

PUTRA INTELEK INTERNATIONAL COLLEGE
Lot 3, No.14, Jalan 19/1, Seksyen 19,
46675 Petaling Jaya, Selangor Darul Ehsan
Tel : 603 7939 3232
Email : info@putraintelek.edu.my

Student ID Number :

Intake : /
 Malaysian International Country :
 Hostel : YES NO

REGISTRATION FORM

IMPORTANT INSTRUCTIONS

Please complete the application form in full.

1. All information should be accompanied by supporting documents duly certified :-

- Documents evidence of prior qualification (SPM/STPM/Matriculation/Diploma/Degree.
- Applicant's copy of NRIC / Passport and Birth Certificate.
- Parent's NRIC photocopy.
- Other documents, if any, to support your application.

AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH

PART A : PERSONAL DETAILS

Name (as per IC/ Passport) : Gender : Male Female

IC Number (for Malaysians only) Passport Number (for International students only) Date of birth (dd/mm/yy) : Place of birth :

Nationality : Race : Religion : Marital Status : Single Married

Address : Postcode :

State :

City : Country :

Email : Mobile Number : Telephone Number (house)

Contact person in case emergency (other than a parent or spouse) : Relationship to student : Telephone Number / Mobile :

PART B : FAMILY / GUARDIAN DETAILS

Name of Father / Guardian (1) : Relationship to student: Occupation Mobile / Telephone :

Name of Mother / Guardian (2): Relationship to student: Occupation Mobile / Telephone :

PART C : COURSE APPLIED FOR

- | | |
|--|---|
| <input type="checkbox"/> Certified Risk Associate (CRA) / Certified Risk Officer (CRO) (EIRM, Denmark) | <input type="checkbox"/> Diploma in Information Technology (DIT) |
| <input type="checkbox"/> Diploma in Accounting (DAC) | <input type="checkbox"/> Diploma in Logistics Management (DLM) |
| <input type="checkbox"/> Diploma in Digital Entrepreneurship (DDE) | <input type="checkbox"/> Diploma in Risk Management (DRM) |
| <input type="checkbox"/> Diploma in Digital Security (DDS) | <input type="checkbox"/> Certification programs |
| <input type="checkbox"/> Diploma in Forensic Computing (DFC) | <input type="checkbox"/> Certificate in English Proficiency (Level 1,2,3) |

PART D : ACADEMIC BACKGROUND

Please list in chronological order (start with recent achievements) of all secondary and higher studies completed. Kindly attach a copy of your relevant certificates and its transcripts.

Name of School / Institution:	Qualification:	Year obtained:	Result:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART E : HEALTH CONDITION DISCLOSURE

Are you suffering from any medical condition that requires attention? If YES, please give the details as below:

Heart disease Epilepsy Cancer Diabetes Asthma Allergies If YES, please specify : _____

Tuberculosis Others :

Disability : NO YES If YES, please specify _____

Note (for INTERNATIONAL STUDENTS Only)

1. It is compulsory for all International Students to purchase health care plan and keep it valid throughout your academic study. We will assist with this upon your arrival in Malaysia.
2. Students from Yellow Fever Endemic Zones and other affected areas are required to have an International Health Certificate showing Yellow Fever Vaccination.

PART F : MQA COMPULSORY SUBJECT DETAILS (for Malaysian applicants only)

The Ministry of Education (MOE) requires students to sit for the following subjects during the course of studies. If you have sat and passed any of the following compulsory subjects as a students at any higher learning institutions in Malaysia, please mark (✓) in the appropriate box(es):

Code	Subject	Result obtained
<input type="checkbox"/> MPU 2213	BAHASA KEBANGSAAN A (Malaysian students without credit in SPM BM)	<input type="text"/>
<input type="checkbox"/> MPU 2223	ETIKA DAN MORAL PROFESIONAL (Malaysian students without credit in SPM BM)	<input type="text"/>
<input type="checkbox"/> MPU 2163	PENGAJIAN MALAYSIA 2 (All students)	<input type="text"/>
<input type="checkbox"/> MPU 2133	BAHASA MELAYU KOMUNIKASI 1 (For International Students Only)	<input type="text"/>
<input type="checkbox"/> MPU 2313	ASAS PENGURUSAN KUALITI (All students)	<input type="text"/>
<input type="checkbox"/> MPU 2412	PENGURUSAN MASYARAKAT (All students)	<input type="text"/>

MPU Compulsory subjects completed at :

Name of Institution :

In order to be considered for exemption for above subjects, please submit certified MQA Academic result and syllabus from your previous Institution together with this form.

Declaration :

I, _____, hereby declare that all particulars in this form are complete and correct/true. I have also understood that I need to complete MQA subjects in order to graduate from PIIC.

Signature : _____

Date : _____

For Office Use Only (Academic Affairs):	
Exemption :	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
Remarks :	_____
Signature :	_____ Date : _____

PART G TO J: FOR INTERNATIONAL APPLICANTS ONLY

PART G : ENGLISH LANGUAGE PROFICIENCY

English was the language of instruction in my previous studies

YES

NO

I have completed the English language qualification(s) listed as below:

Name of Test/Examination

Name of School/Institution/College/ University

Date completed

Result obtained

PART H : ENGLISH LANGUAGE PROFICIENCY

Are you currently holding any type of Malaysian Immigration pass/visa?

YES

NO

If YES, type of Immigration pass/visa held:

Student

Social visit

Dependent

Date of expiry of immigration
pass/visa

/

Note: Those transferring from other institutions/colleges/universities in Malaysia and holding Student Pass/Visa or Dependent Pass shall provide the Release Letter, Testimonial, Results and Attendance Report/ School Leaving Certificates/Letter from the concerned institution.

If you are an undergraduate/ former undergraduate of any higher learning institution/ college/ university in Malaysia, if applicable:

Course enrolled for :

Duration of study:

year(s)

Institution/College/University:

PART I : ACCOMMODATION ARRANGEMENT

Do you require accommodation arrangements?

YES

NO, I will make my own arrangement

PART J : TERMS AND CONDITIONS (for Malaysian and International students)

1. Enrolment together with payment of registration fee constitutes a binding agreement to follow the course and pay the full fees, even if the student decides not to complete the course for the academic year. Registration fee must be paid prior to the commencement of the course.
2. A student who discontinues without prior Academic approval for more than one academic calendar must re-register and pay the required registration fee.
3. In the event payments have been accepted on an installment basis, payments must be made before the 15th OF EACH MONTH. Failure in doing so may affect the student's assured fee status and will entail a LATE FEE charge of RM30.00 PER INSTALLMENT PER MONTH.
4. In the event an International Student decides not to accept the offer when the applications for passport and visa are successful, an admission fee as stipulated in Ringgit Malaysia will be charged. The application and registration fees paid are not refundable.
5. The college reserves the right to instruct a student to leave the course at any stage if, in the opinion of the college that the presence of the student could be detrimental to other students of the college in general. The refund of any or part of the fees in such cases is fully at discretion of the college.
6. Should an International Student leave the college before the 1st year period, the College will not refund any money and a stipulated penalty will be incurred being visa cancellation.
7. All other expenses not stated above but required by the Malaysian Immigration Department or other relevant authorities are to be settled by the individual International Student.
8. It is the responsibility of the student to fully comply with the necessary entry requirements of the course.
9. The college reserves the right to amend a programme or/and fee structure and policies as it deems necessary without prior notification.
10. All academic materials given to the students are the intellectual properties of the college and are given as facilitation for students who have registered.
11. Students will be liable for all legal cost incurred in breach of these terms as well as liable to indemnify the college for any loss or damages due to negligence or willful misconduct.
12. This registration shall constitute a contract between the student and the college and shall express his/her consent to the incorporation of this notice terms of such contract.
13. In case of students found implicated in any criminal activities or offences, the College will not be liable or responsible for the student's action.
14. All International Students are strictly and mandatorily required to adhere, obey and abide by the governing Malaysian requirements as stipulated in the Laws of Malaysia.

PART K : CHECKLIST

MALAYSIAN APPLICATIONS

- Completed all sections of this form (whichever applicable)
- Recent passport size colour photograph attached
- Certified certificates / testimonial attached
- Certified photocopy of identity card attached
- Certified Forecast / Trial results (if applicable) attached

INTERNATIONAL APPLICATIONS

- Completed all sections of this forms (whichever applicable)
- Photocopy of main pages (details / picture) of passport attached
- Certified copies of high school/higher learning institutions attached (to provide certified translation if it is in another language)
- Passport sized photographs (4 pieces) attached
- Health examination report attached
- Visa processing and administrative charges
- No Objection Certificate (NOC) attached for students from Sub-Saharan countries
- No Objection Certificate (NOC) attached for students who use entry qualification from Sub-Saharan countries

PART L : DECLARATION

I declare that the information furnished by me is accurate to the best of my knowledge. I have read and fully understood the terms and conditions. I further declare that I do not have any previous criminal conviction under the Malaysia Law or/and law applicable in my country of origin or/and in other countries.

SIGNATURE OF APPLICANT
:

DATE :

FOR OFFICE USE ONLY

Payment upon registration :

REGISTRATION FEE : RM _____ EPF : RM _____ PTPTN : RM _____ MARA : RM _____

OTHERS FINANCIAL AID (PLEASE STATE) : _____ OTHERS : RM _____ MONTHLY PAYMENT : RM _____

UNDERGRADUATE DEVELOPMENT OFFICER'S (UDO) NAME : _____

UDO'S TELEPHONE NO : _____ UDO'S EMAIL ADDRESS : _____