

# STAMFORD COLLEGE PETALING JAYA

FIN/APFM/0001(5)

Established by Stamford College (PJ) Sdn. Bhd.  
[184286-A]

Wisma MCIS Annexe, Jalan Barat, 46200 Petaling Jaya, Selangor, Malaysia  
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Website: www.stamford.edu.my



EMPOWERING MINDS

## APPLICATION FORM FOR ADMISSION

AFFIX  
PHOTO  
HERE

STUDENT ID

**PLEASE TICK (✓) THE COURSE YOU WISH TO APPLY FOR:**

- |   |  |   |  |  |   |  |
|---|--|---|--|--|---|--|
| <input type="checkbox"/> A-level (Arts)                       | <input type="checkbox"/> A-level (Science)   | <input type="checkbox"/> Foundation Studies in Engineering                          | <input type="checkbox"/> Foundation Studies in Business                | <input type="checkbox"/> Certificate in Accounting (CIA)/ London Chamber of Commerce & Industry (LCCI) | <input type="checkbox"/> Certificate in Teaching Course (CITC)                            |  |
| <input type="checkbox"/> Certificate in Office Administration | <input type="checkbox"/> Certified Accounting Technicians (CAT)  | <input type="checkbox"/> Chartered Institute of Marketing Level_____                | <input type="checkbox"/> Association of Business Executives Level_____ | <input type="checkbox"/> Association of International Accountants (AIA) Level_____                     | <input type="checkbox"/> Association of Chartered Certified Accountants (ACCA) Level_____ |  |
| <input type="checkbox"/> Diploma in Accounting                | <input type="checkbox"/> Diploma in Marketing Administration   | <input type="checkbox"/> Diploma in Information Technology                          | <input type="checkbox"/> Diploma in Hotel Management (AHLA)            | <input type="checkbox"/> Diploma in Executive Secretaryship  | <input type="checkbox"/> Diploma in Human Resource Management                             |  |
| <input type="checkbox"/> LL. B (Hons) University of London    | <input type="checkbox"/> North American Degree Programme   | <input type="checkbox"/> BA (Hons) International Business University of East London | <input type="checkbox"/> BA (Hons) Marketing University of East London | <input type="checkbox"/> B. Eng (Hons) Electrical & Electronics University of East London              | <input type="checkbox"/> BSc. Computer Networks University of East London                 |  |
| <input type="checkbox"/> Intensive English                    | <input type="checkbox"/> English Language Proficiency Course (ELPC)                                    | <input type="checkbox"/> Master of Business Administration                          |  |  |   |  |
| <input type="checkbox"/> Other Programmes: _____              | Have you previously enrolled in this College? Yes <input type="checkbox"/> No <input type="checkbox"/> |   |  |  |   |  |

Intake: Month  Year  Mode of Study: Full Time  Part Time

### 1. PERSONAL PARTICULARS (PLEASE USE BLOCK LETTERS)

Name of Applicant As Shown in IC/Passport

How would you like to be called (Nick Name)

IC No. / Passport No.  Nationality: Malaysian  Others  \_\_\_\_\_ (Please specify)  
Gender: Male  Female  Religion:

Date of Birth (DD/MM/YYYY)  Marital status: Married  Single  Race: Malay  Indian  Chinese  Peribumi  Others  \_\_\_\_\_ (Please specify)

Country of Origin  Visa Required   
State  Insurance Required   
Tel. No.  Handphone No.

**Permanent Address (As shown in IC/Passport)**

State  PostCode  Handphone no.

Country  E-Mail Address

**Correspondence Address** (If different from permanent address)

[ ]			
State	[ ]	Post Code	[ ]
Country	[ ]	Handphone no.	[ ]

**Emergency Contact**

Name of Emergency Contact

[ ]
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Emergency Contact's Permanent Home Address (If different from Applicant's Permanent Address)

[ ]
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State	[ ]	Post Code	[ ]
Country	[ ]	Handphone no.	[ ]
Emergency Contact's Occupation	[ ]		
Relationship	[ ]		

**2. PARTICULARS OF PARENT/GUARDIAN**

Name of Parent/ Guardian

[ ]
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Parent's/Guardian's Permanent Home Address (If different from Applicant's Permanent Address)

[ ]
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State	[ ]	Post Code	[ ]
Post Code	[ ]	Handphone no.	[ ]
Parent's/Guardian's Occupation	[ ]		
Relationship	[ ]		

**3. ACADEMIC RECORD**

Highest examination passed:

 SPM/ 'O' Level     STPM/ 'A' Level     Degree     Others  \_\_\_\_\_  
 (Please specify)

SPM/ GCSE 'O' Level or other Secondary School Certificate

No.	Subject	Grade
1	Bahasa Malaysia (if taken)	
2	English (if taken)	
3	Mathematics (if taken)	
4		
5		

No.	Subject	Grade
6		
7		
8		
9		
10		

School/ Institution: \_\_\_\_\_ Year Taken: \_\_\_\_\_

Actual results     Forecast results 

STPM/ GCE 'A' Level/UEC OR other Matriculation or Higher Secondary Education Certificate

No.	Subject	Grade
1		
2		
3		
4		

No.	Subject	Grade
5		
6		
7		
8		

School/ Institution: \_\_\_\_\_ Year Taken: \_\_\_\_\_

Actual results     Forecast results

**English**

Award	Points/ Level	Year
TOEFL		
IELTS		
Others (Please state)		

**Degree or other Qualifications**

Awarding Body	Qualification	Year

**4. CHECKLIST FOR ENCLOSED DOCUMENTS**

- Application fees (All payments must be made by crossed cheque, postal order, bank draft or cashier order made payable to **Stamford College (PJ) Sdn Bhd.**)
- Three copies of passport-size photographs.
- A photocopy of I.C./ Passport.
- Certified true copy of all relevant results (i.e. SPM/STPM/O-Level/A-Level/Diploma/Degree).
- A complete resume (if applicable)

**5. DECLARATION**

- i. I agree to comply with the Stamford Students Regulations, all policies, rules and regulations, including those made by the schools/departments, and authorised officers of the College, if my application is accepted. (A copy of the Regulations can be obtained from the College.)
- ii. I declare that the information given in this form is true and correct. I accept that the submission of incorrect information or documentary evidence may result in the termination of my registration as a student.
- iii. I acknowledge that the College shall be deemed to have notified me in writing if any correspondence is posted to the most recent mailing address that I have provided. I shall notify the College in writing, of any change of address or other personal details.
- iv. I understand that I am liable for payment of all fees connected with the course I am applying for. I understand that a failure to pay any outstanding fees by the due date may lead to the termination of my registration.
- v. I agree to the College releasing my examination results and progress reports to my parent(s), guardian(s) and/or sponsor(s).
- vi. I authorise the College to release my personal details retained by the College to government regulatory or enforcement agencies and bodies of Malaysia or of my country of origin/nationality in satisfaction, of any legal requirement stipulated under any written law currently in force in Malaysia or in my country of origin/nationality, or pursuant to any legal investigation in Malaysia or in my country of origin/ nationality.
- vii. I understand that I will not be registered as a student until a place is offered to me by the College and I fulfil all requirements of registration, including the payment of fees.

*The submission or acceptance of this document does not create any legal relationship between the applicant and the College.*

Applicant's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Applicant's Name : \_\_\_\_\_

**6. DECLARATION BY PARENT/GUARDIAN IF APPLICANT IS BELOW 21 YEARS OF AGE**

I, \_\_\_\_\_ hereby undertake to guarantee the good conduct of the above applicant while studying at Stamford College Petaling Jaya. I also agree to pay all fees due to Stamford College Petaling Jaya on his/ her behalf in accordance with the policies of Stamford College Petaling Jaya.

Signature of Parent/ Guardian : \_\_\_\_\_ Date : \_\_\_\_\_

Indicate Relationship : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Education Counsellor's ID/Name: \_\_\_\_\_ Date : \_\_\_\_\_

Introduced by Staff  Yes  No If Yes, please indicate the staff's name : \_\_\_\_\_Introduced by Student  Yes  No If Yes, please indicate the student's name : \_\_\_\_\_Introduced by Agent  Yes  No If Yes, please indicate the agent's name : \_\_\_\_\_

Application received by : \_\_\_\_\_ Date : \_\_\_\_\_

Loan/Scholarship 

Arrival Date

Corporate/Sponsor Documents Verified 

Date of Join

Old Student Yes  No Discount Allowed 

Remarks

Application Approved by:

**Head of School/Department/ Authorised Designate**

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

Signature: \_\_\_\_\_

Date in: \_\_\_\_\_ Date out: \_\_\_\_\_

 Offer Conditional Offer- Forecast Result Conditional Offer- See Comments Reject Application

Comments

*Please indicate the amount of fees payable:*Application Fee  Registration Fee  Library Deposit Resource Fee  Computer / Engineering\* Lab Fee   
\* Delete whichever not applicable

Other fee (please specify)

 Amount (RM) Tuition Fee (please indicate the payment mode by  $\checkmark$ ): Full payment Amount (RM)  Instalment Payment 1<sup>st</sup> Instalment  2<sup>nd</sup> Instalment  3<sup>rd</sup> Instalment **PAYMENT MADE BY INTERNATIONAL STUDENTS**Payment Mode : **Cash / Draft / Online**  
(Please delete whichever is applicable)Amount Paid in: RM  USD Receipt No. Payment Collected by:  Date