

Application Form



SEGi
University
Kota Damansara

PART A: Personal Details (IN BLOCK LETTERS)

Given Name(s)		Salutation	☐ Dr ☐ Mr ☐ Ms ☐ Mrs
Surname / Family Name			
NRIC / Passport No.		Expiry Date	
Race	☐ Malay ☐ Chinese ☐ Indian ☐ Others	Sex	☐ Male ☐ Female
Religion	☐ Muslim ☐ Buddhist ☐ Hindu ☐ Christian ☐ Others	Date of Birth	
		Marital Status	☐ Single ☐ Married
		Nationality	
Correspondence Address			
Postcode		City	
State		Country	
Mobile		Telephone	
		Facsimile	
Email			
Permanent Address (if different)			
Postcode		City	
State		Country	
Parent / Guardian Name			
Correspondence Address			
Mobile		Telephone	

Please affix a
passport sized
photograph

PART B: Programme Application (Please (✓) The Programme You Are Applying For)

☐ Foundation

- ☐ Arts
- ☐ Commerce
- ☐ Science

☐ Diploma

- ☐ Accountancy
- ☐ Advertising Design
- ☐ Business Administration
- ☐ Construction Management
- ☐ Creative Multimedia
- ☐ Culinary Arts
- ☐ Early Childhood Education
- ☐ Graphic Design
- ☐ Healthcare
- ☐ Hospitality Management
- ☐ Information Technology
- ☐ Interior Design
- ☐ Marketing
- ☐ Mass Communication
- ☐ Medical Laboratory Technology

☐ Postgraduate

- ☐ PhD (Management) by Research
- ☐ PhD (Information Technology) by Research
- ☐ PhD (Education) by Research
- ☐ PhD (Engineering) by Research
- ☐ PhD (Environmental Science) by Research
- ☐ DBA (Doctor of Business Administration)
- ☐ MSc in Management by Research
- ☐ MSc in Engineering by Research
- ☐ MSc in Information Technology by Research
- ☐ MSc in Vision Science by Research
- ☐ MSc in Education by Research
- ☐ Master in Financial Planning
- ☐ Master of Business Administration (General Management)
- ☐ Master of Business Administration (Global Business)
- ☐ Master of Business Administration (Entrepreneurship)
- ☐ MBA (Master of Business Administration)
University of Southern Queensland, Australia

☐ Others

- ☐ Mentoring or Guardianship
 - ☐ A Normal Registration
 - ☐ B Premier Registration G
 - ☐ C Premier Registration M
 - ☐ D Premier Extra Registration
- ☐ Autocad
- ☐ Intensive English Programme
- ☐ MUET

☐ Undergraduate

- ☐ Bachelor of Arts (Hons) Accounting and Finance,
University of Teesside, UK (3+0)
- ☐ Bachelor of Arts (Hons) Business and Management,
University of Sunderland, UK (3+0)
- ☐ Bachelor of Accounting (Hons)
- ☐ Bachelor of Business Management (Hons)
 - ☐ General Management
 - ☐ Marketing Management
 - ☐ Human Resource Management
 - ☐ Financial Management
- ☐ Bachelor of Engineering (Hons),
University of Sunderland, UK (3+0)
 - ☐ Electronic and Electrical Engineering
 - ☐ Mechanical Engineering
- ☐ Bachelor of Engineering (Hons)
 - ☐ Chemical Engineering
 - ☐ Electronic and Electrical Engineering
 - ☐ Mechanical Engineering
 - ☐ Civil Engineering
- ☐ Bachelor of Science (Hons), Quantity Surveying
- ☐ Bachelor of Mass Communication (Hons)
- ☐ BA (Hons) Visual Communication Design
- ☐ BA (Hons) Multimedia Design
- ☐ BA (Hons) Interior Architecture
- ☐ Bachelor of Hospitality Management (Hons)
- ☐ Bachelor of Science, International Tourism and Hospitality
Management (Hons),
University of Sunderland, UK (3+0)
- ☐ Bachelor of Information Technology (Hons)
- ☐ Bachelor of Medicine, Bachelor of Surgery (MBBS)
- ☐ Bachelor of Dental Surgery
- ☐ Bachelor of Optometry (Hons)
- ☐ Bachelor of Pharmacy (Hons)
- ☐ Bachelor of Education (Hons)
- ☐ Bachelor of Arts (Hons) English and Public Relations
SEGi University & University Of St Mark & St John (Marjon)
- ☐ Bachelor of Science
Upper Iowa University, ADP (4+0)
 - ☐ Management
 - ☐ Marketing
 - ☐ Finance
 - ☐ Communications
 - ☐ Psychology

(tick more than 1 if double major)

Others if not stated above: _____

Specialisations / Major: _____

Mode of Study ☐ Full Time ☐ Part Time

Intake Date

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

PART C: Educational Qualifications

Secondary School / Institution / University	Qualification	From (year)	To (year)

PART D: English Language Proficiency

Applicants who wish to study programmes taught in English must meet the individual programmes English language requirements. Please indicate your highest level of English proficiency and the Grades obtained.

☐ GCE 'O' Level ☐ IELTS ☐ TOEFL ☐ MUET ☐ Others

PART E: Work Experience (If Applicable)

Company	Position	From (year)	To (year)

PART F: Financial Arrangements

How do you expect to be financed during your studies?

☐ Self Finance ☐ PTPTN ☐ Scholarship ☐ EPF ☐ Sponsorship ☐ Other

If you are being sponsored, please provide the name and address of sponsor.

If you are not being sponsored, please provide a letter indicating your ability to finance your education.

PART G: Supporting Document Checklist

To ensure you receive a quick response to your application, please enclose the following documents:

- ☐ Application fee (cheque should be payable to SEGi University Sdn Bhd)
- ☐ 3 copies of colour passport-size photographs (6 copies for international/offshore students)
- ☐ 1 copy of identification card
- ☐ 3 copies of passport including blank pages (for international/offshore students only)
- ☐ 1 copy of certified student identification card and birth certificate (for MLVK Nursing students only)
- ☐ Curriculum vitae and a 100 word write-up detailing work experience for MBA applications (if applicable)
- ☐ 1 certified true copy of academic certificate/transcript for the following qualifications:

☐ Actual ☐ SPM ☐ O-Level ☐ STPM ☐ UEC ☐ A-Level ☐ SAM ☐ CPU ☐ Diploma
☐ Bachelor Degree ☐ Forecast ☐ Others

Please Note: Students applying for Bank Loan / PTPTN Loan / EPF applications must be made at least one month before the programme orientation date.



PART H: Applicant Declaration

I declare that the information provided by me in connection with the application is true and correct. I undertake to inform SEGi University immediately of any changes in address, phone number and any other information provided by me in this application.

I understand that SEGi University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to be bound by the Terms and Conditions of the offer to student at SEGi University.

Applicant Signature

Please send the results/ transcripts/ correspondences

☐ To Me Only ☐ To My Guardians

Date

PART I: Recruitment Office (For Office Use Only)

Payment Type:	☐ Cash	☐ Credit Card	☐ Bank In	☐ Cheque
	☐ TT	☐ Money Order	☐ Others	
Payment Mode:	☐ Self Finance	☐ PTPTN	☐ Scholarship	☐ EPF
	☐ Sponsorship	☐ Other		
Instalment Plan:	☐ Monthly	☐ Yearly		
Instalment Plan Code:	[]			
Counselled by:	_____			
Date:				

For Bursary Use Only	
Student ID:	SCM
Receipt No:	
Received by:	_____
Date:	

Remarks	Details
☐ Promotion Scheme ☐ Scholarship ☐ Open Day ☐ Preview ☐ Others ☐ Friend 2 Friend	Introducer Name: _____ Introducer Contact: _____ Introducer Programme: _____
Authorised Signature	Date: ____/____/____

PART J: Registry and Admissions Office (For Office Use Only)

☐ Full Offer

☐ Conditional Offer

☐ Rejected

Registry's Remarks & Recommendations

Authorised Signature

Date:

d

d

m

m

y

y

y

y

Files to be sent to

☐ Business

☐ Engineering

☐ ADP

☐ Built Environment

☐ Creative Design

☐ Information Technology

☐ Pharmacy

☐ Dentistry

☐ Nursing

☐ Foundation Studies

☐ Hospitality and Tourism

☐ Graduate School of Business

☐ Medicine

☐ Optometry

☐ AHS

☐ Education

☐ Communication Studies

☐ Centre for Languages

PART K: Faculty (If Required)

Faculty Remarks & Recommendations (if required)

Authorised Signature

Date: / /

PART L: Privacy

PRIVACY NOTICE: The information requested is used for our assessment of your suitability to programmes offered, for administration, management and support services (including, accommodation, transportation, immigration services), assessment and analysis, programme promotion and which may be disclosed to our service providers and agents, the SEGi University Group and Partner Universities (if applicable) for these purposes or if required to be disclosed to regulatory or statistical authorities, agencies or bodies or (where applicable) to the foreign authorities, embassies or consulates of an international student's home country. The information requested is necessary for the above purposes and your failure to provide the information, or providing inaccurate information may result in us not being able to fulfill the purposes above and could result in rejection or delay of your application.

NOTIS PRIVASI: Maklumat yang diminta digunakan bagi tujuan penilaian kami terhadap kesesuaian anda kepada program yang ditawarkan, untuk pentadbiran, pengurusan dan perkhidmatan sokongan (termasuk penginapan, pengangkutan, perkhidmatan imigresen), penilaian dan analisis dan promosi program di mana maklumat ini berkemungkinan akan didedahkan kepada pembekal perkhidmatan dan ejen kami, Kumpulan SEGi Universiti dan Rakan Universiti (jika berkaitan) bagi tujuan-tujuan ini atau jika perlu untuk didedahkan kepada pihak-pihak berkuasa regulatori atau statistik, agensi atau badan berkaitan atau (di mana berkaitan) kepada pihak berkuasa asing, kedutaan atau konsulat negara asal seseorang pelajar antarabangsa. Maklumat yang diminta perlu bagi tujuan-tujuan di atas dan kegagalan anda memberikan maklumat, atau memberikan maklumat palsu boleh mengakibatkan kami gagal memenuhi tujuan-tujuan di atas dan juga boleh menyebabkan penolakan atau kelewatan terhadap permohonan anda.

If your application is rejected, we will keep your information for a reasonable period according to legal requirements, and also for administration and marketing purposes and may contact you on any promotions.

Sekiranya permohonan anda ditolak, kami akan menyimpan maklumat anda untuk satu tempoh yang munasabah mengikut keperluan undang-undang, bagi tujuan pentadbiran dan pemasaran dan juga bagi membolehkan kami menghubungi anda sekiranya terdapat sebarang promosi tertentu.

If you do not wish us to contact you for this purpose, please tick (✓) here ☐

Note: if you later wish us not to contact you, please send your request via email to askme@segi.edu.my.

Sekiranya anda enggan dihubungi bagi tujuan ini, sila tandakan (✓) di sini ☐

Nota: Sekiranya anda tidak mahu dihubungi di masa hadapan, sila hantarkan permohonan anda melalui email ke askme@segi.edu.my.

If your application is accepted, all information provided by you will become our student record and will be necessary to be retained by us for the purposes as stated in our letter of offer to be later issued to you. Further, your information may be disclosed to the person which you specify below and also to such persons mentioned in our letter of offer to be later issued to you.

You have the right to ask for a copy of the information we hold on you (for which we may make a small charge) and to correct any inaccuracies in your information. Please refer to the Registry to submit your request.

Sekiranya permohonan anda diterima, semua maklumat yang diberikan oleh anda akan disimpan sebagai rekod pelajar kami dan adalah perlu untuk kami menyimpan maklumat tersebut bagi tujuan-tujuan seperti yang dinyatakan di dalam surat tawaran yang akan diserahkan kepada anda. Selanjutnya, maklumat anda mungkin akan didedahkan kepada pihak-pihak yang telah anda khususkan seperti di bawah dan juga pihak yang disebut di dalam surat tawaran kami yang akan diserahkan nanti.

Anda berhak untuk memohon sesalinan maklumat anda dalam simpanan kami (dimana kami akan mengenakan bayaran caj perkhidmatan) dan membetulkan mana-mana ketidaktepatan dalam maklumat anda. Sila rujuk Pejabat Pendaftaran bagi mengemukakan permohonan anda.

Personal Data Protection Act 2010: Persons authorised for disclosure of personal information

Akta Perlindungan Data Peribadi 2010: Orang yang diberi kuasa untuk menerima maklumat peribadi

In the processing of my application, I hereby authorise SEGi to disclose my personal data (including sensitive personal data) to the following persons:

Dalam pemprosesan permohonan saya, saya dengan ini memberi kuasa kepada SEGi untuk mendedahkan data peribadi saya (termasuk data peribadi sensitif) kepada orang-orang berikut:

- (a) My parents/Ibu bapa saya;
- (b) My Spouse (if applicable)/Suami atau Isteri saya (jika berkaitan);
- (c) Other persons (please name and indicate relationship)/Orang lain (Sila namakan dan nyatakan hubungan):

1. Name>Nama :

Relationship/Hubungan :

2. Name>Nama :

Relationship/Hubungan :

3. Name>Nama :

Relationship/Hubungan :

4. Name>Nama :

Relationship/Hubungan :

5. Name>Nama :

Relationship/Hubungan :

6. Name>Nama :

Relationship/Hubungan :

I understand that I am allowed by notice in writing to withdraw my consent for disclosure to the above authorised persons. However, I agree that should I so withdraw my consent, SEGi reserves the right to notify the above persons of that such withdrawal has taken place.

Saya faham bahawa saya dibenarkan melalui notis secara bertulis untuk menarik balik persetujuan mendedahkan maklumat data peribadi saya kepada orang yang diberi kuasa seperti di atas. Walaubagaimanapun, saya bersetuju bahawa sekiranya saya menarik balik persetujuan itu, SEGi berhak untuk memaklumkan orang yang disebut seperti diatas bahawa pemberiankuasa tersebut telah ditarik balik.

I have read the Privacy Notice above and consent to the collection and processing of my personal data in the aforesaid manner.

Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemprosesan data peribadi saya mengikut cara yang diterangkan.

Name/Nama :

NRIC/Passport No./ :

No. Kad Pengenalan/No. Passport

Signature/Tandatangan

Date/Tarikh:

Parental/Guardian's Consent (only if applicant is below 18 years old)/Persetujuan Ibu Bapa/Penjaga (jika pemohon di bawah 18 tahun)

I have read the Privacy Notice above and consent to the collection and processing of my child's/ward's personal data in the aforesaid manner.

Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemprosesan data peribadi anak/anak jagaan saya mengikut cara yang diterangkan.

Name/Nama :

NRIC/Passport No./ :

No. Kad Pengenalan/No. Passport

Signature of Parent or Guardian/Tandatangan Ibu/Bapa atau Penjaga

Date/Tarikh:

PRIVACY NOTICE: I understand that SEGi will use this information for the purpose for administration and marketing purposes and may be shared with the SEGi University Group and to its service providers. I give my consent to the processing of the data.

NOTIS PRIVASI: Saya faham bahawa SEGi akan menggunakan maklumat ini bagi tujuan pentadbiran dan pemasaran dan berkemungkinan akan dikongsi bersama Kumpulan SEGi Universiti dan juga pembekal perkhidmatannya. Saya dengan ini memberi persetujuan bagi pemprosesan data peribadi tersebut.

Name/Nama :

Signature/Tandatangan

Date/Tarikh:

Parental/Guardian's Consent (only if data subject is below 18 years old)/Persetujuan Ibu Bapa/Penjaga (jika subjek data di bawah 18 tahun)

I have read the Privacy Notice above and consent to the collection and processing of my child's/ward's personal data in the aforesaid manner.

Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemprosesan data peribadi anak/anak jagaan saya mengikut cara yang diterangkan.

Name/Nama :

NRIC/Passport No./ :

No. Kad Pengenalan/No. Passport

Signature/Tandatangan

Date/Tarikh:

[Note: Details of SEGi's Privacy Policy is available at www.segi.edu.my]

[Nota: Butiran lanjut mengenai Dasar Privasi SEGi boleh didapati melalui laman sesawang www.segi.edu.my]