

APPLICATION FORM (FOR INTERNATIONAL STUDENTS)

Please complete ALL sections in this form. DO NOT leave any section blank.
Write NA where not applicable.

Admission No.:

SECTION A: PERSONAL INFORMATION OF APPLICANT

Full Name as per Passport:

Passport No.: Date of Birth:

(Note: Applicants under Permanent Resident status are required to provide documents for both Passport and MyPR card)

(dd/mm/yyyy) eg: 31/05/2001

Nationality: City/District/Region of Origin:

Ethnicity / Race:* Gender: Male Female

Religion:* Buddhist Christian Sikh Others
 Muslim Hindu None

* Required for reporting purposes to relevant Authorities

SECTION B: CONTACT DETAILS OF APPLICANT

Mobile No.: Home No.:

E-mail:

Home Address:

Postcode: Town/City: State: Country:

Correspondence Address (if same as above, write NA):

Postcode: Town/City: State: Country:

Address in Home Country (if same as above, write NA):

Postcode: Town/City: State: Country:

Do you require the following arrangements from the College? Accommodation Yes No

CONTACT INFORMATION OF PARENT / GUARDIAN

Name		
E-Mail		
Mobile No.		
Relationship		
Occupation		

SECTION C: VISA APPLICATION CHECKLIST

1. Describe the Malaysian Immigration Pass that you are currently holding.

- Dependent/ Long Term Social Visit Pass Diplomatic MM2H Resident Pass Permanent Resident
 Social Pass Student's Pass Employment Pass I do not hold any pass (proceed to Question 3)

2. Immigration Pass Expiry Date: 3. Passport Expiry Date:

4. Are you planning to apply for Student Visa in the future? Yes. Date of application: No

Note: Applicable for Dependent's Pass and MM2H Pass holders

5. Have you studied in Malaysia prior to enrolling to this college? If yes, fill up the details below

Institution: Course: Year / Duration:

SECTION D: ACADEMIC ACHIEVEMENTS AND QUALIFICATIONS (Please attach your respective results)

SPM IGCSE Equivalent Completed in month year

Name of School:

STPM A Level Equivalent Completed in month year

Name of School:

Tertiary Studies (Diploma/Degree) Completed in month year

Name of Institution:

SECTION E: ENGLISH LANGUAGE PROFICIENCY (Please attach your respective results)

Applicable for DECE, ADTP and ACCA international applicants who are from non-English medium educational background

Have you taken an English proficiency test within the last 20 months?

If yes, please specify IELTS TOEFL MUET Band/Score:

Others Please specify: Exam Date (mm/yyyy):

SECTION F: PROGRAMME ENROLMENT (All students are required to complete Service Learning and Character Formation as compulsory subjects)

Intake Year: Month:

CAMBRIDGE A LEVEL (For students below the age of 25 years only)

JANUARY & AUGUST INTAKE SUBJECT COMBINATION (Please tick 3 or 4 subjects within the same Cohort only)

<input type="checkbox"/> Pure Science (S)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Biology	
<input type="checkbox"/> Science with Further Mathematics (D)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science	<input type="checkbox"/> Physics	<input type="checkbox"/> Further Mathematics <small>(only as the 4th subject, must be taken together with Mathematics)</small>	<input type="checkbox"/> Economics
<input type="checkbox"/> Sub-Science (M)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Literature in English	<input type="checkbox"/> Physics <input type="checkbox"/> Economics	<input type="checkbox"/> Biology	<input type="checkbox"/> Accounting <input type="checkbox"/> Psychology
<input type="checkbox"/> Arts (A)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Economics	<input type="checkbox"/> Literature in English <input type="checkbox"/> Business	<input type="checkbox"/> Law	<input type="checkbox"/> Accounting <input type="checkbox"/> Psychology
<input type="checkbox"/> German Pathway-Science (S/M)	German Language (AS Level)	Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science	<input type="checkbox"/> Physics	<input type="checkbox"/> Economics
<input type="checkbox"/> German Pathway-Science (S/M)	German Language (AS Level)	Mathematics	Chemistry	Biology	
<input type="checkbox"/> German Pathway-Arts (A)	German Language (AS Level)	Mathematics	Economics	Psychology	
<input type="checkbox"/> Optional Subject	<input type="checkbox"/> Divinity (only as the 4th subject)				

MARCH INTAKE SUBJECT COMBINATION (Please tick 3 or 4 subjects within the same Cohort only)

<input type="checkbox"/> Pure Science (S)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Biology	
<input type="checkbox"/> Sub-Science (M)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Literature in English	<input type="checkbox"/> Physics <input type="checkbox"/> Economics	<input type="checkbox"/> Biology	<input type="checkbox"/> Accounting <input type="checkbox"/> Psychology
<input type="checkbox"/> Arts (A)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Economics	<input type="checkbox"/> Literature in English <input type="checkbox"/> Business	<input type="checkbox"/> Law	<input type="checkbox"/> Accounting <input type="checkbox"/> Psychology

SECTION F: PROGRAMME ENROLMENT (con't)

AUSTRALIAN MATRICULATION (AUSMAT) (For students below the age of 25 years only)

APRIL INTAKE SUBJECT COMBINATION (choose 5 subjects including English/EALD; choose only 1 subject from each column)

<input type="checkbox"/> English	<input type="checkbox"/> Mathematics Applications	<input type="checkbox"/> Psychology	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Human Biology
<input type="checkbox"/> English as Additional Language or Dialect (EALD)*	<input type="checkbox"/> Mathematics Methods		<input type="checkbox"/> Economics		<input type="checkbox"/> Business Management & Enterprise

AUGUST INTAKE SUBJECT COMBINATION (choose 5 subjects including English; choose only 1 subject from each column)

<input type="checkbox"/> English	<input type="checkbox"/> Mathematics Applications	<input type="checkbox"/> Applied Information Technology	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Biology
	<input type="checkbox"/> Mathematics Methods	<input type="checkbox"/> Psychology	<input type="checkbox"/> Economics	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Business Management & Enterprise

*UPSR certificate is needed for application of EALD (less than 7 years of English medium education)

**Must be taken together with Mathematics Methods

Note: Students joining August intake will be learning Australian Year 11 syllabus in the first semester, then they will need to re-register their subjects in the second semester and allowed to choose different subject combination.

AMERICAN DEGREE TRANSFER PROGRAM (ADTP)

Majors Interested: Undecided

DIPLOMA PROGRAMMES

<input type="checkbox"/> EARLY CHILDHOOD EDUCATION*	<input type="checkbox"/> COMPUTER SCIENCE	<input type="checkbox"/> E-COMMERCE
<input type="checkbox"/> SOCIAL WORK*	<input type="checkbox"/> INFORMATION TECHNOLOGY	<input type="checkbox"/> DIGITAL MARKETING

Full Time Part Time Micro-credentials

Modules Enrolled for 1st Semester:

* These programmes are available in part time and micro-credentials modes.

PROFESSIONAL QUALIFICATION

<input type="checkbox"/> ACCA FOUNDATION IN ACCOUNTANCY*	<input type="checkbox"/> ACCA QUALIFICATION*
	Papers Enrolled for 1st Semester: <input type="text"/>

* By enrolling on these courses you agree to allow ACCA to disclose to us the results of your examination.

Please tick here if you DO NOT wish ACCA to disclose your results upon which we (MCKL) will not include your info in the results service submission.

SECTION G: TERMS & CONDITIONS FOR ADMISSION AND DISCLOSURE

A. GENERAL TERMS AND CONDITIONS

1. The Application Fee and Admission Deposit are due upon submission of the Application Form.
2. Full payment of the balance fees due shall be made no less than 14 calendar days prior to the first day of classes ("**Commencement Date**"). Enrolment in the selected Programme is complete only upon payment of all fees due (including deposits).
3. A student may be barred from classes and College facilities in the event of failure to settle fees in full prior to the Commencement Date.
4. Refund policy:
 - (a) The Application Fee is not refundable under any circumstances.
 - (b) Applicants who withdraw before the Commencement Date are eligible for a refund of fees paid (other than the Application Fee) provided that the *Application for Refund before Programme Commencement Form* is submitted and received by the Office of The Registrar prior to the Commencement Date.
 - (c) Students who withdraw within 14 calendar days from Commencement Date will be refunded 50% of fees paid (minus Application Fee, Laboratory Fee and Admission Deposit).
 - (d) Students who withdraw after 14 calendar days from Commencement Date will not be entitled to any refund whatsoever.
 - (e) Students who are awarded 100% Merit Scholarships will not be entitled to any refund in the event of a withdrawal, irrespective of whether the withdrawal is prior to commencement or completion of Programme.
 - (f) The refund policy for students under the MCKL scholarships and other awards shall be according to the terms and conditions of the respective scholarship or award.
 - (g) All withdrawals after the Commencement Date are subject to the terms and provisions of the Student Handbook.
 - (h) If a student drops any subject, the refund (if any) will be subject to the provisions of the Student Handbook.
 - (i) The Admission Deposit will be refunded upon completion of Programme less any amount chargeable due to unreturned library books, fines, unpaid damages, fees, etc. Students shall submit the Admission Refund Deposit Form within 30 calendar days of his/her last examination paper.
5. For students who receive conditional offers based on forecast results or equivalent, actual results are to be submitted to the Registrar's Office within 7 calendar days of the release of the results. If actual results do not meet the minimum requirements for entry into the programme, students will have to withdraw and the refund policy in section 4 above will apply.
6. Applicants who transfer from a Programme of study or intake to another Programme or intake in the College before the Commencement Date of the original Programme or intake, are eligible to have their fees transferred to the new Programme of study or intake (minus Application Fee).
7. The College's *Personal Data Protection Notice* sets out how personal data is processed. It can be accessed via the College's website at: (<https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice>). Students are required to update the Office of The Registrar immediately upon changes to any personal data.

B. ADDITIONAL TERMS AND CONDITIONS FOR INTERNATIONAL STUDENTS

1. All international students must have a valid Malaysian Immigration Pass which allows the holder to study in Methodist College Kuala Lumpur ("**College**") with a passport validity of at least 12 months (18 months if applying for a student pass) from the date of Programme commencement.
2. International Students with the following Immigration passes are required to apply for a student pass via the College:
 - a) Student pass holder from a previous institution in Malaysia;
 - b) Tourist Pass. (Note that Tourist Pass cannot be converted to a Student Pass directly. Tourist Pass holders are required to leave the country and return only when the Student Pass has been approved.);
 - c) Dependent / MM2H / Long Term Social Visit Pass. (If the holder is 18 years of age within 6 months of Programme commencement.)
3. International Students with the following Immigration passes may study in the College on their existing passes with the following conditions:
 - a) The following pass holders must obtain an Immigration Permission to Study stamp at the Immigration office that issued the existing pass. Applicants in this category must submit a copy of the permission stamp to the College before programme commencement.
 - Dependent / MM2H / Long Term Social Visit Pass. If the holder is 18 years of age within 6 months of programme commencement.
 - Diplomatic / Immigration Exemption Order pass holders still below 21 years of age within 6 months of programme commencement.
 - b) The following pass holders do not need further Immigration permission:
 - Resident Pass holders;
 - MyPR holders.
 - c) All international students in this category are required to do the following:
 - Complete and submit a full medical examination report (inclusive of a basic physical examination, blood and urine test and chest x-ray) prior to programme commencement. All medical examinations must be done within 3 months prior to programme commencement;
 - Submit proof of an existing insurance coverage with provisions for Hospitalisation, Surgery and Repatriation, or obtain one, prior to programme commencement.
4. All International Students applying for a Student Pass are required to submit all required documents (including actual results) and pay the relevant admission and immigration-related fees within the 2-3 months prior to programme commencement. Applicants from outside of Malaysia are required to pay 1 year's course fees in advance. Payment is made after the student pass application is approved and before arrangements for the Immigration Clearance Procedure at the airport.
5. All international students who have been offered a conditional offer with trial / forecast SPM / IGCSE / equivalent results are required to submit the actual results within 5 working days for the date of result release to the Office of The Registrar AND the International Student Services Office.
6. International students who require a student pass or are renewing the student pass are required to submit all required documents in full and pay the relevant student pass processing fees at least 3 months prior to the expiry of the existing pass.
7. International students on a MCKL Student Pass are required to follow proper immigration procedure to shorten/ cancel the pass upon completion/withdrawal from the programme in a timely manner and as advised by the International Student Services Office. Failure to do so may result in the College lodging a Police report and also reporting to the Immigration Department of Malaysia and the relevant Ministries as required.

DISCLOSURE

Are you a recipient or are you planning to apply for any external scholarships or loans?

Yes

No

If yes, please state the name of the company or organisation

Do you have any existing physical or psychological health problems that are certified by a legally qualified medical practitioner? If yes, please provide details.

Yes

No

SECTION G: DECLARATION AND SIGNATURE FOR APPLICATION FOR ADMISSION (con't)

DECLARATION BY APPLICANT:	DECLARATION BY PARENT/GUARDIAN:
<p>1. I have read the terms and conditions of admission and I accept all the provisions governing my admission to the College.</p> <p>2. I declare that all supplied information and supporting documents are true and complete. If any information is found to be untrue and/or incomplete, the College shall be entitled to reject my application or reverse any decision regarding my enrollment or admission.</p> <p>3. I undertake to comply all rules and regulations of the College including such terms as may be found in the Student Handbook and policies of the College.</p> <p>4. I agree to pay all fees when due. I accept that the College may bar me from classes, examinations or from entering the College if I neglect or default in payment of fees.</p> <p>5. Where my studies are sponsored by a third party (whether my parents, other individuals or organisations), I authorise the College to release my academic information, fee details and other relevant information to such third party. I further give consent to the College to publicise or promote my achievements or other outstanding results in the College's marketing materials or channels.</p> <p>6. I have read the College's Personal Data Protection Notice and I give express consent to the College to process my personal data accordingly (https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice).</p>	<p>1. I have read the terms and conditions of admission with my child/ward and we accept all provisions governing his/her admission to the College.</p> <p>2. I declare that all supplied information and all supporting documents are true and complete. If any information is found to be untrue and/or incomplete, the College shall be entitled to reject this application or reverse any decision regarding my child/ward's enrollment or admission.</p> <p>3. I shall ensure that my child/ward complies with all the rules and regulations of the College including such terms as may be found in the Student Handbook and policies of the College.</p> <p>4. I agree to pay all fees when due. I accept that the College has the right to bar my child/ward from classes, examinations or from entering the College if I neglect or default in payment of fees.</p> <p>5. Where my child/ward's studies are sponsored by a third party, I authorise the College to release my child/ward's academic information, fee details and other relevant information to such third party. I further give consent to the College to publicise or promote my child/ward's achievements or other outstanding results in the College's marketing materials or channels.</p> <p>6. I have read the College's Personal Data Protection Notice and I give express consent to the College to process my personal data and of my child/ward accordingly (https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice).</p>
<p>(Signature of Applicant)</p> <p>Name:</p> <p>Passport No.:</p> <p>Date:</p>	<p>(Signature of Parent/Guardian)</p> <p>Name:</p> <p>Relationship to Applicant:</p> <p>Passport No.:</p> <p>Date:</p>

CHECKLIST OF REQUIRED DOCUMENTS AND FEES (All International Students)

- A Completed MCKL Application Form
- Application Fee and Admission Deposit
- All cheques must be crossed and addressed to **METHODIST COLLEGE KUALA LUMPUR (Public Bank Account No.: 3-153-4483-00)**. If deposits and / or payments are made via direct bank transfer, please enclose bank-in slip as proof of payment. Applicants may also email payment slip as proof of payment, providing the student's name, NRIC number and the applied programme to finance.dept@mckl.edu.my
- Certified True Copy of SPM / IGCSE results or equivalent
- Certified True Copy of PT3 / IGCSE Year 9 & UPSR results (Applicable for AUSMAT applicants)
- Certified True Copy of Pre-University / Bachelor's Degree / Professional Qualifications Certificates & Results (Applicable for ADTP & ACCA applicants)
- Certified True Copy of English Requirement Supporting Document (MUET / IELTS / TOEFL) (Applicable for DECE, ACCA & ADTP applicants who are from non-English medium background)
- Passport - 2 sets of full book (cover-to-cover)
- Passport-sized photographs (High resolution softcopy, 35mm x 45mm with pure white background, as per immigration specification)
- High School Leaving Certificate / Release Letter (2 copies)
- A Full Medical Examination Report
NOTE: Student Pass Applicants are to submit Full Medical Examination Report only as instructed.
- Proof of An Existing Insurance Coverage (except for students applying for Student Pass)
- Others:

FOR OFFICE USE

Programme & Intake:

Scholarship Detail:

Immigration Requirements IP stamp None (Resident Pass/PR Holder) Student Pass (Present/Future)

Additional Advising

Signature of Recruitment Agent

Name: (Company Stamp)

E-Mail:

Send Offer Letter to Agent Office

ADMISSION APPLICATION REVIEW

Finance and Accounts	Date:	Receipt No.:	Received By:	
	Cheque No.:	Amount:		
Department	Action	Comments (if any)	Name and Signature	Date
International Student Services Office	1. Relevant documents attached 2. Visa and passport validity checked 3. Other requirements met	<input type="checkbox"/> Airport Pickup		
Programme Advisor	1. Form complete 2. Relevant documents attached 3. Entry requirement fulfilled 4. Subject advising session remarks recorded if required			
Enrolment and Admissions	1. Form complete 2. Relevant documents attached			
Office of The Registrar	1. Form and documents verified 2. Relevant documents attached 3. Data entered into system			

Head of Programme / Director of Academic Studies

Accepted Accepted Conditionally Declined

Remarks:

Name/ Stamp Signature: Date:

Registrar's Office

Accepted Accepted Conditionally Declined Offer Letter Given

Remarks:

Name/ Stamp Signature: Date:

METHODIST COLLEGE KUALA LUMPUR (operating under WESLEYAN EDUCATION SERVICES SDN. BHD. (200101005044/540800U))

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