrical Power Engineering (Hons)                   | <input type="radio"/> Foundation For Electrical and Electronic Engineering       |
| <input type="radio"/> Bachelor of Mechanical Engineering (Hons)                         | <input type="radio"/> Foundation For Mechanical Engineering                      |
| <input type="radio"/> Bachelor of Civil Engineering (Hons)                              | <input type="radio"/> Foundation For Civil Engineering                           |
| <input type="radio"/> Bachelor of Info. Technology (Graphics and Multimedia) (Hons)     | <input type="radio"/> Foundation For Electrical Power                            |
| <input type="radio"/> Bachelor of Info. Technology (Information Systems) (Hons)         | <input type="radio"/> Foundation For Computer Science                            |
| <input type="radio"/> Bachelor in Computer Science (Systems and Networking) (Hons)      | <input type="radio"/> Foundation For Information Technology                      |
| <input type="radio"/> Bachelor of Accounting (Hons) *                                   | <input type="radio"/> Bachelor in Bus. Administration) (Hons) in HR Management*  |
| <input type="radio"/> Bachelor of Finance (Hons)*                                       | <input type="radio"/> Foundation in Accounting *                                 |
| <input type="radio"/> Bachelor in Bus. Administration (Marketing) in Ent. Development * | <input type="radio"/> Foundation in Finance*                                     |
| <input type="radio"/> Bachelor in Bus. Administration) (Hons) in Marketing*             | <input type="radio"/> Foundation in Business Studies*                            |

\* Programme offered in Bandar Muadzam Shah, Pahang State

## 3. COMMENCEMENT DATE (Please tick)

Please indicate year

- January Intake For Intensive English Programme (Application dateline -1 December)
- March Intake For Intensive English Programme (Application dateline – 1 January)
- June Intake For Main Programmes (Application dateline -1 April)
- July Intake For Intensive English Programme (Application dateline -1 May)
- November Intake For Main Programmes (Application dateline - 1 September)

Year : \_\_\_\_\_

## 4. ACADEMIC QUALIFICATIONS

Please provide in chronological order on institutions attended and qualifications attained. Begin with secondary education- e.g GSCE, GCE 'O' Level, HSC, GCE 'A' Level, Diploma, Associate Degree etc. All academic transcripts must be certified.

Qualification	Institution	Country	Years of Study (year –year )	Year of Completion	Completed? Yes or No	Tick circle if certified copies attached
						<input type="radio"/>
						<input type="radio"/>
						<input type="radio"/>

## 5. ENGLISH LANGUAGE PROFICIENCY

Proficiency in English is essential for successful study in Universiti Tenaga Nasional. All international applicants **must** demonstrate an acceptable level of English proficiency to gain entry into foundation/ degree programme. Kindly indicate below how you have met the requirements.

Tick circle if certified results attached

- |                       |   |                       |
|-----------------------|---|-----------------------|
| <input type="radio"/> | IELTS/ TOEFL test undertaken in the 24 months preceding application   | <input type="radio"/> |
| <input type="radio"/> | First language is English (you may still be required to provide formal test results)                              | <input type="radio"/> |
| <input type="radio"/> | I will be sitting an IELTS/TOEFL test on _____ and will forward the results to the University as soon as possible | <input type="radio"/> |
| <input type="radio"/> | I wish to join the appropriate Intensive English Programme.   | <input type="radio"/> |
| <input type="radio"/> | Others – please give details :  | <input type="radio"/> |

## 6. FINANCIAL SUPPORT

International students must ensure that they have sufficient funds to meet the tuition fees and living costs. Please indicate your source of financial support while studying at Universiti Tenaga Nasional

Tick circle if evidence of Sponsorship/ Scholarship attached

<input type="radio"/>	Family/ self	
<input type="radio"/>	Sponsored by employer/ home government/ other organization	<input type="radio"/>
<input type="radio"/>	Scholarship awarded by :	<input type="radio"/>

## 7. ACCOMMODATIONS (please tick)

Do you require on- campus accommodations :  Yes  No

## 8. CHECKLIST

Your application cannot be considered unless all required documents are attached. Please ensure you have:

<input type="radio"/>	Completed all relevant sections of this application
<input type="radio"/>	Attached a bank draft of USD 35 or RM120 payable to "Universiti Tenaga Nasional"
<input type="radio"/>	Attached 4 copies of passport sized colour photographs
<input type="radio"/>	Attached 3 photocopies of passport (only personal details and passport validity page)
<input type="radio"/>	Attached certified copies of all academic transcripts and translations (if applicable)
<input type="radio"/>	Attached certified copies of subject descriptions/ syllabuses (if seeking credit transfer)
<input type="radio"/>	Attached certified copies of IELTS/TOEFL/other English Language Programme results
<input type="radio"/>	Attached evidence of sponsorship/ scholarship (if applicable)
<input type="radio"/>	Signed the declaration
<input type="radio"/>	Made a copy of this application for your record and reference.

## 9. DECLARATION

I agree to :

- Comply with rules on admission, enrolment, fee payment and refunds of Universiti Tenaga Nasional;
- Notify the International Relations Unit if there is any change to the information I have given in this application for admission;
- Permit the University to access my academic records from other institutions;
- Receive electronic communications and information from the University relating to my application.

I understand that :

- The documents submitted for my application become the property of Universiti Tenaga Nasional and will not be returned to me;
- The University may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me;
- The University reserves the right to inform other educational institutions, if any of the material presented to support my application is found to be false;
- 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;
- I may be subject to different rules and conditions prescribed by the University and the Malaysian Immigrations if I change my visa status.

I declare that I have read the instructions of this application form and that the information provided by me in this application is true and complete in every particular.

Signature: \_\_\_\_\_

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

## HOW TO APPLY

1. Complete this application form
2. Attach all required documentation and application (refer to checklist in section 8 of the application form)
3. Submit the completed application and required documentation to :

**Marketing and International Relations Centre**  
**Universiti Tenaga Nasional**  
**KM 7, Jalan Kajang Puchong**  
**43009 Kajang, Selangor**  
**Malaysia**

## Admission and Acceptance Procedures

After assessment of qualifications and English language proficiency, successful applicants will receive an official written offer of a place from the University. Students must accept their place, by completing the acceptance letter (attached to the offer letter), by the deadline specified in their letter of offer, otherwise the offer will lapse.

Unsuccessful applicants will be notified in writing if they are not accepted into an academic programme.

## NOTES FOR APPLICANTS

### How to complete this form?

- Write clearly using BLOCK LETTERS
- Complete all sections from pages 1- 3, including the Checklist in section 8 and the Declaration in section 9.
- An USD 35 or RM120 application fee must accompany this application. The non-refundable fee must be paid in a bank draft payable to “**UNIVERSITI TENAGA NASIONAL**”. Cash, personal cheque, bank transfers or credit cards are NOT accepted. This application will not be processed until application fee is paid as specified.
- Attach all required documentation. Your application cannot be considered unless all essential documents are attached.

### Evidence of English Language Proficiency (ELP)

- Applicants must include certified ELP evidence with their application. Delay in providing such evidence may lead to a one semester or one year deferment.

### Change In Application Details

It is your responsibility to immediately advise the University's International Relations Unit in writing of any change of application details. Including personal information such as address and name changes.

### Certification and Submission of Documents

- Documentation submitted with the application must be certified. A certified copy of the original document is one which has been certified – *by an official agent or a staff member of this University, a Justice of the Peace, a Notary Public, an university registrar, or an examining authority* – as a true copy of the original document.
- If the official transcript does not state the successful completion of the qualification, applicants must provide an original or certified copy of an official from the institution – issued by its central administrative office, e.g., Registry, Student Administration – confirming the completion. Letters from individual academic staff are not accepted.
- The University reserves the right to inspect and verify the originals of your qualifications and transcripts prior to and during your enrolment.
- The documents should be presented in the same sequence as they are requested in the application form.
- All submitted documents become the property of Universiti Tenaga Nasional and will not be returned to applicants.
- This application form is used as a file folder

**PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR OWN RECORD AND ANY SUBSEQUENT ENQUIRY.**