



**TAYLOR'S UNIVERSITY**  
Wisdom · Integrity · Excellence

Student Number

**PART A PERSONAL DETAILS**

*Incomplete information may delay the processing of this application.*

- Please complete ALL sections in this form with **BLOCK LETTERS** (in **BLACK** ink only).
- Enclose certified true copy of all documents required as listed in the **APPLICATION CHECKLIST** and sign the application form.

**Full Name**  
(as in MyKad/Passport)

**Surname/  
Family Name**

**MyKad / Passport No.**

**Date of Birth**

**Nationality**

**Gender**  Male  Female

**Email**

**Race**  Malay  Chinese  Indian  Others: \_\_\_\_\_

**Marital Status**  Single  Married  Divorced  Widowed  Others: \_\_\_\_\_

**Religion**  Muslim  Buddhist  Christian  Hindu  Others: \_\_\_\_\_

**Student's Correspondence Address**

City	Postcode
State	Country
Tel No.	Mobile No.

**Home/Parents'/Guardian/Address & Contact Details** (if different from Correspondence Address)

City	Postcode
State	Country
Tel No.	Mobile No.

**Emergency Contact**

Name	Tel No.	Relationship
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**Highest Academic Qualification**

School/College Name

City  State/Country

**Name of Last Examination**

Year:

**Results**  Actual  Forecast

**FOR INTERNATIONAL STUDENT ONLY**

**Are you holding any type of Malaysian Immigration Pass now?**  No  Yes

**If yes, please specify type of pass :**  Social Visit  Student  Dependent  Diplomatic  MM2H  Employment Pass

**Immigration Pass Expiry Date :**

*Applicable to students / former students from other institutions in Malaysia Only:*

Institution: \_\_\_\_\_ Course: \_\_\_\_\_ Year / Duration: \_\_\_\_\_

*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:  Shanghai  Beijing  Guangzhou

**PART B PROGRAMME PREFERENCE**

*Please specify ONE (1) programme you would like to study by referring to the LIST OF PROGRAMMES appended.*

Programme Code :  Programme Title : \_\_\_\_\_

Preferred Field of Specialization (If any) : \_\_\_\_\_

Intake :  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sept  Oct  Nov

## PART C SPECIAL CIRCUMSTANCES

### Do you have any disability, impairment or long-term medical condition which may affect your studies?

- Yes - If yes, please provide us with more details in order for us to assist you during your studies at Taylor's (approval must be obtained before registration).
- No

## PART D DECLARATION AND SIGNATURE

### ACKNOWLEDGEMENT AND AGREEMENT

Student and Parent/Guardian acknowledge that prior to signing this form, Student and Parent/Guardian have obtained independent legal advice and satisfied themselves that they understand the nature and extent of the rights and obligations under this Terms And Conditions Governing Enrolment And Admission including the refund policies and consequences if Student and Parent/Guardian do not comply with the terms and conditions of this Contract.

I have read and I fully understand the policies, terms and conditions governing enrolment, admission, refund of fees and the nature and effects thereof listed in this form. 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 this form 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 University of personal data (including sensitive personal data as defined in the Personal 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 University.

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 Applicant

Name of Applicant

Date

### DECLARATION BY PARENT/GUARDIAN/SPONSOR

I hereby agree to pay all fees due on the dates stipulated by the University. I also understand and agree that if I default in paying the fees, the University 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 University as a full-time student and I undertake to pay the full cost of this programme until complete.

Name of Parent  
(as in MyKad/Passport)

MyKad/Passport No.

Relationship

Occupation

Company

### To be filled by guardian/sponsor\* only

Name

Address

City  Postcode

State  Country

Tel No.  Mobile No.

E-mail

Signature of Parent/  
Guardian/Sponsor\*

Date

\* Whichever is applicable

## For Office Use Only

### Conditions of Enrolment

- Conditional Offer  Full Offer

#### Conditions:

- Minimum of 3/5 credits in the SPM/GCE 'O' Level Examination (whichever is applicable)
- \_\_\_\_\_ (grade) in the SPM/GCE 'O' Level Examination in \_\_\_\_\_ (subject)
- Minimum mark of 50% in the following subject(s) in first semester/term examination \_\_\_\_
- \_\_\_\_\_

Exemption(s)  DD / MM / YYYY

Enrolled By (Name)  DD / MM / YYYY

CMS Enrolled By  DD / MM / YYYY

Authorized Approval  
(For Special Case)  DD / MM / YYYY

Appointed Representative's Stamp

# LIST OF PROGRAMMES

## ACCA

- 24000 ACCA Programme (FC)
- 24002 ACCA Programme - Bridging Course (BC)
- 24001 ACCA Programme - Intensive Revision Course (IRC)

## AMERICAN DEGREE TRANSFER PROGRAM

- 05000 American Degree Transfer Program  
(\* Business, Liberal Arts, Engineering, Computer Science)

## CENTRE FOR LANGUAGES

- 13022 IELTS Workshop
- 13004 Intensive English
- 13083 Mandarin Course
- 13012 TOEFL Workshop
- 13050 MUET Workshop
- 13084 Malay Course
- 13070 French Course
- 13089 Spanish Course
- 13060 Japanese Course
- 13094 German Course

## SCHOOL OF ARCHITECTURE, BUILDING AND DESIGN

- 27000 Foundation in Natural & Built Environments  
(\*Architecture, Quantity Surveying)
- 23003 Bachelor of Science (Honours) in Architecture
- 23002 Bachelor of Quantity Surveying (Honours)
- 83001 Master of Architecture

## SCHOOL OF BIOSCIENCES

- 36200 Bachelor of Biomedical Science (Honours)
- 36100 Bachelor of Biotechnology (Honours)
- 36000 Bachelor of Science (Honours)  
(Food Science with Nutrition)

## SCHOOL OF COMMUNICATION

- 09030 Diploma in Communication
- 09050 Foundation in Communication
- 37000 Bachelor of Mass Communication (Honours)  
(Advertising)
- 37001 Bachelor of Mass Communication (Honours)  
(Public Relations)
- 37002 Bachelor of Mass Communication (Honours)  
(Broadcasting)
- 37003 Bachelor of Mass Communication (Honours)  
(Public Relations & Marketing)
- 37004 Bachelor of Mass Communication (Honours)  
(Public Relations & Event Management)

## SCHOOL OF COMPUTING

- 15003 Diploma in Information Technology
- 15004 Foundation in Computing
- 15008 Bachelor of Software Engineering (Honours)
- 15009 Bachelor of Computer Science (Honours)  
(Computer Security & Forensics)  
Bachelor of Information Technology (Honours)  
(Internet Technologies)\*  
Bachelor of Computer Science (Honours)\*

## SCHOOL OF EDUCATION

- 39000 Diploma in Education (Primary Education)
- 38000 Bachelor of Education (Primary Education) (Honours)

## SCHOOL OF ENGINEERING

- 87000 Foundation in Engineering
- 07015 Bachelor of Engineering (Honours) Chemical Engineering
- 07016 Bachelor of Engineering (Honours) Electrical &  
Electronic Engineering
- 07017 Bachelor of Engineering (Honours) Mechanical Engineering

## SCHOOL OF HOSPITALITY, TOURISM AND CULINARY ARTS

- 30003 Diploma In Culinary Arts
- 30000 Diploma in Hotel Management
- 30010 Diploma in Tourism Management
- 30042 Advanced Diploma in Patisserie & Gastronomic Cuisine
- 70003 Bachelor of Culinary Arts and Foodservice Management  
(Honours)
- 70002 Bachelor of International Hospitality Management (Honours)
- 70004 Bachelor of International Tourism Management (Honours)  
(Events Management)
- 70005 Bachelor of International Tourism Management (Honours)  
(Travel & Recreation Management)
- 70006 Bachelor of Science (Honours) (Culinology)

## TAYLOR'S BUSINESS SCHOOL

- 28000 Diploma in Business
- 08010 Foundation in Business
- 34001 Bachelor of Business (Honours) (Business Administration)
- 34004 Bachelor of Business (Honours) (Human Resource Management)
- 34002 Bachelor of Business (Honours) (International Business)
- 34003 Bachelor of Business (Honours)  
(International Business & Marketing)
- 34005 Bachelor of Business (Honours) Banking and Finance
- 34006 Bachelor of Business (Hons) Finance and Economics
- 18002 Bachelor of Arts (Honours) Accounting and Finance

## TAYLOR'S LAW SCHOOL

- 17002 Bachelor of Laws

## THE DESIGN SCHOOL

- 29003 Diploma in Graphic Communication Design
- 29001 Diploma in Interior Design
- 29002 Diploma in Multimedia Design
- 29004 Foundation in Design  
(\* Interior Architecture, Graphic Design, Multimedia Design)
- 29006 Bachelor of Arts (Honours) in Graphic Communication Design
- 29007 Bachelor of Arts (Honours) in Interactive Multimedia Design
- 29005 Bachelor of Arts (Honours) Interior Architecture

## SCHOOL OF MEDICINE

- 04000 Foundation in Science  
(\* Biomedical Sciences, Biotechnology, Culinology,  
Food Science, Medicine, Pharmacy)
- 33001 Bachelor of Medicine, Bachelor of Surgery (MBBS)

## SCHOOL OF PHARMACY

- 31001 Bachelor of Pharmacy (Honours)
- 31000 Master of Pharmacy – (MPharm) in collaboration 2+2  
with Cardiff University, United Kingdom

\* Subject for MOHE Approval

\*\* Preferred field of specialization (Bachelor Degree Programme)

## APPLICATION CHECKLIST

(√) (OUTSTANDING DOCUMENTS)

### Please submit the outstanding documents to the Centralised Scanning Unit (CSU)

(NOTE: Academic records MUST be submitted WITH this application. Authenticated originals or certified true copies are required.  
If the original documents are issued in a language other than English, a certified English translation must also be submitted.)

#### 1. Malaysia Applicants:

- Application Form
- 1 x MyKad
- 1 x Actual / Forecast of SPM / O Levels / Equivalent
- First Semester Payment
- Certified Medical Statement (For Part C only)

#### 2. International Applicants:

- Application Form
- 1 x Actual / O Levels / Equivalent
- First Semester Payment
- Certified Medical Statement (For Part C only)
- 3 x Passport Photocopy (ALL PAGES)
- 6 x Passport Size Photographs (Blue Background)  
- 3.5cm(w) x 5cm(h)

#### 3. Additional Documents for Engineering/Computing/Law/Business/Communication/Hospitality & Tourism/Biosciences

- 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- 1 x Certificate / Letter of Completion
- 1 x IELTS / TOEFL
- For Diploma Applicant, attach Course Syllabus / Subject Description

#### 4. Additional Documents for Architecture

##### Degree

- PAM Registration Form
- SABD Aptitude Assessment
- 2 x Passport size photographs
- 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- 1 x Certificate / Letter of Completion
- 1 x IELTS / TOEFL
- For Diploma Applicant, attach Course Syllabus / Subject Description
- Portfolio
- Processing Fee

##### Master

- 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- 1 x Certificate / Letter of Completion
- For Diploma Applicant, attach Course Syllabus / Subject Description
- Portfolio
- Personal Statement
- Processing Fee
- Interview Form

#### 5. Additional Documents for Quantity Surveying Degree

- RICS Registration Form
- SABD Aptitude Assessment
- 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- 1 x Certificate / Letter of Completion
- 1 x IELTS / TOEFL
- For Diploma Applicant, attach Course Syllabus / Subject Description

#### 6. Additional Documents for Design Courses

- 1 x Test of Visual Aptitude (TVA)
- 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- 1 x Certificate / Letter of Completion
- For Diploma Applicant, attach Course Syllabus / Subject Description

#### 7. Additional Documents for ACCA

- 1 x Passport size photograph
- 1 x ACCA student's card (Front & Back)
- 1 x Copy of all Educational Certificates & Transcripts from High School onwards

#### 8. Additional Documents for Medicine / Pharmacy

- Interview Form
- Health Examination Report (Medicine Only)
- Referral Letter (Pharmacy Only)
- 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- 1 x Certificate / Letter of Completion
- For Diploma Applicant, attach Course Syllabus / Subject Description
- Processing Fee

#### 9. Additional Documents for Education

- 1 x Actual / Forecast of Diploma / Foundation / Pre-U transcript
- 1 x Certificate / Letter of Completion
- For Diploma Applicant, attach Course Syllabus / Subject Description
- Portfolio
- Personal Statement
- Processing Fee
- Interview Form
- 1 x IELTS / TOEFL

#### 10. If you are an International Applicant and if you are transferring from other Institutions:

Please ensure ALL documents mentioned below are signed by the Chief Executive / authorized signatory of the previous college / university.

- Release Letter
- Attendance Report
- 1 x all academic qualifications (high school/secondary school)
- 1 x academic results obtained from the previous college / university

PROGRAMME ENTRY PRE-EVALUATION CHECKLIST

Foundation / Diploma

Bachelor Degree

Full Name  
(as in IC/Passport)

Programme

A. Secondary School / High School Pass

- Pass SPM (Pass BM) OR  
 Pass O Levels OR  
 Others : \_\_\_\_\_  
 SPM : Actual / Forecast

- Subject Pre-requisite:**  English Grade \_\_\_\_\_  Biology Grade \_\_\_\_\_  \_\_\_\_\_ Grade \_\_\_\_\_  
 Mathematic Grade \_\_\_\_\_  Physics Grade \_\_\_\_\_  
 BM Grade \_\_\_\_\_  Chemistry Grade \_\_\_\_\_  
 Add Maths Grade \_\_\_\_\_  
 Technical Grade \_\_\_\_\_

Meet Subject Pre-requisite:  Yes  No  Not Applicable  Verified by Authorised Signatory

B. Pre University

- STPM \_\_\_\_\_  CPU \_\_\_\_\_  A LEVELS \_\_\_\_\_  UEC \_\_\_\_\_  SAM / AUSMAT \_\_\_\_\_  OTHERS: \_\_\_\_\_  
 Foundation \_\_\_\_\_

Meet overall grades requirement:  Yes  No

- Subject Pre-requisite:**  English Grade \_\_\_\_\_  Biology Grade \_\_\_\_\_  \_\_\_\_\_ Grade \_\_\_\_\_  
 Mathematic Grade \_\_\_\_\_  Physics Grade \_\_\_\_\_  
 Chemistry Grade \_\_\_\_\_  
 Add Maths Grade \_\_\_\_\_  
 Technical Grade \_\_\_\_\_

Meet Subject Pre-requisite:  Yes  No  Not Applicable  Verified by Authorised Signatory

C. Other Higher Education Qualification

- Qualification : \_\_\_\_\_ Exemptions:  Yes  No  
 Grades : \_\_\_\_\_

Meet overall grades requirement:  Yes  No

Other Requirements: \_\_\_\_\_  Verified by Authorised Signatory

D. English Qualification

- IELTS \_\_\_\_\_  TOEFL \_\_\_\_\_  IEN \_\_\_\_\_  Others: \_\_\_\_\_  Date of Test: \_\_\_\_\_

Meet overall grades requirement:  Yes  No  Verified by Authorised Signatory

E. Others:

- Portfolio  SABD Aptitude Assessment  Dschool Test of Visual Aptitude  \_\_\_\_\_  
 Verified by Authorised Signatory

F. Compulsory Doc:

- Bahasa Kebangsaan A  Malaysian Studies  Moral Education  Islamic Studies  Others: \_\_\_\_\_  
 Exit Certificate  Letter of Completion  Verified by Authorised Signatory

G. Recommendation / Remark:

- Approve  Reject  Interview Required (Date & Time : \_\_\_\_\_) Outcome:  Approve  Reject  
 Conditional Offer  
 Full Offer

Checked By : \_\_\_\_\_ (Date: \_\_\_\_\_)  
 Verified By : \_\_\_\_\_ (Date: \_\_\_\_\_)  
 Approved By : \_\_\_\_\_ (Date: \_\_\_\_\_)

For Admissions Committees Only:

First Approval : \_\_\_\_\_ (Date: \_\_\_\_\_)  
 Second Approval : \_\_\_\_\_ (Date: \_\_\_\_\_)  
 Third Approval : \_\_\_\_\_ (Date: \_\_\_\_\_)  
 Forth Approval : \_\_\_\_\_ (Date: \_\_\_\_\_)

# APPLICATION PROCEDURES

## STEP 1: CHOOSE YOUR PROGRAMME

- Please review the information in the prospectus and speak to our counselors for advice.
- Indicate the programme that you wish to apply for.
- Take a look at the intake dates and decide on your preferred intake.
- Kindly ensure that you adhere to the application deadlines.

## STEP 2: CHECK ENTRY REQUIREMENTS

- Please check the entry requirements to ensure that you fulfill the necessary criteria for the programme you wish to apply for.
- Applicants to the School of Architecture, Building & Design, School of Medicine and School of Pharmacy are subject to additional admission procedures and forms. You may check with our counselors / website for further details.
- All applicants applying for Undergraduate programmes must meet our English Language requirements.

## STEP 3: CHECK DOCUMENTATION REQUIREMENTS AND DEADLINES

- Compile all the required documents to apply for the programme.
- Kindly ensure that you check the deadlines for submission, and submit the documents on or before the mentioned date.

## STEP 4: SUBMIT APPLICATION FORM

- Please ensure that you fill up the Application Form completely and accurately.
- All applicants are required to pay a registration / processing fee.
- All international students are required to pay an additional International Student Charge.

## STEP 5: APPLY FOR SCHOLARSHIPS, BURSARIES & FINANCIAL AID

- Application for scholarships, bursaries and loans require separate applications.
- Please refer to the Scholarships, Bursaries & Financial Aid booklet to check if you are eligible to apply.
- To apply, follow the instructions in the booklet or speak to our counselors.

## STEP 6: APPLY FOR STUDENT RESIDENCES

- Applications for on-campus Student Residences require a separate application.
- Applicants interested in living on-campus have to apply through U Residences.

## STEP 7: CHECK STATUS OF YOUR VISA APPLICATION (FOR NON - MALAYSIANS)

- All international students who are applying to study at Taylor's University must apply for a student pass.
- Please consult an International Students Officer for more information.

## APPLICANT'S COPY

# 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 University ("Taylor's") and the student's continued enrolment as student of Taylor's, as set out below.**

1. 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. For the avoidance of doubt, Taylor's reserves the right to revise the fee payable for any given year.)
2. All fees are payable in advance. Full settlement of first semester fees is required upon registration or "by the commencement of the semester" (not applicable to Medicine and Pharmacy programmes). For subsequent semesters, full settlement of fees must be made by the commencement of the semesters.
3. Payment of fees may be made by crossed cheque, telegraphic transfer or bank draft in favour of **"Taylor's University Sdn. Bhd."**
4. 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:
  - a) The registration fee, processing fee, international student charge and international student registration fee are not refundable under any circumstances.
  - b) Subject to sub-paragraph (a) above, if a student withdraws from the programme before the commencement of the semester, all fees paid may be refundable. An administration fee of RM500 will be charged.
  - c) Subject to sub-paragraph (a) above, if a student withdraws from the programme within the first two weeks of the semester, an amount not exceeding 70% of all fees paid may be refundable. An administration fee of RM500 will be charged. For avoidance of doubt, all fees shall not be refundable from Week 3 of the semester onwards except as provided in sub-paragraphs (d) and (e) below.
  - d) 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, the student shall be discontinued from the programme by Taylor's. The student is eligible for a pro-rated refund of all fees paid. (The pro-rated refund is calculated based on the number of weeks elapsing from semester commencement date to the official notification date and proportionate to the total number of weeks of the relevant semester.)
  - e) Subject to sub-paragraph (a) above, if a student withdraws from the programme due to unsuccessful request for deferment of national service, the student is eligible for a full refund of all fees paid.
5. Taylor's will issue any applicable refund under the name of the parent/guardian/sponsor as provided in Part D of this application form, unless otherwise advised by the student.
6. All refund shall be free of interest and Taylor's reserves the right to set-off the refundable amount against any outstanding fees or whatsoever payments due and owing to Taylor's.
7. All semester fees must be fully settled before or by the commencement of the semester. From Week 3 of the semester, Taylor's shall be entitled, but not bound to, take any necessary actions against students with outstanding fees such as barring from classes and/or facilities as Taylor's deems fit. Taylor's further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees is made. A late payment penalty of RM100 per week will be imposed on any outstanding fees incurred commencing from Week 3. Student who still has outstanding fees on the first day of Week 5 shall be terminated from the programme at Taylor's without further notice.
8. For inter-programme transfer cases (within Taylor's), an administration charge of RM200.00 will be imposed. This administration charge will be waived for the first time inter-programme transfer by the new students only. The amount of fees transferable to the new programme is subject to the following:
  - a) If inter-programme transfer is carried out within the first month of the semester, 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.
  - b) If inter-programme transfer is carried out after the first month of the semester but before the mid-semester, only the registration fee and 50% of the tuition fee and the resource fee due and paid will be transferable to the new programme.
  - c) If inter-programme transfer is carried out after the mid-semester, only the registration fee is transferable to the new programme.
9. In the event that a student is expelled or suspended from the programme or discontinues the programme due to any sort of misconduct or non-attainment of academic requirement, there shall be no refund of fees paid.
10. Students must abide and be bound by ALL applicable laws of Malaysia, all policies, procedures, rules and regulations of Taylor's (both existing and those coming into force in future); terms as set out in the Student Handbook and the programme requirements as set out in the Programme Guide both of which are made available to students at the Student Portal <http://portals.taylors.edu.my/portal/login.do> [a hardcopy is available in the Library] for reference. 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 any time 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 Student Portal regularly for such amendments.
11. For progression, the following applies:
 

**Foundation / Diploma Programmes**  
The completion of 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.

**Undergraduate Programmes**  
a) The admission of a student 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.
12. 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.
13. 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.
14. Registration for any external examinations and all submission of payment due to external examining bodies such as but not limited to ACCA Global are the sole responsibility of students.
15. **FINANCIAL VERIFICATION** (for International Students)  
Taylor's University 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 D DECLARATION AND SIGNATURE

### ACKNOWLEDGEMENT AND AGREEMENT

Student and Parent/Guardian acknowledge that prior to signing this form, Student and Parent/Guardian have obtained independent legal advice and satisfied themselves that they understand the nature and extent of the rights and obligations under this Terms And Conditions Governing Enrolment And Admission including the refund policies and consequences if Student and Parent/Guardian do not comply with the terms and conditions of this Contract.

I have read and I fully understand the policies, terms and conditions governing enrolment, admission, refund of fees and the nature and effects thereof listed in this form. 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 this form 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 University of personal data (including sensitive personal data as defined in the Personal 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 University.

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 Applicant**

**Name of Applicant**

**Date**

### DECLARATION BY PARENT/GUARDIAN/SPONSOR

I hereby agree to pay all fees due on the dates stipulated by the University. I also understand and agree that if I default in paying the fees, the University 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 University as a full-time student and I undertake to pay the full cost of this programme until complete.

**Name of Parent  
(as in MyKad/Passport)**

**MyKad/Passport No.**

**Relationship**

**Occupation**

**Company**

### To be filled by guardian/sponsor\* only



<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
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**Signature of Parent/  
Guardian/Sponsor\***

**Date**

\* Whichever is applicable



## INTERNATIONAL STUDENT APPLICATION PROCEDURE

### INTERNATIONAL STUDENT APPLICATION PROCEDURE

**Step 1 :**

Applicants 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 Application Form (signed and dated) together with documents listed in APPLICATION CHECKLIST section to Taylor's at least 8 weeks before the commencement of the programme.

**Step 3 :**

Upon approval of the application, Taylor's will issue the Letter of Acceptance to the applicant subject to the outcome of the interview, if there is any.

**Step 4 :**

For applicant who wish to stay in Taylor's residences, please submit the Taylor's Residences Application Form, together with a minimum payment as the reservation.

**Step 5 :**

Once the Student Pass is approved by the Malaysian Immigration Department, Taylor's shall email and courier the **Student Pass and Visa Approval Letter** to the applicant.

**Step 6 :**

For airport pickup request, student must log in to the following link: [http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/\\_layouts/aq/preboarding/pbchecklist.aspx](http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/_layouts/aq/preboarding/pbchecklist.aspx) **5 working days** before the departure. Taylor's students are allowed to perform their own Immigration clearance at the Immigration Check Point if the port-of-entry is Kuala Lumpur International Airport (KLIA), the Low Cost Carrier Terminal (LCCT) or the Skypark Subang Terminal. Once International Office has confirmed the airport pickup, an auto email confirmation will be sent to the student which includes the arrival procedures and documents required for Immigration clearance.

**Procedure for Students to Transfer to Taylor's University:**

If applicants have applied to other education institutions in Malaysia before, they will need to provide supporting documents within a week to minimize delay in the process from the previous institution as stated in APPLICATION CHECKLIST > 10 section upon receiving the letter of Acceptance from Taylor's.

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

### CONDITIONS OF REGISTRATION FOR INTERNATIONAL STUDENTS

**International Student Charge**

An international Student Charge is compulsory for all international students who do not hold a Malaysian IC or a Malaysian passport, and is non-refundable.

**Attendance & Expulsion**

Regular attendance is compulsory. It is regulation of the 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.

**International Student Insurance Scheme**

This is a compulsory for all international students as required by the MOHE.

**Student Pass**

All International students are required to hold a Student Pass while studying at Taylor's.

**Personal Bond**

All International students (except P.R. China students) have to pay a personal bond, the amount of which is fixed by the Malaysian Immigration Department. The amount is totally refunded upon completion of the academic course if the student has not violated the rules and regulations of the Malaysian Immigration Authority. Only those holding Diplomatic Passes are exempted from paying this bond.

*Note : Students holding a Dependant Pass & Malaysia My Second Home (MM2H) visa are required to convert to a Student Pass while studying at Taylor's.*

## BANK DETAILS

Payment must be made payable to - TAYLOR'S UNIVERSITY SDN. BHD.

**Payment Options:**

1. By Cash, Cheque or Bankdraft at the Payment Counter situated at Block A Level 1. \*\*
2. Direct Bank-in at OCBC Bank / AmBank branches nationwide.
3. Telegraphic Transfer (for international students) - OCBC Bank Only

**Bank Name : OCBC BANK (MALAYSIA) BERHAD**  
 Payable To : TAYLOR'S UNIVERSITY SDN. BHD.  
 Account No. : 701-130855-6  
 Bank Address : Ground Floor, Kuala Lumpur Main Branch,  
 Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia.  
 Swift Code : OCBCMYKLXXX (for Telegraphic Transfer)

**Bank Name : AMBANK BERHAD**  
 Payable To : TAYLOR'S UNIVERSITY SDN. BHD.  
 Account No. : 256-201-2000278

Please fax or email bank in slip / telegraphic slip / remittance slip as proof of payment. Kindly include the student's name, MyKad / passport number, contact number and programme enrolled to the university at Fax No : 03 - 5629 5001 or via email to admissions@taylors.edu.my

\*\*Payment by Credit Card on-site at Cashier's Office is only applicable for first semester fees.