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Please ensure that all the required fields are complete and all supporting documents are attached.

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SECTION D : ACADEMIC QUALIFICATIONS

Institution Name and Location	From (Year)	To (Year)	Qualification Obtained

ENGLISH LANGUAGE PROFICIENCY

Please indicate the date of the English language proficiency test and your score (if any) :

English Language Proficiency Test	Year Obtained	Score
IELTS		
Others (please specify) :		

Note : Please attach a copy of your test result.

SECTION E : DOCUMENTS SUBMITTED

DOCUMENT CHECKLIST FOR MALAYSIAN APPLICANTS

No.	Documents	Tick(✓)	No.	Additional Documents for Student Transfer From Other Institution	Tick(✓)
1	MyKad		1	Complete Semester Results / Transcript	
2	SPM/ O-Level / UEC or equivalent; and / or STPM / A-Level or any equivalent qualifications		2	Award Certificate (Certificate Diploma); or Completion Letter From Previous Institution	
3	Passport-sized Photo (2 copies)				
Form			Remark		
1	Scholarship / FeeWaiver Application Form				
2	Accommodation Form				

DOCUMENT CHECKLIST FOR INTERNATIONAL APPLICANTS

No.	New Application	Tick(✓)	No.	Additional Documents for Student Transfer From Other Institution	Tick(✓)
1	Photocopy of Passport (all pages) - 3 copies		1	Student Pass cancellation page from previous institution	
2	4.5cm x 5cm size photo (white colour background) (6 copies)		2	Release Letter from previous institution (Colleges / Universities only)	
3	High School Result / Transcript (Original language & Translated to English)		3	Attendance Report from previous institution	
4	School Leaving Certificate (Original language & translated to English)		4	Academic Result / Transcript from previous institution	
5	NOC (for Sub-Saharan Countries only) / Eligibility Letter (for Nigerian only)		Remarks		
6	Health Examination Report (in English)				
7	Laboratory Result (in English)				
8	X-ray Report (in English)				
9	International Certificate of Vaccination (in English)				
Forms					
1	Refund Policy				
2	Accommodation Form				

Note: You are required to submit Certified True Copy of Actual Academic Result upon admission. IPK reserves the right to withhold your college academic results / transcripts should you fail to do so upon completion of studies here.

For International Applicants Only:

Passport Details:

Place of Issue

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Date of Passport Issued:

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Passport Expiry Date:

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Passport Endorsement:

(Applicable to Chinese students from China applying for Single Entry Visa into Malaysia)

☐ Shanghai ☐ Beijing ☐ Guangzhou

SECTION F : IPK RULES & REGULATIONS

1. IPK policy over Subjects Registration.
 - You are required to enrol for the courses within 7 days after the commencement date of the programme.
 - Enrolment after the stipulated date is subject to the approval by the Head of Department.
2. Attendance & Results
You are required to maintain the following regulations mandated by the Ministry of Higher Education, Malaysia (MOHE):
 - To attend all lectures, tutorials, practical and other classes required by the programme.
 - To maintain 80% of class attendance for each course per semester. Failing which, you will be barred from the final examination of the programme.
 - To maintain a minimum CGPA of 2.0 per semester.

INTERNATIONAL STUDENT RULES & REGULATIONS

1. **STUDENT PASS** - Your acceptance to IPK College is subject to the approval of your student pass application by the Education Malaysia Global Services (EMGS) and Malaysian Immigration Department. IPK College will submit the application on student's behalf but is not responsible for the time taken by the Immigration Department in processing the application and if the application is rejected by the Immigration Department for any reasons. Furthermore, your acceptance is subject to passing the medical examination at EMGS approved clinics.
2. **VALIDITY OF PASSPORT & PASS** - You must hold a valid passport and student pass for the entire duration of your stay in Malaysia. You are responsible for the validity of any kind of Immigration pass/visa/social pass and must abide by the rules and regulation imposed by IPK College and the Malaysian Immigration Department. You shall take full responsibilities over any penalty imposed to you AND the Institution over your own negligence.
3. **REPORT TO IPK COLLEGE** - Upon your arrival in Malaysia, you must report to the International Office (IO), IPK College the next day (if arrival not on weekend) to proceed for medical examination at EMGS approved clinics, and to submit your passport for the endorsement of student pass.
4. **PAYMENT OF FEES** - You are required to pay the programme fees at Bursary by the due date stated in the invoice (please refer to IPK Refund Policy).
5. **PAYMENT OF STUDENT PASS & VISA** - You shall bear all charges related to your student pass/visa/special pass or fines charged by the Education Malaysia Global Services (EMGS) and/or Immigration Department Malaysia.
6. **NO EMPLOYMENT** - You are not allowed to engage in any kind of work or occupation in Malaysia while holding a student pass unless you have obtained the approval from the Immigration Department.
7. **EXTENSION OF STUDENT PASS** - You are required to pay a fee of RM1000 to extend your student pass if you fail to complete your studies within the duration of your student pass given by Malaysian Immigration Department. All application for student pass must be submitted to the International Office two (2) months before the expiry date of your student pass. Failing to submit two (2) months before the expiry date, you are required to do a special pass of RM240.
8. **WITHDRAWAL** - You must inform IPK in writing if you wish to withdraw from the college and report to the International Office for cancellation of your student pass. IPK reserves the right to forfeit the caution fee and inform the Immigration Department to cancel your student pass if you fail to do a proper cancellation before leaving the country.
9. **INACTIVE** - If you have registered but fail to attend any classes one (1) month after the commencement date without informing IPK officially, you will be classified as Withdraw. All fees and security deposit will be forfeited and IPK will inform Immigration Department to cancel your student pass.
10. **REFUND OF FEES** - Refund of fees is subject to IPK Refund Policy (please refer to IPK Refund Policy).
11. **DEFERMENT** - You must obtain a written approval from your Head of Department if you wish to defer your study (term and conditions applied).
12. **CODE OF CONDUCT** - You are required to abide by the IPK College - Code of Conduct and Discipline.
13. **MEDICAL EXAMINATION** - You are required to undergo medical examination at EMGS approved clinics within the next day of arrival.
14. **PERSONAL BOND** - The Immigration Department of Malaysia requires all colleges in Malaysia to sign a Personal Bond on behalf of the international student, binding the institution for the said sum. To comply with this requirement, the College requires a candidate to lodge with the College the said sum for this purpose. This amount is bundled together with the Caution Fee which is stated in the fee structure. This Caution Fee will be returned to the student upon completion/withdrawal of his/her studies in this College, on the condition that there is no violation of any provision of the Immigration Ordinance 1959 (F.M.12 of 1969) and Immigration Regulations 1963 (F.L.N. 228/63).

SECTION F : DECLARATION BY APPLICANT

I declare that the information provided and documents submitted are true and complete. I understand that any misrepresentation of information may result in IPK revoking acceptance or terminating my enrolment.

I understand that IPK reserves the right to change policies, programmes and fees without notice.

I hereby confirm that I have read, agreed to and confirmed all the above. I understand that by accepting this offer, I will follow all the above terms and conditions as well as **IPK Rules and Regulations**. I fully understand and agree to abide by them.

I hereby declare that I consent to the use of the Personal Data for purposes as declared under Personal Data Protection Notice as listed in <http://www.ipk.edu.com>. IPK College may collect, process and use the information above to provide me with the latest information on products and services offered by IPK College.

SIGNATURE OF APPLICANT:

If you are under 18, your parent/guardian must provide consent by signing below:

Date: _____

Name : _____
MyKad/Passport No : _____
Date : _____
Relationship : _____

SECTION G : FOR OFFICE USE ONLY - ADMISSION STATUS

Academic Programme Code : _____ Date of Intake : _____

Category of Acceptance : ☐ Full ☐ Conditional

Academic requirements for Conditional Acceptance

- ☐ To submit a copy of certified actual result
☐ Other conditions:

Remarks :

Counseled by : _____ Signature : _____ Date : _____

Approved by : _____ Signature : _____ Date : _____
(HOD / HOS)

Recruited by (if applicable) :

☐ Friend 2 Friend (Introducer's Name & Student No): _____

☐ Agent

(Company Name & Stamp)