



STAMFORD COLLEGE MALACCA

148 & 150, Jalan Laksamana Cheng Ho, 75000 Melaka, Malaysia

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AFFIX
PHOTO
HERE

APPLICATION FORM FOR ADMISSION

EMPOWERING MINDS

STUDENT ID

PLEASE TICK (✓) THE PROGRAMME YOU WISH TO APPLY FOR

Foundation & Certificate

- A-level (Arts)
 Foundation Studies in Business
 LCCI Accounting
 Intensive English/Communication Skills/IELTS

Diploma

- Diploma in Executive Secretaryship
 Diploma in Corporate Administration
 Diploma in Hospitality Management
 LCCI L4 Diploma in Accounting and Finance

Undergraduate & Professional

- BA (Hons) Business and Management, Leeds Beckett University
 BA (Hons) Business and Human Resource Management, Leeds Beckett University
 BA (Hons) Accounting and Finance, Leeds Beckett University

Other Programme: _____

Intake: Month Year Have you previously enrolled in this college? Yes No

Mode of Study: Full Time Flexi Time

1. PERSONAL PARTICULARS (PLEASE USE BLOCK LETTERS)

Name of applicant as shown in IC/Passport

IC No/Passport No Nationality: Malaysian Gender: Male Female

Others _____ Religion:
(Please specify)

Date of Birth (DD/MM/YYYY) Marital status: Married Single

Race: Malay Chinese Peribumi Indian Others _____
(Please specify)

Country of origin

State

Visa required
Insurance required

Tel.No Handphone No

Permenent address (as shown in IC/Passport)

State Post code Handphone no

Country E-mail address

Correspondence address (if different from permanent address)

State

Post Code

Country

Handphone no.

Emergency contact

In case of emergency contact : (name)

Emergency contact's permanent home address (if different from applicant's permanent address)

State

Post Code

Country

Handphone no.

Emergency contact's occupation

Relationship

2. PARTICULARS OF PARENT /GUARDIAN

Name of parent / guardian

Parent's /guardian's permanent home address (If different from applicant's permanent address)

State

Post Code

Country

Handphone no.

Emergency contact's occupation

Relationship

2. PARTICULARS OF PARENT /GUARDIAN

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 Melayu (if taken)	
2	English (if taken)	
3	Mathematics (if taken)	
4	Sejarah (if taken)	

No.	Subject	Grade

School / Institution : _____

Year taken : _____

Actual results Forecast results

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

No.	Subject	Grade

No.	Subject	Grade

School / Institution : _____

Year taken : _____

Actual results Forecast results

English

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

Degree or other qualifications

Award	Point / Level	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 (MALACCA) SDN BHD**)
- Passport – size photographs (8 copies for local student and foreign student)
- Photocopy of I.C. / Passport. (2 copies for local student / 3 copies for foreign student)
- Certified true copy of all relevant results (i.e. SPM/STPM/O-Level/A-Level/Diploma/Degree) and School Leaving Certificate.

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 programme I am applying for. I understand that a failure to pay any outstanding fees by the due date may lead to 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 for the collection, processing, use and disclosure of my personal data (including sensitive personal data as defined in Data Protection Act 2010) in accordance to the terms and conditions stipulated in our privacy notice made available on Stamford Website and Student Handbook.
- vii. I understand that I will not be registered as a student until a place is offered to me by the College and fulfill 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. I also agree to pay all fees due to Stamford College on his / her behalf in accordance with policies of Stamford College.

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 joining Ex-Stamford Student Yes Programme Completed _____Discount allowed Remarks

Application approved by:

Head of School/Department/Authorised designate

Name : _____

Signature : _____

Date in : _____ Date out : _____

Comments *Please indicate the amount of fees payable :*Application fee Registration fee Security deposit Resource fee Computer / Engineering * Lab fee

Other fee (please specify)

 Amount (RM) Tuition fee (please indicate the payment mode by): Full payment Amount (RM) Instalment payment 1st instalment 2nd instalment 3rd 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