

# INTERNATIONAL STUDENTS APPLICATION FORM

Student number (For office use)

--	--	--	--	--	--	--	--



☐ HELP Academy



☐ HELP College of Arts and Technology



☐ HELP University  
(Damansara campus)

☐ Subang 2 campus

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 :

## HELP ACADEMY (HA)

### Department of A-Levels

- ☐ Edexcel International A-Levels  
☐ Cambridge A-Levels

### University of Derby 3+0 Programmes

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

- ☐ Bachelor of Arts (Hons) Business (International Business)

### University of London International Programmes

- ☐ International Foundation Programme  
☐ 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-University Programmes

- ☐ HELP CAT Foundation Studies in Arts  
☐ HELP CAT Foundation Studies in Science  
☐ Edexcel International A-Levels

### 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  
☐ HELP CAT Diploma in Tourism 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  
☐ Bachelor of Engineering (Hons) Mechanical Engineering

### Anglia Ruskin University

- ☐ MBA

### 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)

### Upper Iowa University 4+0 Programs

- ☐ Bachelor of Science Psychology  
☐ Bachelor of Science Business Administration  
☐ Bachelor of Science Communication Studies  
☐ Bachelor of Science Financial Management  
☐ Bachelor of Science Marketing  
☐ Bachelor of Science Human Resource Management

### 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 Diploma in Early Childhood Education  
☐ HELP Bachelor of Early Childhood Education (Hons)  
☐ HELP Bachelor of Education 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)

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, photograph (10 copies 3.5cm x 4.5cm with white background) and 1 photocopy of Passport (all pages, A4 size).
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, or HELP College of Arts and Technology Sdn Bhd, as the case may be.
5. **Submit a valid Medical Report together with the application form. (include a copy of the Lab Report and the Chest X-ray Report)**
6. Failure to comply with these procedures may result in a delay in processing this application.

(Please use BLOCK LETTERS and underline surname)

**Full Name** (as in Passport)[illegible][illegible]

Valid until:

Male

☐ Female

☐ Married

Single

**Permanent Address** (home country address)[illegible]

City

--	--	--	--	--	--

[illegible][illegible][illegible][illegible][illegible]

### Correspondence Address in Malaysia

[illegible]

--	--	--	--	--	--

[illegible][illegible]

### E-Mail Address

[illegible]

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:**

(Note: Malaysian RM150 (about USD42) will be charged for any subsequent change of embassy/high commission/consulate after this application has been submitted.)

## Your own Country

Neighbouring Country (if there is none in your country)

Name of Country \_\_\_\_\_ City \_\_\_\_\_

Name of Country \_\_\_\_\_ City \_\_\_\_\_

(Please fill in the following information for emergency contact)

**1) Name of Father / Guardian** (as in Passport)

[illegible]

[illegible]

--	--	--	--	--	--

[illegible][illegible][illegible]

			—									
--	--	--	---	--	--	--	--	--	--	--	--	--

			-								
--	--	--	---	--	--	--	--	--	--	--	--

[illegible][illegible][illegible]

			-									
--	--	--	---	--	--	--	--	--	--	--	--	--

[illegible]

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

Name of Course	Name of Institution	Details of Qualifications	Year

☐ TOEFL      ☐ IELTS      ☐ Others (specify) \_\_\_\_\_

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

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. Name of Recruiting Agent \_\_\_\_\_

2. The offer letter and the Visa Approval Letter (VAL) should be emailed to \_\_\_\_\_

3. The offer letter and the Visa Approval Letter (VAL) should be posted to \_\_\_\_\_