



UNIVERSITI KEBANGSAAN MALAYSIA
The National University of Malaysia

ACADEMIC MANAGEMENT SECTION

APPLICATION FOR NON-DEGREE PROGRAMME

SEMESTER : _____

Paste your passport
sized photograph
(Blue background)

Please refer to The Dean's Office regarding courses offered in the said Semester. The duration of this program is 18 weeks only. New applications must be forwarded at least one month in advance before semester commences.

Priority will be given to applicant that is sponsored by his/her respective Universities or Universities involved in MoUs between UKM. Improper and unendorsed forms will not be processed.

Courses Applied

Subject (Code)	Endorsement (Dean's Office)

1. Full name :
(Block Letters in accordance to passport or NRIC)

2. Corresponding Address (Compulsory) :

3. Telephone No. : 4. E-mail Address :

5. NRIC No. : - -
(Malaysian Only)

6. Passport No. : 7. Expiry Date : - -

8. Gender : 9. Age : 10. Religion/Faith :

11. Date of Birth : - - 12. Place of Birth :

13. Citizenship : 14. Marital Status :

15. Name and Address of person (in Malaysia) to be contacted in case of an emergency :

16. Residential Telephone No. / Mobile Phone No. :

17. Occupation :

18. Name of Employer :

19. Do you receive financial support, if yes please state below and submit letter of Sponsorship :

20. School / College / University you attended and qualifications obtained (Please enclose copies) :

<u>Institution / University</u>	<u>Date of Entry</u>	<u>Date of Graduation</u>	<u>Qualification Obtained</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

21. Please give your reason for applying :

22. VDR (VISA WITH REFERENCE)

It is compulsory to obtain the VDR from the Malaysian Embassy / Consulate / High Commission in your country before entering Malaysia. UKM will process the VDR upon received the Offer Letter for student to enable to enter Malaysia. Status of the VDR application will be updated to students through the Malaysian Embassy / Consulate / High Commission in your country.

Please mention the nearest Malaysian Embassy / Consulate / High Commission address :

Declaration by Applicant

I hereby declare that all information and documents provided are true and complete. I acknowledge that Universiti Kebangsaan Malaysia (UKM) could reject my application or revoke any offer done if the information and documents provided are found to be untruthful or deceitful.

Date : _____

Signature : _____

CHECKLIST OF APPLICATION

The following document must be submitted together with the application form:

- Non-Degree Programme application forms
- Copy of official transcripts / academic records
- Copy of certificate of English Proficiency Test (e.g. TOEFL / IELTS / MUET)
- Copy of passport (First Page)
- 1 copy of passport size photograph (Blue background)
- 1 set of completed Personal Particulars For (BTK 100) – For students from Republic of China only
- Application for Residential College in UKM (Optional)
- Certified true copy of all academic records and certificates. Academic records in language other than English must be accompanied with the approved translation

Please send your completed application forms to:

Director
International Relations Centre (UKM Global)
Universiti Kebangsaan Malaysia
Level 2 Chancellory Building
43600 UKM Bangi Selangor Malaysia

Email : exchange@ukm.edu.my
Website : www.ukm.my/pha
Tel. No. : +603 – 8921 3271
 +603 – 8921 4187
 +603 – 8921 5057
Fax No. : +603 – 8925 4890



**PERMOHONAN PENYEWAAN PERUMAHAN
KOLEJ KEDIAMAN**
(Application for Residential College)

Please be informed that we can provide on-campus accommodation upon request and subject to availability.

NO. MATRIK: Matric No.:	FAKULTI / ORGANISASI: Faculty / Organization:			
<input type="text"/>	<input type="text"/>			
1. Nama (Name)	<input type="text"/>			
2. No. K/P / No. Pasport (NRIC / Passport No.)	<input type="text"/>			
3. Status (Marital Status)	<input type="text"/>			
4. Jantina (Gender)	<input type="text"/>			
5. Emel (Email)	<input type="text"/>			
6. Tarikh Lahir (Date of Birth)	<input type="text"/>			
7. No. Tel. (Tel. No.)	<input type="text"/>			
8. No. Faks. (Fax No.)	<input type="text"/>			
9. Warganegara (Nationality)	<input type="text"/>			
10. Alamat Tetap (Permanent Address)	<input type="text"/>			
<input type="text"/>				
11. Jenis Perumahan (Sila tanda \checkmark dalam ruang yang disediakan: (Choice of Housing (Please mark \checkmark in the column given)				
Bilik Seorang (Single Room)	<input type="checkbox"/>			
Bilik Perkongsian (Twin Sharing)	<input type="checkbox"/>			
12. Tarikh Penginapan Duration of stay	Tarikh Masuk (Check-in Date)	<input type="text"/>	Tarikh Masuk (Check-in Date)	<input type="text"/>
Keperluan Penginapan (Reason/Purpose for accommodation)		<input type="text"/>		
<input type="text"/>				
13. Cara Bayaran (Term of Payment)	<input type="checkbox"/>	Tunai (Cash)	<input type="checkbox"/>	Pesanan Rasmi (Local Order)
	<input type="checkbox"/>	Caj Antara Jabatan (Charge to Department)		

14. Kod Peruntukan (Untuk Caj Antara Jabatan Sahaja)
Provision Code (Charge to Department Concern Only)

PERAKUAN PEMOHON (DECLARATION)

Dengan ini saya mengesahkan segala butiran yang tercatat adalah benar dan berjanji akan mematuhi segala peraturan Kolej dan Universiti.

I declare that the above information given is correct to be best of my knowledge and I agreed to abide by the rules and regulations of the Housing and University.

Tandatangan / Signature

Tarikh / Date

**BAHAGIAN PENTADBIRAN KOLEJ KEDIAMAN
(RESIDENTIAL COLLEGE ADMINISTRATION)**

Ingin dimaklumkan permohonan anda ***Diluluskan / Tidak diluluskan**
*This is to inform you that your application *Approved / Not Approved*

Jenis Penginapan : _____ Kadar Sewa : _____ seorang sehari
Types of Accommodation Room Charges per person per day

Tandatangan / Signature
Cop Rasmi / Official Stamp

Tarikh / Date

PERHATIAN: Anda diminta memaklumkan kepada pihak Pentadbiran Kolej Kediaman sekiranya terdapat / pembaharuan maklumat. Kelulusan tertakluk kepada kekosongan dan peraturan penginapan di Kolej Kediaman.

IMPORTANT NOTE: ***You are required to inform the Residential College for any changes of particulars. Approval are subjected to rooms availability and Residential College regulation Acts.***