



# APPLICATION FORM (Part B)

## For College use only (Check List)

Remark(s):

- Attach a photocopy of NRIC / passport.
- Attach a certified true copy of actual / forecast results.
- 4 copies of passport size colour photograph for Malaysian students and
- 6 copies of passport size colour photograph for International students.
- Please enclose certified copies of all qualifications achieved.
- Other supporting documents for your application (where necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## LATEST ACADEMIC QUALIFICATIONS

Name of School / College Attended: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Latest Academic Transcript: \_\_\_\_\_

Result:  Actual  Forecast  Awaiting Results

## MEDICAL DISCLOSURE

Do you have any medical condition that requires the attention of PJ College of Art & Design? If yes, please specify:

\_\_\_\_\_

## PERSON TO CONTACT IN CASE OF EMERGENCY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Relationship with Applicant: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

## FINANCIAL UNDERTAKING

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Relationship with Applicant: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

I have read and understood the terms and conditions of the fee schedule of PJ College of Art & Design at the time of enrolment of the applicant.

### Withdrawal

*In the event of a withdrawal from the enrolled program at PJ College of Art & Design, a refund of 70% of the tuition fee is allowed if written notice is received by the Admissions Advisor at least 30 days before the semester commences.*

*A refund of 50% of the tuition fee is allowed if written notice is received by Admissions Advisor less than 30 days before the semester commences.*

*No refund of fees is allowed once the semester has commenced.*

\_\_\_\_\_  
Signature of Parent/Guardian/Sponsor

\_\_\_\_\_  
Date (dd/mm/yy)

# APPLICATION FORM (Part C)

## For College use only (Check List)

- A non-refundable Application Fee of RM 50.00.
- A non-refundable International Student Administration Fee of USD 500.00 (International Student Only).
- A non-refundable Enrolment Fee of RM 300.00
- A refundable Facility Deposit of RM 200.00
- A non-refundable Personal Accident Insurance Fee of RM 31.50 for Malaysian Student (3 year coverage) and Hospitalisation Insurance Fee of RM 200.0 for International Student (per year).

Remark(s):

---

---

---

---

## STUDENT DECLARATION

I hereby declare that all information given in this application form is complete and accurate. I understand PJ College of Art & Design reserves the right to withdraw or amend any decision made regarding admission and / or enrolment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd/mm/yy)

## ADMISSION APPROVED (For Office Use Only)

Counseled by:

Approved by:

Date:

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Day			Month			Year	

## MALAYSIAN STUDENTS APPLICATION PROCEDURES

- Please apply early as enrolment is on a first come first served basis.
- All application forms should be carefully completed in full and signed.
- Include certified copies of academic results, High School Certificate and other relevant documents. Forecast results will be accepted from students applying for January Intake.
- Attach 4 most recent passport-sized color photographs on the application form.
- Include a non-refundable application fee of RM 50.00 and enrolment fee of RM 300.00 either by money order, bank draft or cheque made payable to PJ College of Art & Design Sdn. Bhd. Upon receipt of your application fee, an official receipt will be issued and mail to you.
- The Admissions Advisor will notify you of your application admission status within 2 weeks with a Letter of Offer.

If you wish to accept the offer, please return the following to us:

\*completed Acceptance of Offer Form

\*Fees as stated in the Letter of Offer

All payment should be made to PJ College of Art & Design Sdn. Bhd.

- An official receipt and your student registration number will then be issued to you.

## INTERNATIONAL STUDENTS APPLICATION PROCEDURES

- Application must be made in on the prescribed application form obtained from the college, from an authorized agent or download from our college website: [www.pjcad.edu.my](http://www.pjcad.edu.my).
- Complete and return the form and supporting documents to the International Students' Unit by mail or fax.
- Support documents required:
  - School Examination Certificates (O-Level / A-Level / High School Certificates and /or other equivalent qualifications, etc.)
  - School Leaving Certificate (must have completed 11 years of primary & secondary school).
  - School Testimonials - from the principal and /or teachers with official stamp.
  - 6 Passport-sized photographs.
  - Photocopy of your current passport. Your passport must be valid for at least 3 years. Please include the front and back cover of your passport.
  - Payment of USD 500.00 for International Students' Administration Fee.
  - Payment of RM 50.00 for application fee and RM 300.00 for enrolment fee.
- All the above documents must reach the International Students' Unit at least 3 months before the start of the course. The college intakes are January/ April / July and October of each year.
- A letter of offer will be mailed / faxed / couriered to the student to facilitate the application for the students' passport.
- The College will then submit the immigration form to the Malaysian Immigration office for approval. The Immigration process will take about 4 weeks.