



Wisdom • Integrity • Excellence  
since 1969

**For office use only**

Programme	<input type="text"/>
Sequence Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Student Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**How to complete the form**

The student must meet the entry requirements for the selected programme prior to the submission of this application form. Please complete all sections in **BLOCK LETTERS (BLUE/BLACK ink only)**.

**APPLICATION CHECKLIST**

1. Attach 2 certified true copy of actual/forecast results (with English Translation) and other supporting documents.
2. Attach 1 x photocopied passport (all pages including **Blank** pages) and ensure your passport has a minimum of one (1) year validity.
3. Attach 6 x passport size photographs.
4. Attach 1 x Health Examination Report.
5. Sign the application form and have the form signed by your parent/guardian.
6. Include the payment for International Student Charge. Please refer to the **BANK DETAILS** section (Page 07) and the Academic Terms and Fee Schedule.

<b>Campus</b>	<input type="checkbox"/> Taylor's College Subang Jaya	<input type="checkbox"/> Taylor's College Sri Hartamas
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<b>Programme</b>	<input type="checkbox"/> Cambridge A Levels	<input type="checkbox"/> Canadian Pre-University	<input type="checkbox"/> International Baccalaureate Diploma	<input type="checkbox"/> South Australian Matriculation
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**PART A PERSONAL DETAILS**

**Name**  
(Print as appears in your passport)

Full Name

Surname

**Passport No.**

**Tel No.**   
(Please include all international codes)

**Mobile Phone No.**   
(Please include all international codes)

**Nationality**

**Student's email**

**Date of Birth**  
(dd / mm / yyyy) --

**Marital Status**

Single  Married  Divorced

Widowed  Others \_\_\_\_\_  
(please specify)

**Gender**

Female  Male

**Religion**

Muslim  Christian  Hindu

Buddhist  Others \_\_\_\_\_  
(please specify)

**Accommodation**  
Do you wish to stay in Taylor's residence?

**Yes.** (Please fill up the Taylor's Residence Application Form and attached it to this International Student Application Form) Note: A reservation fee (non-refundable) is required with the application for student accommodation.

**No.** I will arrange my own accommodation. (Please provide your address while studying at Taylor's and if different from Parent's address.)

**Parents/Guardians' Home Address (Permanent)**

**Father or Mother's Name**

**Full Address**

City  Postcode

State  Country

Mobile Phone No.   
(Please include all international codes)

Tel No.   
(Please include all international codes)

Parent's email

City

Postcode  State

**Last School Attended and Examination**

School/College Name

City  State/Country

Examination

**English Qualification**

IELTS  TOEFL  MUET  Others \_\_\_\_\_  
(please specify)

**Immigration Pass Information\***

Are you holding any type of Malaysian Immigration Pass now?

 No  Yes

If yes, Type of Pass:

 Social Visit  Student  Dependent  Diplomatic

Expiry Date of Immigration Pass: \_\_\_\_\_ (Day/Month/Year)

*Applicable to students from the People's Republic of China Only:*

Please advise as to which Malaysian Consulate you wish to obtain your single entry visa to Malaysia:

 Beijing  Guangzhou  Shanghai

Please refer to the supporting documents required (page 07-C) and complete the following if:

- a) You are a student or former student of any college or institution in Malaysia  
OR  
b) You have previously or currently applied to another college or institution in Malaysia

College/Institution \_\_\_\_\_

Course \_\_\_\_\_

Year/Duration Studied \_\_\_\_\_

**PART B PROGRAMME PREFERENCE**

Please indicate your choice of programme with a tick (✓) in the boxes provided below:

**School of Pre-U Studies****Cambridge A Level Programme**Intake:  Jan  Mar  Jul

All subjects are offered at both campuses unless otherwise mentioned. Please refer to the subject combinations available. Indicate with a tick (✓) the 3 or 4 subjects you wish to take.

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Accounting       | <input type="checkbox"/> Computing           | <input type="checkbox"/> Literature in English | <input type="checkbox"/> Sociology       |
| <input type="checkbox"/> Biology          | <input type="checkbox"/> Economics           | <input type="checkbox"/> Mathematics           | <input type="checkbox"/> Thinking Skills |
| <input type="checkbox"/> Business Studies | <input type="checkbox"/> Further Mathematics | <input type="checkbox"/> Physics               |  |
| <input type="checkbox"/> Chemistry        | <input type="checkbox"/> Law                 | <input type="checkbox"/> Psychology            |  |

Note: (i) Thinking Skills - AS Level Only (Optional). (ii) Subject prerequisites apply. (iii) Subject combinations vary according to intakes and campuses.

**Canadian Pre-University Programme**Intake:  Jan  Mar  Jul

Indicate with a tick (✓) the 3 subjects you wish to take in your first semester and 2 ticks (✓✓) the 3 subjects you wish to take in your second semester.

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Advanced Functions                           | <input type="checkbox"/> Canadian and International Law                     | <input type="checkbox"/> Computer Science                              | <input type="checkbox"/> Mathematics of Data Management        |
| <input type="checkbox"/> Analysing Current Economic Issues            | <input type="checkbox"/> Canadian and World Issues: A Geographical Analysis | <input type="checkbox"/> English 4U                                    | <input type="checkbox"/> Physics                               |
| <input type="checkbox"/> Biology                                      | <input type="checkbox"/> Canadian and World Politics                        | <input type="checkbox"/> Financial Accounting Principles               | <input type="checkbox"/> The Writer's Craft                    |
| <input type="checkbox"/> Business Leadership: Management Fundamentals | <input type="checkbox"/> Challenge and Change in Society                    | <input type="checkbox"/> Individuals and Families in a Diverse Society | <input type="checkbox"/> World History: The West and The World |
| <input type="checkbox"/> Calculus and Vectors                         | <input type="checkbox"/> Chemistry  | <input type="checkbox"/> International Business Fundamentals           |  |

**Grade 11/ Prerequisite Courses**

- 
- Chemistry Grade 11
- 
- 
- ELS20
- 
- 
- ENG 3U
- 
- 
- ESLEO
- 
- 
- Functions Grade 11
- 
- 
- Physics Grade 11

Note: (i) Minimum level of English required for graduation is English 4U. (ii) Subject prerequisites apply.

**International Baccalaureate Diploma Programme**Intake:  JulIndicate with a tick (✓) the 6 subjects [3HL & 3SL subjects] you wish to take. One subject each must be selected from Group 1 to 5. The 6<sup>th</sup> subject is to be chosen from either groups 3, 4 or 6.

- |   |   |                                       |  |
|---|---|---------------------------------------|--|
| <b>Core Components</b>  | <b>Group 2</b>                                    | <b>Group 4</b>                        | <b>Group 5</b>                                   |
| <input checked="" type="checkbox"/> Creativity, Action, Service | <input type="checkbox"/> English B HL             | <input type="checkbox"/> Biology SL   | <input type="checkbox"/> Mathematics SL          |
| <input checked="" type="checkbox"/> Extended Essay              | <input type="checkbox"/> French ab initio SL      | <input type="checkbox"/> Biology HL   | <input type="checkbox"/> Mathematics HL          |
| <input checked="" type="checkbox"/> Theory of Knowledge         | <b>Group 3</b>                                    | <input type="checkbox"/> Chemistry SL | <input type="checkbox"/> Mathematical Studies SL |
| <b>Group 1</b>  | <input type="checkbox"/> Business & Management SL | <input type="checkbox"/> Chemistry HL | <b>Group 6</b>                                   |
| <input type="checkbox"/> English A1 SL                          | <input type="checkbox"/> Business & Management HL | <input type="checkbox"/> Physics SL   | <input type="checkbox"/> Theatre Arts SL         |
| <input type="checkbox"/> English A1 HL                          | <input type="checkbox"/> Economics SL             | <input type="checkbox"/> Physics HL   | <input type="checkbox"/> Theatre Arts HL         |
| <input type="checkbox"/> Malay A1 SL                            | <input type="checkbox"/> Economics HL             |                                       |  |

Note: (i) Subject prerequisites apply. (ii) (✓) is compulsory. (iii) Biology and Physics subjects cannot be selected together. (iv) English A1 SL/HL must be selected with French ab initio SL. (v) Malay A1 SL must be selected with English B HL.

**South Australian Matriculation Programme**Intake:  Jan  Mar  Jul

Indicate with a tick (✓) the 5 subjects you wish to take. Please refer to the subject combinations available.

- |                                     |  |   |   |
|-------------------------------------|--|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Economics       | <input type="checkbox"/> Legal Studies        | <input type="checkbox"/> Psychology             |
| <input type="checkbox"/> Biology    | <input type="checkbox"/> English Studies | <input type="checkbox"/> Mathematical Studies | <input type="checkbox"/> Research Project       |
| <input type="checkbox"/> Chemistry  | <input type="checkbox"/> ESL Studies     | <input type="checkbox"/> Physics              | <input type="checkbox"/> Specialist Mathematics |

Note: (i) Subject prerequisites apply. (ii) Subject combinations vary according to intakes and campuses. (iii) ESL Studies – English as Second Language Studies.

## PART C SPECIAL CIRCUMSTANCES

Do you have any disability, impairment or long-term medical condition which may affect your studies?  Yes  No

If you do, please provide extra information so that Taylor's College can assist you during your study here.

## PART D TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

Students are advised to read the policies and the terms and conditions governing the admission to Taylor's College ("Taylor's") and the student's continued enrolment as student of Taylor's, as set out below.

- Fees payable for the academic year are set out in the Fee Schedule. Fees are being annually reviewed. (PLEASE NOTE the fees indicated on the current fee schedule may not be the fee applicable for subsequent semesters / terms. For the avoidance of doubt, Taylor's reserves the right to revise the fee payable for any given year.)
- All fees are payable in advance. Full settlement of first semester/term fees is required upon registration or by the intake date and for subsequent semesters / terms according to the listed due dates.
- Payment of Fees may be made by crossed cheque, telegraphic transfer or bank draft in favour of "Taylor's College Sdn. Bhd." Please refer to Bank Details section.
- Fees paid are not transferable except as provided in paragraph 8 below. Fees paid are not refundable except in the circumstances set out in sub-paragraphs (b), (c), (d) and (e) below and PROVIDED that a request in writing for such refund is received by the Head of Programme. Any refund of fees or part thereof is subject to the following:
  - The Registration Fee, Processing Fee, International Student Charge and International Student Registration Fee are not refundable under any circumstances.
  - Subject to sub-paragraph (a) above, if a student withdraws from the programme before the commencement of the semester/term, an amount not exceeding 70% of all fees paid may be refundable. An administration fee of RM100 will be charged.
  - Subject to sub-paragraph (a) above, if a student withdraws from the programme within the first two weeks after the commencement of the semester/term, an amount not exceeding 50% of all fees due may be refundable. An administration fee of RM100 will be charged. For avoidance of doubt, all fees paid shall not be refundable after the second week of the commencement of the semester / term except as provided in sub-paragraphs (d) and (e) below.
  - Subject to sub-paragraph (a) above, if a student is conditionally accepted into the programme based on forecast results but due to non-fulfilment of entry requirements upon official announcement of examination results, is required to discontinue the programme, the student will be eligible for a pro-rated refund of all fees paid. (The pro-rated refund will be computed based on the number of weeks elapsing from the date of commencement of the semester / term to the date of official notification to the Head of Programme and proportionate to the total number of weeks of the relevant semester / term.)
  - Subject to sub-paragraph (a) above, if a student is required to leave the programme due to a call for National Service and provided that the student's request for National Service deferment is denied, the student will be eligible for a full refund of all fees paid.
- Any refund will be made in the name of the parent/guardian/sponsor/student where applicable as declared in Part E of this application form.
- All refunds whether of fees, deposits or whatsoever payments, shall be free of interest and shall be subject to the right of set-off by Taylor's against any outstanding fees or whatsoever payments due and owing to Taylor's.
- Fees payable for all semesters / terms, are payable in advance and must be fully paid before or by the start date of the semester / term. An administrative charge of RM50.00 will be imposed for each week thereof delayed commencing from the third week of the semester / term if payment in full is not received by the due date. If payment is not received by the end of the fifth week of the semester / term, Taylor's reserves the right to review the status of the student and take such necessary action as Taylor's deems fit which may include but is not limited to barring the student from classes and the facilities, suspension or termination of the student. Taylor's further reserves the right to withhold all examination results, certificates and records of the student until full settlement of all fees outstanding.
- For inter-programme transfer cases (within Taylor's), an administrative charge of RM200.00 will be imposed except when the transfer is carried out before the semester / term commences for the first registered programme. The amount of fees transferable to the new programme is subject to the following:
  - If inter-programme transfer is carried out within the first month of the commencement of the semester / term, all fees paid are transferable to the new programme. In the event of any surplus, such surplus amount shall not be refundable but may be used to set-off fees for the subsequent semester/term.
  - If inter-programme transfer is carried out after the first month of the commencement of the semester/term but before the mid-semester/term, only the Registration Fee and 50% of the Tuition Fee and the Resource Fee will be transferable to the new programme.
  - If inter-programme transfer is carried out after the mid-semester/term, only the Registration Fee is transferable to the new programme.

- In the event that a student is expelled or is suspended or discontinues the programme due to misconduct or any disciplinary matter or the non-attainment of academic requirement, there shall be no refund of fees paid.
- Students must abide by ALL academic, administrative and examination rules, student handbook, regulations and policies of Taylor's in force and to be enacted in future. Students are hereby expressly advised that the rules and regulations governing the student whilst enrolled as a student of Taylor's may be viewed at Taylor's portal [http://portals.taylors.edu.my/portal/login.do] and also available for reading at the library. On admission as a student of Taylor's, the student agrees to be bound by such rules and regulations regardless whether the student has acquainted themselves of such rules and regulations. Taylor's reserves the right at anytime to elect new rules and regulations, to amend existing rules and regulations which shall take effect retrospectively and students are further advised to refer to the Taylor's portal or the library regularly for such amendments.
- For progression, the following applies:
 

**Certificate / Pre-University / Foundation / Diploma Programmes**  
The completion of Certificate / Pre-University / Foundation / Diploma Programmes at Taylor's does not give the student automatic admission to a university, whether related to Taylor's or otherwise ("Transferee University"). Admission is determined by the student's performance and student fulfilling the Transferee University's entry requirements.

**Tertiary Programmes**  
a) The admission of a student to continue his/her studies at a Transferee University may be subject to successful completion of studies at Taylor's and the fulfilment of the terms, conditions and the entry requirements stipulated by the Transferee University. Admission to the Transferee University is not guaranteed and Taylor's makes **NO WARRANTY** express or implied whatsoever that on completion of the relevant programme(s) at Taylor's, a student shall be admitted or is otherwise admissible by a Transferee University.  
b) It is the responsibility of the student to fulfil the requirements of the immigration or other relevant authorities of the country in which the Transferee University is subject.
- The award of scholarships, bursaries, grants, waivers or financial assistance is subject to the absolute discretion of Taylor's and / or the relevant Transferee University.
- All references to "student" or "students", wherever relevant or applicable, shall include any parent or legal guardian of the student in the case the student has not attained the age of majority at the time of enrolment of the student.
- Registration for any external examinations and all submission of payment due to external examining bodies are the sole responsibility of students.
- FINANCIAL VERIFICATION** (for International Students)  
Taylor's College is required by the Malaysian Immigration to obtain verification of financial resources for each international student as follows:  
If you are supported by your government or a sponsoring agency, please attach an official copy of your sponsorship award letter. This letter, in English or officially translated into English, must indicate in detail which fees will be provided through the government or sponsoring agency. Additional certification must be provided for any amount not covered by the government or sponsoring agency.

## PART E DECLARATION AND SIGNATURE

### ACKNOWLEDGEMENT AND AGREEMENT

I have read and I fully understand the policies, terms and conditions and the nature and effects thereof listed in Part D. I hereby expressly confirm my agreement thereto. I further undertake to perform all such obligations and/or comply with all terms and conditions set out in Part D on my part to be performed or complied with, particularly but not limited to payment of all monies payable.

I agree that any offer of placement is conditional on the accuracy of the information provided by me and upon my meeting the minimum pre-requisite results to enter such programme.

I consent to the processing by the College of personal data (including sensitive personal data as defined in the Data Protection Act 2010) about me for the proper purposes of these institutions within Taylor's Education Group in support of this application on the understanding that it may be used for all purposes as listed in the Student Handbook and the policies and procedures governing privacy laws within Taylor's College.

I further confirm and consent to the use by Taylor's, without charge, my personal information in any publicity and / or promotional exercise within Taylor's Education Group including without limitation photographs/ images or recordings, the publishing of examination results, the award of a prize or scholarship, any achievement, academic or otherwise. I hereby authorise Taylor's to release such relevant information to the Taylor's Alumni Association, Career Enhancement department and any external bodies as required.

I certify that the information provided in this application form is correct and complete.

Signature of Student

Name of Student

Date

(dd/mm/yyyy)

### SIBLINGS

We would appreciate it if you could write the names of your younger siblings below.

Name	Form this year
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### ALUMNI

Please list any family members / relatives who graduated from Taylor's.

Name	Relationship
<input type="text"/>	<input type="text"/>
Programme	Year Graduated
<input type="text"/>	<input type="text"/>

### DECLARATION BY PARENT/GUARDIAN

I hereby agree to pay all fees due on the dates stipulated by Taylor's. I also understand and agree that if I default in paying the fees, Taylor's has the right to bar my child/ward from attending classes, including deregistration. I have also read and understood the Conditions of Enrolment and agree to the terms as laid out. I further consent to the use by Taylor's, without charge, my child/ward(s) personal information (including photographs or images or recordings of the student) in any publicity and / or promotional exercise within Taylor's Education Group. I hereby apply for his / her admission to Taylor's College as a full-time student and I undertake to pay the full cost of this programme until complete.

Name of Parent/ Guardian\*

(as in MyKad / Passport)

MyKad/Passport No.

Relationship

In the event of an emergency, please contact

Name/relationship

Full Address

City

Postcode

State

Country

Tel No.

Mobile Phone No.

Email

Signature of Parent/ Guardian\*

Date

(dd/mm/yyyy)

\*Delete where applicable

The College is bound by the Data Protection Act 2010 (when applicable) and information given on this form will only be used in accordance with the terms of the Act. If you are applying via a third party for example an agent or one of our collaborative partners, it will be necessary to share information regarding your application. In addition it may be necessary to pass information to official Malaysian bodies such as the Immigration to assist them in their duties.

**Conditions of Enrolment**

Conditional Offer                       Full Offer

**Conditions**

- Minimum grade C in 5 subjects in the SPM/GCE 'O' Level Examination
- \_\_\_\_\_ (grade) in the SPM/GCE 'O' Level Examination in \_\_\_\_\_ (subject)
- Minimum mark of 50% in the following subject(s) in first semester/term examination \_\_\_\_\_
- \_\_\_\_\_

**Remarks**

**Enrolled By**

Name:	Date:     /     /                      (DD/MM/YYYY)
-------	---

**Payment Details**

Amount Paid: <b>RM</b>	<b>Cash/Cheque/Card/Draft/TT</b>	Outstanding: <b>RM</b>
Received by:	Date:     /     /                      (DD/MM/YYYY)	

Remarks:

## OUTSTANDING DOCUMENTS CHECKLIST (To Be Filled by Counsellor)

Please ensure the applicant has completed / submitted the following and indicate the outstanding documents with a (✓) in the boxes provided below.

### A. Taylor's College Application Form

- |   |  |
|---|--|
| <input type="checkbox"/> Applicant's Signature and Date           | <input type="checkbox"/> Parent's / Guardian's Details                           |
| <input type="checkbox"/> Parent's / Guardian's Signature and Date | <input type="checkbox"/> A Copy of Application Form given for Parent's Signature |

### B. Documents

- |   |  |
|---|--|
| <input type="checkbox"/> 6 x Passport Size Photographs  | <input type="checkbox"/> Other Documents _____                             |
| <input type="checkbox"/> A Signed Copy of Letter of Acceptance / Undertaking                                | Results: <input type="checkbox"/> Forecast <input type="checkbox"/> Actual |
| <input type="checkbox"/> 1 x Photocopied Passport (all pages including blank pages)                         | <input type="checkbox"/> SPM   |
| <input type="checkbox"/> Documents Relating to Medical Conditions<br>(if applicable - refer page 03 part C) | <input type="checkbox"/> O Level   |
| <input type="checkbox"/> 1 x Health Examination Report  | <input type="checkbox"/> Others _____<br><small>(please specify)</small>   |

### C. TRANSFER FROM OTHER UNIVERSITY / COLLEGE

- |   |   |
|---|---|
| <input type="checkbox"/> Release Letter   | <input type="checkbox"/> 1 x Certified True Copy of all academic qualifications<br>(high school / secondary school / institution) |
| <input type="checkbox"/> Attendance Report  | <input type="checkbox"/> 1 x Certified True Copy of all results obtained from the previous college                                |
| <input type="checkbox"/> 1 x Photocopied Passport<br>(Student Particulars and Student Visa Pages) |   |

## FOR APPOINTED AGENT'S USE ONLY

**For Appointed Agent's Stamp**

<b>Company Name</b>	<input style="width: 100%;" type="text"/>
<b>Authorised Personnel</b> <small>(Full name as per MyKad/passport)</small>	<input style="width: 100%;" type="text"/>
<b>Signature</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<b>Date</b>	<input style="width: 100%;" type="text" value="DD / MM / YYYY"/>

**Remarks**

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OUTSTANDING DOCUMENTS CHECKLIST

Please submit the following outstanding documents to the respective Programmes Offices before commencement date to avoid unnecessary delay.

**A. Taylor's College Application Form**

- Applicant's Signature and Date
- Parent's / Guardian's Details
- Parent's / Guardian's Signature and Date
- A Copy of Application Form given for Parent's Signature

**B. Documents**

- 6 x Passport Size Photographs
  - A Signed Copy of Letter of Acceptance / Undertaking
  - 1 x Photocopied Passport (all pages including blank pages)
  - Documents Relating to Medical Conditions (if applicable - refer page 03 part C)
  - 1 x Health Examination Report
  - Other Documents \_\_\_\_\_
- Results:  Forecast  Actual
- SPM
  - O Level
  - Others \_\_\_\_\_ (please specify)

**C. TRANSFER FROM OTHER UNIVERSITY / COLLEGE**

- Release Letter
- Attendance Report
- 1 x Photocopied Passport (Student Particulars and Student Visa Pages)
- 1 x Certified True Copy of all academic qualifications (high school / secondary school / institution)
- 1 x Certified True Copy of all results obtained from the previous college

**BANK DETAILS**

Payment can be made by cash, cheque, bankdraft or credit card at the College Payment Counter. The office is open from 8:00am to 6:00pm, Monday to Friday, except during public holidays.

PAYMENT	TAYLOR'S COLLEGE SUBANG JAYA	TAYLOR'S COLLEGE SRI HARTAMAS
<b>By cash or cheque</b>	Payable to : <b>TAYLOR'S COLLEGE SDN BHD</b> Account No. : 708-101693-7 Bank Name : OCBC Bank Berhad  Payable to : <b>TAYLOR'S COLLEGE SDN BHD</b> Account No. : 012-222-502020 Bank Name : Malayan Banking Berhad	Payable to : <b>TAYLOR'S MALAYSIA SDN BHD</b> Account No. : 045-01-003337 Bank Name : Hong Leong Bank Berhad
<b>By telegraphic transfer (TT)</b>	Payable to : <b>TAYLOR'S COLLEGE SDN BHD</b> Account No. : 012-222-502020 Bank Name : Malayan Banking Berhad Bank Address : No. C8-C10, Jalan SS15/4D, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia.  Swift Code : MBBEMYKL	Payable to : <b>TAYLOR'S MALAYSIA SDN BHD</b> Account No. : 045-01-003337 Bank Name : Hong Leong Bank Berhad Bank Address : W-1-0, W-2-0, W-1-1, Subang Square Business Centre (West Wing), Jalan SS15/4G, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia.  Swift Code : HLBBMYKL

**Important (Bank In Slip / Telegraphic Transfer)**

You must fax or email the bank-in slip / telegraphic transfer slip indicating student's name, student ID, MyKad / Passport, contact number and programme enrolled to the College at:

**FAX NO.** +603-6236 5311 / **Email Address:** finance.tc@taylors.edu.my for **Taylor's College Subang Jaya**  
**FAX NO.** +603-6203 0198 / **Email Address:** finance.tm@taylors.edu.my for **Taylor's College Sri Hartamas**

**Other Payment Options**

**By online payment via:**

- i) **CIMB Clicks** – if you are an existing user
- ii) **FPX payment** – if you have an internet banking account with **Maybank, Public Bank, RHB Bank, CIMB Bank, Hong Leong Bank** or **Bank Islam**

Log on to <http://portals.taylors.edu.my> or <http://www.taylors.edu.my>

The USD amount is for indicative purposes only and is subject to bank charges and fluctuations in the exchange rate. All fees are payable in Ringgit Malaysia.

## INTERNATIONAL STUDENT APPLICATION PROCEDURE

### Step 1

Students are advised to furnish their academic results and indicate their programme preference for initial eligibility inquiry.

### Step 2

If the initial eligibility is favourable, the applicant will submit the formal application, that is the Taylor's College International Student Application Form (signed and dated) together with the documents listed in the **APPLICATION CHECKLIST** (page 01) to Taylor's College at least 8 weeks before the commencement of the programme. Please note that different programmes have different start dates.

### Step 3

Upon approval of the application, Taylor's College will issue a Letter of Acceptance which will be sent to the student.

### Guidelines for Students to Transfer to Taylor's College

Please refer to the **OUTSTANDING DOCUMENT CHECKLIST** (page 07-C) for supporting documents if:

- a) You are a student or former student of any college or institution in Malaysia  
OR
- b) You have previously or currently applied to another college or institution in Malaysia

Upon receiving the Letter of Acceptance from Taylor's College, students will need to ask for the supporting documents from the previous institution. These documents should be completed within a week to minimize delay in the process.

Students are not allowed to attend classes at Taylor's College prior to getting approval from the Ministry of Higher Education (MOHE).

### Step 4

Once the Student Pass is approved by the Malaysian Immigration Department, Taylor's College will send the **Student Pass and Visa Approval Letter** to the student.

### Step 5

For students who wish to stay in Taylor's residence, please submit the Taylor's Residence Application Form, together with the reservation fee.

### Step 6

Students are required to log-in and confirm their arrival details at [http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/\\_layouts/aaq/preboarding/pbchecklist.aspx](http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/_layouts/aaq/preboarding/pbchecklist.aspx) for Airport Pick-Up Services. A representative from Taylor's College will be at the airport to meet you.

## IMPORTANT: CONDITIONS OF REGISTRATION

### International Student Charge

A non-refundable International Student Charge is compulsory for all international students who do not hold a Malaysian MyKad or a Malaysian passport. For the refund policy of course fees, please refer to PART D on Terms and Conditions Governing Enrolment and Admission.

### Attendance & Expulsion

Regular attendance is compulsory. It is a regulation of the Ministry of Higher Education (MOHE) and Immigration Department that a student who is absent for 3 consecutive days without valid reasons or prior permission has to be reported to the Malaysian Immigration Department. Action may be taken which can result in the revoking of the Student Pass and Visa.

### International Student Insurance Scheme

This is compulsory for all international students as required by the Ministry of Higher Education (MOHE).

### Student Pass and Visa

All international students are required to hold a valid Student Pass and Visa while studying at Taylor's College.

### Personal Bond

All international students are required to pay a personal bond, the amount of which is fixed by the Malaysian Immigration Department. The amount is totally refundable upon completion of the programme if the student has not violated the rules and regulations of the Malaysian Immigration Department. Students with Diplomatic Passes are exempted from paying this bond.

### Note:

*Students holding a Dependent Pass are required to convert to a Student Pass while studying at Taylor's College.*

## SHOULD YOU HAVE ANY QUESTIONS, KINDLY CONTACT:

### Taylor's College Subang Jaya

Education Planning  
No. 1, Jalan SS15/8, 47500 Subang Jaya,  
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**FAX** : +603-5634 5209

**Email** : admissions@taylors.edu.my

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### Taylor's College Sri Hartamas

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