

# INTERNATIONAL STUDENTS APPLICATION FORM

Student number (For office use)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**PHOTO**  
1 passport-size  
or soft copy of  
3.5cm x 4.5cm  
with white  
background

<b>Name of Applicant</b>		
<b>Intake</b>	Month	Year
<b>Preferred Location</b>	<input type="checkbox"/> Damansara Campus <input type="checkbox"/> Subang Bestari Campus <input type="checkbox"/> HELP Academy	

Please tick (✓) course(s) applying for:

## HELP ACADEMY (HA)

### DEPARTMENT OF MANAGEMENT STUDIES

- Certificate in Business Management  
 Diploma in Business Management

- Diploma in Accounting  
 Diploma in Marketing

## HELP UNIVERSITY (HU)

### HELP MATRICULATION CENTRE

- Foundation in Arts  
 Foundation in Science

### DEPARTMENT OF COMMUNICATION

- Diploma in Communication  
 Bachelor of Communication (Media Studies) (Hons)  
 Bachelor of Communication (Marketing Communication) (Hons)  
 Bachelor of Communication (Public Relations) (Hons)

### DEPARTMENT OF BUSINESS STUDIES

- Diploma in Business  
 Bachelor of Business (Accounting) (Hons)  
 Bachelor of Business (Finance) (Hons)  
 Bachelor of Business (Marketing) (Hons)  
 Bachelor of Business Psychology (Hons)  
 Bachelor of Business (Entrepreneurship) (Hons)  
 Bachelor of Business (International Business) (Hons)  
 Bachelor of Business (Human Resource Management) (Hons)  
 Bachelor of Business Analytics (Hons)  
 Bachelor of Management (Hons)  
 Bachelor of Economics (Hons)

### SCHOOL OF HOSPITALITY & TOURISM

- Bachelor of Business (Hospitality Management) (Hons)  
 Bachelor of Tourism Management (Hons)

### DEPARTMENT OF LAW

- Bachelor of Laws (Hons)  
 UK Degree Transfer Programme (Law)

### SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGY

- Diploma in Information Technology  
 Bachelor of Information Technology (Hons)  
 Bachelor of Information Technology (Hons) Data Analytics  
 Bachelor of Computer Science

### DEPARTMENT OF PSYCHOLOGY

- HELP Bachelor of Psychology (Hons)

### DEPARTMENT OF EDUCATION

- Diploma in Education  
 Diploma in Early Childhood Education  
 Bachelor of Early Childhood Education (Hons)

### DEPARTMENT OF ENGLISH

- Intensive English Programme

Others:

Have you made any previous applications to the HELP Group?  NO  YES, please specify:

How did you know about HELP and its programmes? Please specify:

Were you previously a registered student at any other educational institution in Malaysia?  NO  YES  
If yes, specify name of institution and year(s)

If you are an expatriate domiciled in the present country, please specify your nationality

Note:

1. All sections must be completed including the necessary signature(s) in the relevant sections.
2. Attach a set of certified copies of all academic qualifications, Health Declaration Form, photograph (3.5cm x 4.5cm with white background) and 1 photocopy of Passport (all pages, A4 size coloured).
3. Copies of documents and photographs submitted will be filed for our record purposes and will not be returned, even if the applicant decides not to continue with his/her application after submission. All information and documents given will be kept in confidence and in accordance with the Personal Data Protection Act 2010.
4. Enclose the non-refundable application fee made payable to either HELP University Sdn Bhd, or HELP Academy Sdn Bhd as the case may be.
5. Failure to comply with these procedures may result in a delay in processing this application.

**A | DETAILS OF APPLICANT** Please use BLOCK LETTERS and underline surname

<b>Full Name</b> (as in passport)			
<b>Age</b>	<b>Date of Birth</b>	<b>Country of Birth</b>	<b>Nationality</b>
<b>Passport No.</b>	<b>Valid until</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status</b> <input type="checkbox"/> Single <input type="checkbox"/> Married
<b>Permanent Address</b> (Home Country Address)			
<b>Postcode / Zip code</b>	<b>City</b>	<b>State / Province</b>	<b>Country</b>
<b>Tel. No. (Home)</b>		<b>Tel. No. (Mobile)</b>	
<b>Correspondence Address in Malaysia</b>			
<b>Postcode / Zip code</b>		<b>Email</b>	
<b>Tel. No. (Home)</b>		<b>Tel. No. (Mobile)</b>	
<b>Do you have any medical condition(s) or disability/disabilities that require(s) special assistance?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify			

**Please name the location of the nearest Malaysian Embassy / High Commission / Consulate for your student entry visa application:**

Note: Malaysian RM150 is the standard (about USD37.50) will be charged for any subsequent change of embassy/high commission/consulate after this application has been submitted.

<b>Your own Country</b> Name of Country City	<b>Neighbouring Country</b> (if there is none in your country) Name of Country City
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**B | DETAILS OF PARENTS, GUARDIAN OR NEXT OF KIN** Please fill in the following information for emergency contact**1) Name of Father / Guardian** (as in passport)**Correspondence Address** (if different from permanent address in Section A)

<b>Postcode / Zip code</b>	<b>City</b>	<b>State / Province</b>	<b>Country</b>
<b>Tel. No. (Home)</b>		<b>Tel. No. (Mobile)</b>	<b>Email</b>

**2) Name of Mother / Guardian** (as in passport)

<b>Tel. No. (Home)</b>	<b>Tel. No. (Mobile)</b>
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**C | ACADEMIC QUALIFICATIONS**

Please state ALL the relevant academic qualification(s) that you hold (Enclose all relevant documents to support your qualifications)

<b>Name of Course</b>	<b>Name of Institution</b>	<b>Details of Qualifications</b>	<b>YEAR</b>

**English Language Achievements**  TOEFL, level \_\_\_\_  IELTS, band \_\_\_\_  Others, please specify \_\_\_\_\_**D | DECLARATION**

- I certify that the information given herein is true and correct, and I acknowledge that any false and/or incorrect information or documentary evidence may result in the cancellation of my enrolment in the programme of study.
- I understand that the offer letter issued to me will become void if I fail to submit all the relevant documents and pay the required course fees by the due date.
- I agree to inform the Registrar in writing of any change in the information given herein, and I understand that HELP will not be held liable as a result of my failure to do so.
- I understand and agree that HELP shall forfeit the security deposit paid by me if I remain inactive for one year without notifying the Registrar in writing.
- I understand and agree that HELP shall cancel my student visa and notify the relevant government agencies/bodies if I remain inactive for one year without notifying the Registrar in writing.
- I understand and agree that any fees, deposits and/or monies due to me that remain unclaimed for a period of one year or more from the date of my becoming inactive in my program of study, will be transferred to any nominated education or charitable fund without further reference to me.
- I understand and agree to use the technology resources and facilities at HELP for educational, academic research and study purposes only, and HELP shall not be held liable for any violation of rules and regulations relating to those resources perpetuated by me.
- I hereby agree and authorise HELP to release my personal information given herein to any authorised agencies and/or bodies of HELP or its business partners for the purpose of enrolment, educational evaluation, transfer of courses and any other administrative process; and to any relevant government bodies/agencies for enforcement of the law.
- I authorise and grant HELP the right to use my personal information such as name, credentials, academic record, image, and spoken and written records of my activities at HELP, in posters, leaflets, brochures, advertisements, websites, films, electronic recordings and the like for the marketing and promotion of HELP's corporate image and programs of study, and/or any purposes incidental to it.
- I understand and agree that HELP shall release my examination results and my academic record to my parents and/or sponsor(s) as and when it is deemed necessary.
- I understand and agree to comply with all policies, rules and regulations of HELP, including the rules and regulations of the respective departments, during my programme of study at HELP.
- I hereby declare that I have read and understood all the terms herein and agree to abide by them, if I am issued an offer letter to pursue the course I have applied for and I accept the same.

Applicant's Signature	Applicant's Name	Date
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**E | ACCOMMODATION**
 Required     Not Required

If you require accommodation, please complete the Student Accommodation Application Form and submit it together with this Application

**F | DECLARATION BY PARENT / GUARDIAN / SPONSOR IF THE APPLICANT IS BELOW 18 YEARS OF AGE**

I, \_\_\_\_\_ hereby undertake to guarantee the good conduct of the applicant (student's name \_\_\_\_\_, reference no. \_\_\_\_\_) while he / she is studying at HELP University / HELP Academy. I also agree to pay all fees by the due date to the institution on his / her behalf in accordance with the regulations of HELP University / HELP Academy.

Signature of Parent / Guardian / Sponsor

Relationship

Date

**FOR OFFICE USE ONLY**
 Education advisor  
 Please print name in BLOCK LETTERS

Application received by

Date

Date

 Application approved by: **HOD / Authorised Staff**  
 Name and Signature

- 
- Firm Offer
- 
- 
- Conditional Offer - Forecast Results
- 
- 
- Conditional Offer - see comments
- 
- 
- Rejection / Reject Letter

Date in:

Date out:

Comments

 English requirement:  Yes  No

Comments

**TO BE COMPLETED BY RECRUITING AGENT:**

Name of Recruiting Agent

The offer letter and the Visa Approval Letter (VAL) should be emailed to

**HELP UNIVERSITY SDN BHD**
 Company Registration Number: 198201005211 (84963-D)  
 MOHE Approval Number: DU209(W)
**ELM Business School**
 No. 15, Jalan Sri Semantan 1, Off  
 Jalan Semantan, Bukit Damansara,  
 50490 Kuala Lumpur

Tel: +6012-928 0864

**Subang Bestari Campus**
 Persiaran Cakerawala, Subang  
 Bestari, Seksyen U4, 40150 Shah  
 Alam, Selangor

Tel: +6012-928 0864

**HELP ACADEMY SDN BHD**
 Company Registration Number: 200501018088 (700201-H)  
 MOHE Approval Number: DK341(W)
**Wisma HELP**
 Jalan Dungun, Bukit Damansara,  
 50490 Kuala Lumpur

Tel: +6012-928 0864