Form Title: Student Exchange Programme (SEP) Inbound Application Form

Form Number: FM-CEE-SEP-001 Rev No.: 3 Effective Date: 15 August 2022

Page No.: Page **1** of **4**

Insert your photo

WHITE

background (4.5

cm x 3.5 cm) here

**Universiti Tunku Abdul Rahman (UTAR)**

**Student Exchange Programme (SEP)**

**Application Form for Academic Exchange and Internship**

**(For Inbound Students)**

**CHECKLIST**

**The following documents MUST be included to complete the application process:**

□

A completed Student Exchange Programme (SEP) Inbound Application Form, FM-CEE-SEP-001 and

a passport size photo.

□

A letter of recommendation from Head of Department / Dean from Home Institution who supports their

application.

□

□

A copy of official academic transcripts (in certified English translation).

A copy of passport (only pages with passport number, photo, issuance and expiry date).

**The following additional documents are required for Student pass and Visa Application:**

□

□

A copy of passport size photo with size 4.5 cm x 3.5 cm (white background) – JPEG format.

A letter of confirmation from Home Institution to prove that applicant is enrolled as a full-time student at

Home Institution.

□

□

A copy of passport for all pages including blank pages (The passport must be valid for at least 18

months from the expected date of entry).

Health Declaration Form.

Please email your completed application form to [mobility.cee@utar.edu.my](mailto:mobility.cee@utar.edu.my)

If you have any enquiries, please do not hesitate to contact us.

**In person**

**Sungai Long Campus**

**Kampar Campus**

Centre for Extension Education (CEE)

Universiti Tunku Abdul Rahman

KB008B, Ground Floor, KB Block,

Jalan Sungai Long,

Centre for Extension Education (CEE)

Universiti Tunku Abdul Rahman

Heritage Building, First Floor A178A,

Jalan Universiti, Bandar Barat,

31900 Kampar,

Bandar Sungai Long,

Cheras, 43000, Kajang,

Selangor Darul Ehsan,

Perak Darul Ridzuan,

Malaysia.

Malaysia.

**Tel No.:**

**Fax No.:**

+(603) 9086 0288 Ext. 364

+(603) 9019 8868

**Tel No.:**

**Fax No.:**

+(605) 468 8888 Ext. 2236

+(605) 466 7796

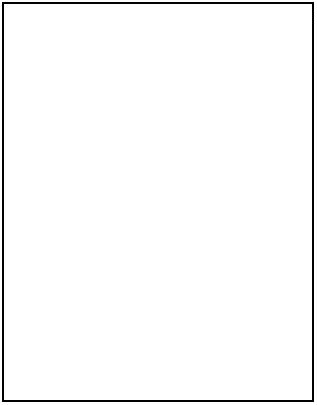
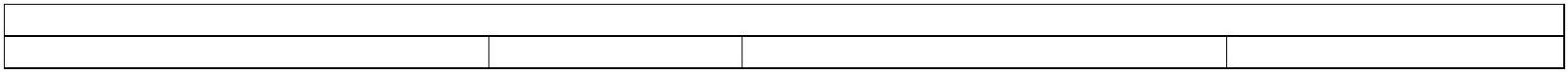
**Mobile Phone No.:** +6012-6267373

**Email:**

mobility.cee@utar.edu.my

<https://cee.utar.edu.my/>

**Website:**



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Please fill in the form below and () **tick** the checkbox as appropriate.

**1. PROPOSED FACULTY**

**For Kampar Campus:**

□

□

□

□

□

□

□

Faculty of Arts and Social Science

Faculty of Business and Finance

Faculty of Engineering and Green Technology

Faculty of Information and Communication Technology

Faculty of Science

Institute of Chinese Studies

Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Sungai Long Campus:**

□

□

□

□

□

Faculty of Accountancy and Management

Faculty of Creative Industries

Faculty of Medicine and Health Science

Lee Kong Chian Faculty of Engineering and Science

Other (Please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. TYPES OF PROGRAMME\***

□

Academic Exchange

Name of Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For example: Bachelor of International Business (Hons)*

(Undergraduate Programme refer to [: https://study.utar.edu.my/undergraduate.php)](https://study.utar.edu.my/undergraduate.php)

(Postgraduate Programme refer to : [https://ipsr.utar.edu.my/Programmes.php)](https://ipsr.utar.edu.my/Programmes.php)

□

Internship

Faculty / Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*

Most UTAR courses are conducted in English, but majority of the courses in Traditional Chinese Medicine, Chinese Journalism

and Chinese Studies programmes are taught in Chinese.

**3**

**. DURATION OF STUDY AT UNIVERSITI TUNKU ABDUL RAHMAN**

January Trimester for Year: \_\_\_\_\_\_\_\_

May Trimester for Year : \_\_\_\_\_\_\_\_

□

□

□

□

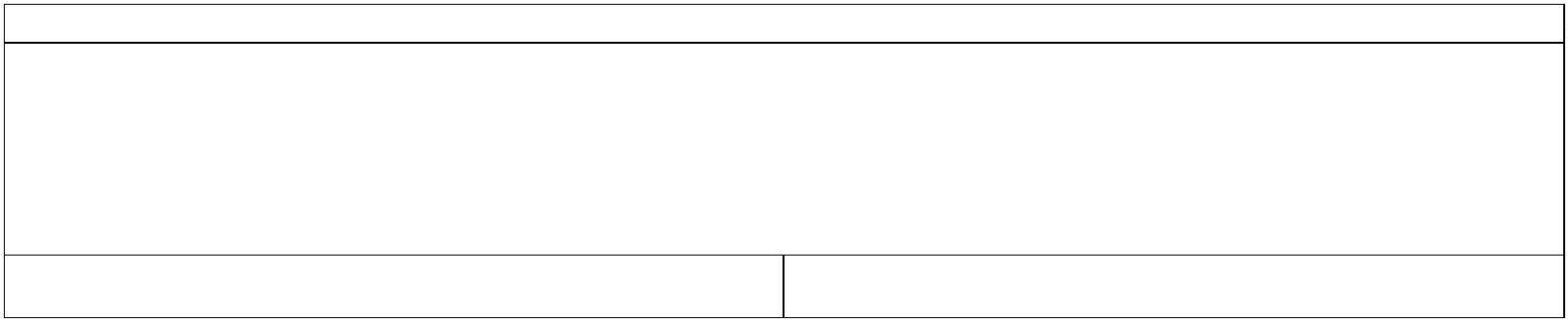
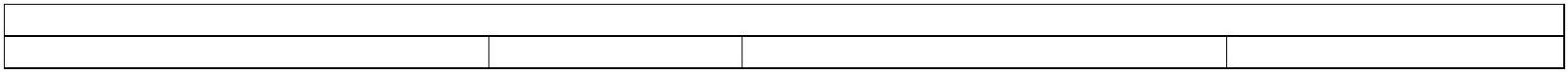
October Trimester for Year: \_\_\_\_\_\_\_\_

Other (please specify):

From \_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_ (year) To \_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_ (year)

Expected date of arrival at UTAR:

Expected date of return to own country:



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**4. COURSE DETAILS (FOR ACADEMIC EXCHANGE ONLY) \***

UTAR Course Code UTAR Course Description

Taking Exam (Yes/No)

Credit Transfer (Yes/No)

\*Please do not hesitate to contact us at [mobility.cee@utar.edu.my](mailto:mobility.cee@utar.edu.my) for UTAR Course Code and Description.

**5. PERSONAL DETAILS**

Name as in Passport:

(Surname in BLOCK letters)

Home Address:

(in BLOCK letters)

Mailing Address:

(in BLOCK letters)

Date of Birth:

Gender:

Male

WeChat / WhatsApp ID:

Nationality:

□

□ Female

Tel. No.:

Email Address:

Marital Status: Single / Married / Others

Passport No.:

Spouse accompanying to Malaysia:

YES ☑ NO

□

Date of Issue:

Date of Expiry:

Relationship:

Email Address:

Place of Issue:

Person to Contact:

(In case of emergency)

Tel. No.:

Please give details of any special needs, allergies, dietary requirements or health condition that require special attention. Please

state nature of condition / requirement.

**6. ACADEMIC BACKGROUND**

Name of Home Institution: Weifang University

Address: 5147 Dongfeng Dong Jie, Weifang City, Shandong Province, China

(in BLOCK letters)

Name of Officer to contact: YangXue

Tel. No.:+86 05368785222

Designation: Head of international office

Email Address: wfuiec@wfu.edu.cn

Current Programme of Study: Bachelor（目前就读专业）

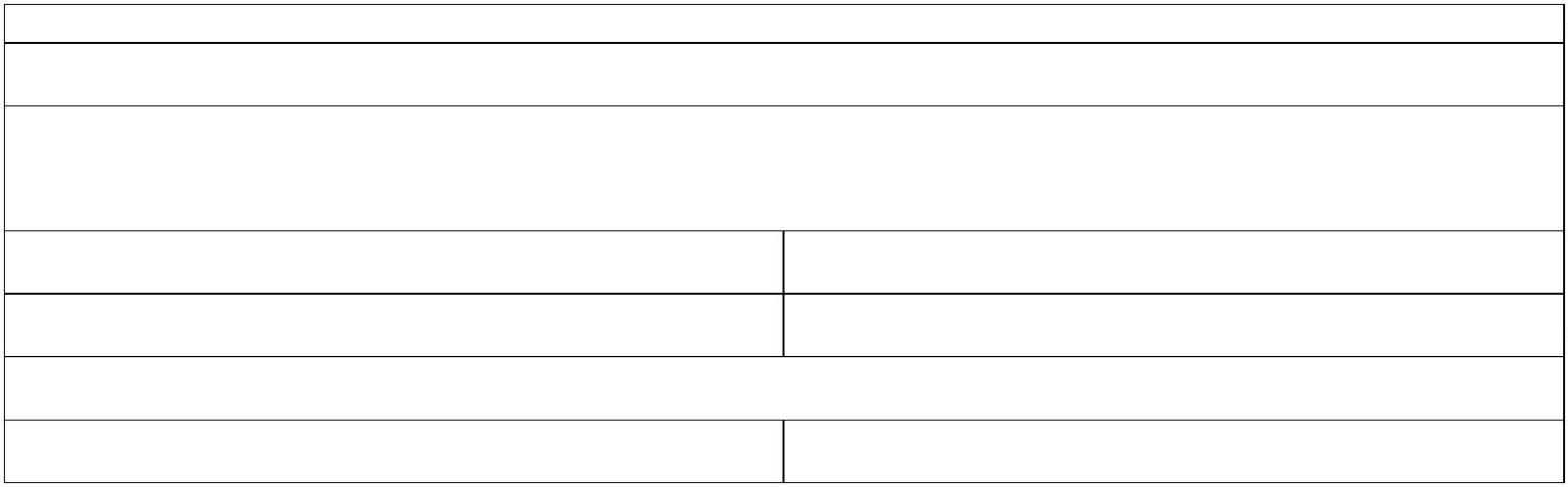
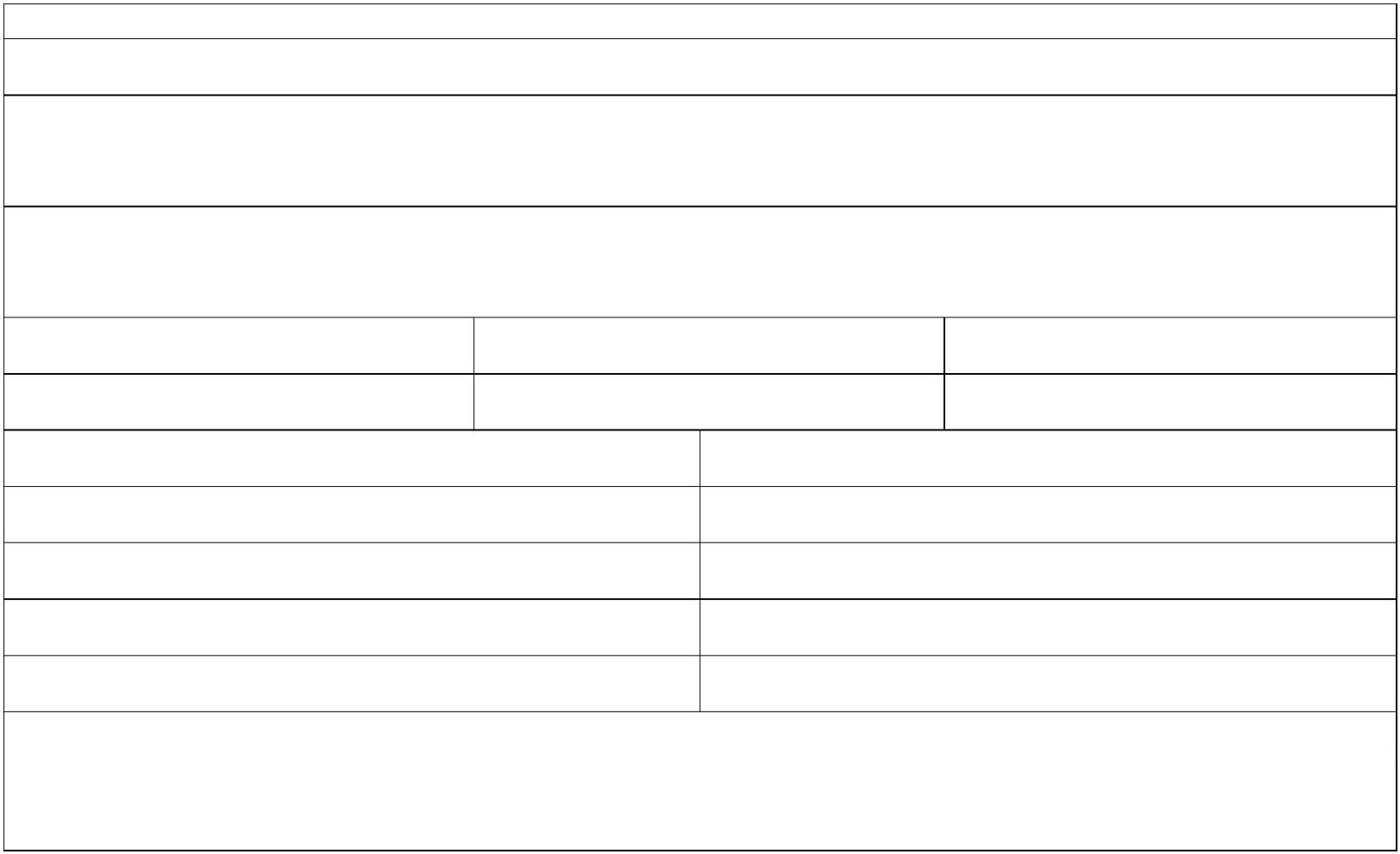
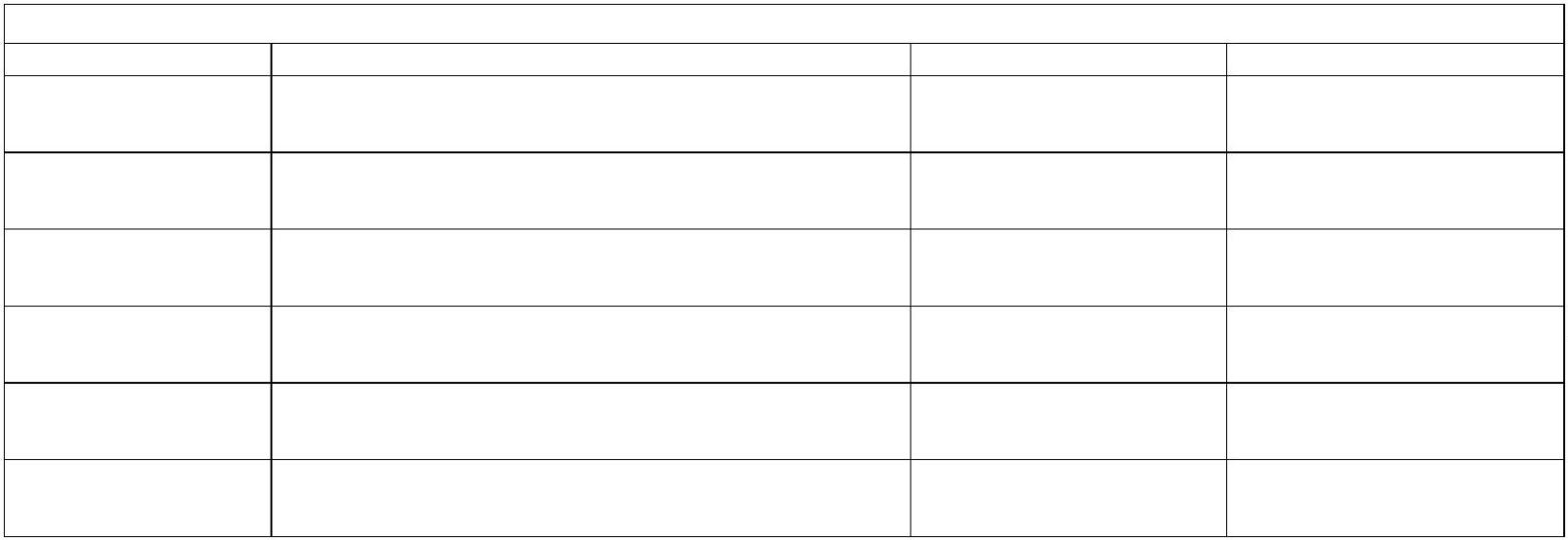
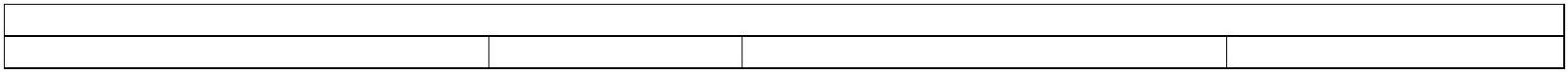
(please specify specialisation, if any)

Year of Study: （目前读大几）

Graduation Date:（预计毕业年份）

(expected)

(at the time of application)



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**7**

□

□

□

□

**. SOURCE OF FUND**

MoU / MoA Affiliated UTAR Partner

Parent / Guardians

Scholarship / Fellowship

Self-supporting

Name of Award / Scholarship / Sponsorship:

(if applicable)

Duration and Amount of Award / Scholarship / Sponsorship:

(if applicable)

**8. ENGLISH PROFICIENCY\***

English Components

Excellent

Good

Poor

English Listening Proficiency

English Speaking Proficiency

English Writing Proficiency

□

□

□

□

□

□

□

□

□

□

□

□

English Reading Proficiency

\*

Based on self-assessment

**9. DECLARATION BY APPLICANT**



I declare that the information given is correct and complete. I fully understand that it is my

responsibility to provide all necessary documentary evidence of my qualifications, studies and

experience and hereby authorise UTAR to obtain further information where necessary. I agree to

present the original copies of my academic results and transcript for verification by UTAR, if required.

UTAR reserves the right to withdraw any offer to me or cease my enrolment at any stage during my

course where false or misleading information has been provided.







I declare that I have not been convicted by any court of law and will abide by all regulations and laws

of UTAR and Malaysia.

I declare that I am mentally and physically fit and have obtained appropriate immunisation (if required

by Immigration Department of Malaysia) to undertake this programme.

I would like to participate in UTAR Buddy Programme, and I understand that any expenses incurred

by me during the programme shall be borne by myself. I also agree that my personal information (e-

mail address / contact number / WeChat / WhatsApp ID) is to be given to UTAR buddy.

Name in Capital Letters:（中文名字拼音）

Signature of Applicant: （中文名）

Date:

**For Office Use Only**

**COLLECTION OF COMPLETED FORM BY CEE (Reference No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

Collected By:

Date:

**APPROVAL BY DEAN/DIRECTOR OF FACULTY/INSTITUTE**

□

□

Approved

Disapproved

Date:

Signature:

Official Stamp:

