

MODE OF PAYMENT

Cash or credit card payment.

Bank draft/ cheque/ postal order to **ALFA INTERNATIONAL COLLEGE SDN. BHD.**Telegraphic transfer to ALFA International College's bank account, **Hong Leong Bank Account No: 04500316520** payable to **ALFA INTERNATIONAL COLLEGE SDN. BHD.**

All international students are required to settle their First-year tuition fees in advance and other enrolment-related fees during their first enrolment at the college.

All international students are required to settle their tuition fees before renewing their student visa.

ADMISSION DOCUMENTS (ALL DOCUMENTS MUST BE CERTIFIED TRUE COPY)

To apply, please send the following to the Registrar Office. Application will only be processed upon receiving the following documents (non-returnable):

- A duly completed Admission Form
- Two (2) colour photocopies of passport (*All pages including the blank pages*)
- Two (2) copies of all Academic Qualifications and Transcripts (*In English Translation*)
- Two (2) copies of School Leaving Certificate and Testimonial (*In English translation*)
- Eight (8) copies of passport-sized photo (*White background*)
- Prepare one A4-size pencil sketching (*For design students only*)
- A duly completed Medical Report (*For Application of student visa*)
- International Student to provide a copy of Telegraphic Transfer Slip (*Initial payment of EMGS RM2,500*)

Additional Documents for Transfer Students

- Copy of valid passport with Student Visa Stamp
- Release Letter from current college or university (*Surat Perlepasan/ Kebenaran*)
- Attendance report (Percentage of Attendance)
- Certified True Copies of Results or Academic Transcript

FOR OFFICE USE ONLY

Type of Offer:

- Full Offer Conditional Offer

Remarks : _____

Amount Received : _____ Receipt No : _____

Mode of Payment : _____ Payment Date : _____

Counselled by : _____ Signature : _____

Date : _____

ALFA INTERNATIONAL COLLEGE SDN BHD (360970-H)

CT-11 & CT-12, Corporate Tower, Jalan SS 15 / 4G, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia

Tel: (603) 5631 9208 Fax: (603) 5631 9221

Website: www.alfa.edu.myEmail: enquiry@alfa.edu.my**INTERNATIONAL STUDENT
ADMISSION FORM**

Programme Applied For:

- Certificate _____
- Diploma _____
- Degree _____
- Master _____
- Ph.D _____

Intake: January / April / July / August / October _____ Year _____

Student ID Number (*for office use only*): _____**PERSONAL INFORMATION**

You are required to fill in the form using BLOCK letters.

Name (as in passport) : _____ Title : _____

Passport No : _____ Expiry Date : _____

Date of Birth : _____ Age : _____

Gender : _____ Nationality : _____

Race : _____ Religion : _____

Marital Status : _____ Facebook Address : _____

ACADEMIC QUALIFICATIONS

School / College	Highest Qualification	Year Completed

CO-CURRICULAR ACTIVITIES

Club/ Society	Position	Year

CORRESPONDENT'S CONTACT

Mailing Address : _____ Postcode : _____
 _____ City/Town : _____
 State : _____ Country : _____
 Tel No : _____ Email : _____
 Mobile No : _____
 Company Address : _____
 (If applicable) _____

PARENT/ GUARDIAN'S PARTICULARS

Name : _____ Relationship : _____
 Passport No : _____
 Address : _____ Postcode : _____
 _____ City/Town : _____
 State : _____ Country : _____
 Tel No : _____ Email : _____
 Mobile No : _____
 Monthly Family Income :

<input type="checkbox"/>	Below RM 3,000.00
<input type="checkbox"/>	RM 3,001.00 - RM 5,000.00
<input type="checkbox"/>	RM 5,001.00 - RM 7,000.00
<input type="checkbox"/>	RM 7,001.00 - RM 9,000.00
<input type="checkbox"/>	Above RM 9,001.00

EMERGENCY CONTACT

Name : _____ Relationship : _____
 Address : _____ Postcode : _____
 _____ City/Town : _____
 State : _____ Country : _____
 Tel No : _____ Email : _____
 Mobile No : _____

HEALTH INFORMATION

Do you have any medical condition which may require special assistance from ALFA?

If yes, please provide information so that we could provide you with the necessary assistance.

No Yes : _____

Do you have any family members who are currently studying or had previously studied at ALFA? If yes, please provide details (Name, Course, Year)

No Yes : _____

IMPORTANT NOTES

1. The personal data you have provided in this form will be used by or on behalf of ALFA University College to send you further details, including its events, academic programmes and marketing information.
2. Your personal data may be additionally shared from time to time with ALFA's appointed third-party agents.
3. Please note that your personal data will be kept for ten years. Please contact relevant department for access to your personal data or to notify us of any change in the information you have provided.
4. By signing this form, you confirm that you have read, understood the contents and voluntarily completed this form.

DECLARATION AND AGREEMENT BY APPLICANT

I declare that the information provided by me in this application form is true and correct.

I acknowledge and agree :-

- a) That I am legally eligible to apply for entry to any course offered by ALFA without any restrictions or any other prohibitions in law/ or in fact.
- b) That I herein give this assurance and without any solicitation and/ or influence on the part of ALFA, its directors and / or employees.
- c) That ALFA reserves the right to vary or reserve any decision regarding admission or enrolment made on the basis of incorrect or incomplete information by me.
- d) To abide by all academic, administrative and examination rules and regulations of the programme and to uphold the integrity and good name of ALFA at all times.
- e) That ALFA shall have absolute right as it deems fit to defer, close or not to commence any programme; and to review, change and update subject curriculum in any programme.
- f) To abide by the ALFA Code of Honour, as outlined in the General Rules and Regulations in the relevant ALFA Student Handbook.
- g) To declare that I am not and will not be a member of any political club or organisation during my studentship with ALFA.
- h) I understand that all Fees paid are non-refundable and non-transferable if I choose to withdraw from the college before or after the semester has commenced.
- i) I understand that I shall only be offered conditional admission if I apply with forecast results, and if my official results fall short of the entry requirements, then I must either withdraw from the programme or enroll in a programme with lower entry requirements.

 Student's Signature

 Date

DECLARATION BY PARENT/GUARDIAN

I, the undersigned, shall be responsible for the good conduct of the above student and confirm that I will not hold the Management and/or staff of ALFA for any losses or injuries incurred by my child/ ward during his/ her studentship with ALFA University College.

 Parent's/ Guardian's Signature

 Date