

INTERNATIONAL STUDENTS APPLICATION FORM

Student number (For office use)



college of achievers

HELP Academy



college of achievers

HELP College of Arts and Technology



university of achievers

HELP University

Please tick (✓) the appropriate box to indicate the institution you wish to apply to:

Intake: Month Year Name of Applicant: _____

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

Photo
10 copies
3.5cm x 5cm
with blue
background

HELP ACADEMY (HA)

Department of A-Levels

- Edexcel International A-Levels
 Cambridge A-Levels

University of Derby 3+0 Programmes

(Submitted to MQA for approval)

- Bachelor of Arts (Hons) Accounting & Finance
 Bachelor of Arts (Hons) Business Management

- Bachelor of Arts (Hons) Business (Marketing)

University of London International Programmes

- Bachelor of Science (Hons) Accounting & Finance
 Bachelor of Science (Hons) Economics & Management

- Bachelor of Science (Hons) Banking & Finance
 Bachelor of Science (Hons) Economics

Others: _____

HELP COLLEGE OF ARTS AND TECHNOLOGY (HELP CAT)

Pre-U Programmes

- HELP CAT Foundation Studies in Arts
 HELP CAT Foundation Studies in Science

Diploma Programmes

- HELP CAT Diploma in Accountancy
 HELP CAT Diploma in Business
 HELP CAT Diploma in Computer Science
 HELP CAT Diploma in Business Information Systems
 HELP CAT Diploma in Electrical & Electronic Engineering
 HELP CAT Diploma in Mechanical Engineering
 HELP CAT Diploma in Culinary Arts
 HELP CAT Diploma in Hotel Management

Anglia Ruskin University 3+0 Programmes

- Bachelor of Science (Hons) Accounting & Finance
 Bachelor of Arts (Hons) Business Management
 Bachelor of Arts (Hons) Marketing
 Bachelor of Science (Hons) Computer Science
 Bachelor of Science (Hons) Business Information Systems
 MBA
 Bachelor of Engineering (Hons) Electronics
 Bachelor of Engineering (Hons) Mechanical Engineering

University of London International Programmes

- Bachelor of Science (Hons) Accounting & Finance
 Bachelor of Science (Hons) Economics & Management
 Bachelor of Science (Hons) Mathematics & Economics
 Bachelor of Science (Hons) Economics & Finance

Professional Programmes

- Certified Accounting Technician (CAT)
 Association of Chartered Certified Accountants (ACCA)

Others: _____

HELP UNIVERSITY (HU)

HELP Matriculation Centre

- HELP Foundation in Arts
 HELP Foundation in Science

Department of American Degree Program

- American Degree Transfer Program

Department of Communication

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

School of Hospitality & Tourism

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

Department of Business Studies

- HELP Diploma in Business
 HELP Bachelor of Business (Accounting) (Hons)

- HELP Bachelor of Business (Finance) (Hons)
 HELP Bachelor of Business (Marketing) (Hons)
 HELP Bachelor of Business Psychology (Hons)
 HELP Bachelor of Business (Entrepreneurship) (Hons)
 HELP Bachelor of Business (International Business) (Hons)
 HELP Bachelor of Business (Human Resource Management) (Hons)
 HELP Bachelor of Management (Hons)
 HELP Bachelor of Economics (Hons)

Department of Law

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

Department of Information Technology

- HELP Diploma in Information Technology
 HELP Bachelor of Information Technology (Hons)
 HELP Bachelor of Information Technology (Hons) Business Information Management

- HELP Bachelor of Information Technology (Hons) Mobile Computing
 HELP Bachelor of Computer Science (Hons) Games & Interactive Media

Department of Psychology

- HELP Bachelor of Psychology (Hons)
 HELP-Flinders Bachelor of Psychological Science (Hons)

Department of Education

- HELP Foundation in TESL
 HELP Diploma in Early Childhood Education
 HELP Bachelor of Early Childhood Education (Hons)
 HELP Bachelor of Arts TESL (Hons)
 HELP Intensive English Programme

Others: _____

Have you made any previous applications to the HELP Group? NO YES Please specify: _____

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

(Name of institution)

Note:

- All sections must be completed including the necessary signature(s) in the relevant sections.
- Attach a set of certified copies of all academic qualifications, photograph (10 copies 3.5cm x 5cm with blue background) and 2 sets of photocopies of Passport (all pages, A4 size).
- 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.
- Enclose the non-refundable application fee made payable to either HELP University Sdn Bhd, or HELP Academy Sdn Bhd, or HELP College of Arts and Technology Sdn Bhd, as the case may be.
- Submit a valid Pre-Medical Report together with the application form.**
- 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)

Full Name (as in Passport)

Age	Date of Birth (DD/MM/YY)	Country of Birth	Nationality:
<input style="width:20px;" type="text"/>	<input style="width:40px;" type="text"/>	<input style="width:100px;" type="text"/>	_____

Passport No.	Valid until:	Gender:	Marital Status
<input style="width:80px;" type="text"/>	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Married <input type="checkbox"/> Single

Permanent Address (home country address)

Postcode / Zip code	City	State / Province
<input style="width:40px;" type="text"/>	<input style="width:100px;" type="text"/>	<input style="width:100px;" type="text"/>

Country	Tel. No. (House)	Tel. No. (Mobile)
<input style="width:60px;" type="text"/>	<input style="width:100px;" type="text"/>	<input style="width:100px;" type="text"/>

Correspondence Address in Malaysia

Postcode / Zip code	Tel. No. (House)	Tel. No. (Mobile)
<input style="width:40px;" type="text"/>	<input style="width:100px;" type="text"/>	<input style="width:100px;" type="text"/>

E-Mail Address

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Do you have any medical condition(s) that require(s) special assistance?

NO YES If YES, please specify _____

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

Your own Country _____	Neighbouring Country (if there is none in your country)
Name of Country _____ City _____	Name of Country _____ City _____

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)

D : DECLARATION

1. 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 program of study.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. I understand and agree that HELP and its authorised representatives shall have unlimited use of, and exclusive rights, titles and interests including copyrights over, the materials mentioned in clause 8 herein, during and after my graduation from HELP.
11. 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.
12. I understand and agree that if I revoke my consent to any of the terms specified in clauses 8, 9 & 10 herein, I must do so in writing to the Registrar of HELP, and that all actions taken by HELP prior to the revocation in exercise of their rights in respect of me will not be affected.
13. 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 program of study at HELP.
14. I hereby declare that I have read and understood all the terms herein and agree to abide by them.

Applicant's Signature _____ Applicant's Name _____ Date _____

E : DECLARATION BY PARENT / GUARDIAN / SPONSOR IF THE APPLICANT IS BELOW 21 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 / HELP College of Arts and Technology. 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 / HELP College of Arts and Technology.

Signature of Parent / Guardian / Sponsor _____ Relationship _____ Date _____

FOR OFFICE USE ONLY

Recruitment agent, if applicable : _____ (Please print name in BLOCK LETTERS) Date: _____

Education advisor : _____ (Please print name in BLOCK LETTERS) Date: _____

Application received by : _____ (Please print name in BLOCK LETTERS) Date: _____

Application approved by:
HOD / Authorised Staff

Name: _____

Signature: _____

Date in: _____ Date out: _____

- Firm Offer
- Conditional Offer - Forecast Results
- Conditional Offer - see comments
- Reject

Comments: _____

English requirement: Yes No Comments: _____

To be completed by Recruiting Agent:

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

2. The offer letter and the Visa Approval Letter (VAL) should be posted to _____