

APPLICATION FORM - International Students

Instruction to complete the application form : **Please write in BLOCK LETTERS.**
Please attach :

- ☐ Two (2) photocopy of passport (the entire booklet inclusive of all blank pages)
(Passport should have at least 18 months validity)
- ☐ Six (6) passport-sized photographs with white background (size width 3.5cm x height 4.5cm)
- ☐ Two (2) Certified true copies of all academic qualifications (Original & English Translation)
- ☐ Two (2) Certified true copies of English Language Proficiency (if applicable)
- ☐ Post-arrival medical examination report
- ☐ Other supporting documents for your application (Where necessary)
- ☐ Release letter from previous institutions (Variation)
- ☐ Letter of Eligibility (if applicable)

Passport size
photograph

Course Applied : _____

Intake	<input type="checkbox"/> February	<input type="checkbox"/> July	<input type="checkbox"/> October
Programme Level	<input type="checkbox"/> Foundation	<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree

1. Personal Details

Full Name <small>(as per in passport)</small>	Mr. / Ms. / Mrs.		
Nationality		Gender	Male / Female
Passport No.		Date of Birth <small>(D/M/Y)</small>	
Date of issue <small>(D/M/Y)</small>		Date of expiry <small>(D/M/Y)</small>	
Passport Issued by Country		Marital Status	
Religion			
E-mail Address		Country of Birth	
Mobile No.		Telephone No. <small>(Country Code)-(Number)</small>	

Category of child: ☐ Child of Citizen ☐ Child of Expatriate ☐ Child of Permanent Residence

2. Permanent Address

Address			
City / Town		Post Code	
State / Province		Country	

2A. Mailing Address

☐ Please tick if your mailing address is the same as your permanent address

Address			
City / Town		Post Code	
State / Province		Country	

3. Academic Qualification

School / College / University			
City / Town			
State / Province		Country	
Highest Qualification Obtained		Year	

Results ☐ Actual ☐ Forecast ☐ Others _____
Please specify _____

English Qualification ☐ Actual ☐ Forecast Please specify _____ Score _____ Year Taken _____

4. Immigration Pass Information

Are you holding any type of Malaysian Immigration Pass now? ☐ Yes ☐ No

If yes, please specify type of pass : ☐ Social Visit ☐ Student ☐ Dependant ☐ MM2H ☐ Diplomatic

Immigration Pass Expiry Date (DD/MM/YY)	
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Applicable to students / former students from other institutions in Malaysia only					
Institution		Course		Year / Duration	

Applicable to students who need Single Entry Visa (SEV)	
Please advice as to which Malaysian Consulate / Embassy you wish to obtain your SEV to Malaysia (please specify)	

5. In case of emergency, who do we contact

Name		Relationship to applicant	
Correspondence Address			
Email Address		Mobile No	

6. Health Information

Do you have any medical condition that need attention? ☐ Yes ☐ No

If yes, please provide details : _____

If no, i hereby declare that I am physically and mentally fit and there is no other medical condition or disability likely to prevent me or require special attention or care relation to my study in International College IMPERiA.


7. Funding

☐ Self Funding ☐ Scholarship _____
(please specify)

☐ Others _____
(please specify)

8. Bank Account details of International College IMPERiA

All payments are to be made through bank draft, crossed cheque or banking transfer to Payee Name and bank account of IMPERiA as stated below :

Campus	Payee Name / Cheque Payable to	Bank Account Details
INTERNATIONAL COLLEGE IMPERiA Level 11, Menara Summit, Persiaran Kewajipan, USJ 1, 47600, Subang Jaya, Selangor, Malaysia	BAKAT PINTAR SDN BHD	 Account No: 21424 0000 34920 Swift Code BIC: RHBBMYKL
** Applicant may deposit directly into IMPERiA's bank account: RHB 21424 0000 34920 (Applicant have to Fax the bank -in slip to the college with Fax no: +60380242426)		



Imperia.edu.my



International College IMPERiA

9. Terms & Conditions For Enrolment

- All international students are required to pay an application / registration fee as per stated in related programme tuition fees schedule , which is non refundable, being the prepaid fee before the original approval letter is sent.
- First year tuition fees is compulsory to be paid upon approval (VAL) given by Immigration.
- For subsequent semester / term, full settlement of semester / term fees is required upon enrollment or by the start date of semester / term.
- All payments are to be made in the form of bank draft, crossed cheque, telegraphic transfer or INTERNET banking to relevant Payee Name and bank account of INTERNATIONAL COLLEGE IMPERiA listed in the application form.
- Fees paid are not refundable except in the circumstances set out below and provided that a request in writing for such refund is made to Finance:
 - Application and EMGS fees are not refundable nor transferable.
 - Subject to paragraph (i) above, if student withdraws from a programme before the commencement date of the semester / term, the refund of the prepaid fee would be considered and subject to approval
 - Subject to paragraph (i) above, if a student fails health screening test, Registration Fee and General Admin Fee are not refundable but the student is eligible for a pro-rated refund of tuition fees paid
- All payment of refunds shall be made payable to the name of the parent / guardian / sponsor (if applicable), as specified in the Application Form.
- All refunds whether of fees, deposits or any other payments shall be free of interest and shall be subject to the right of set-off by IMPERiA against any fees or whatsoever payments due and owing to INTERNATIONAL COLLEGE IMPERiA.
- There shall be no refund (save and except refundable deposits) if a student is expelled from INTERNATIONAL COLLEGE IMPERiA due to academic misconduct or disciplinary behavior.
- For all the remaining semesters / terms, all fees must be fully paid by the start date of semester / term. A late payment charge of RM 200 will imposed on the 2nd week of the semester, RM 300 for the 3rd week of the semester and RM 400 for the 4th week onwards of the semester / term.
- All fees are subject to annual revision.
- INTERNATIONAL COLLEGE IMPERiA reserves the right not to open a class.
- For those with Conditional Offer Letter, you are required to sit for an English Placement Test (EPT) to assess your English Proficiency level. If you fail the test, you are required to enroll in the Intensive English Programme. Otherwise you can proceed to take any English language Proficiency Test as per stated on EMGS website.

10. Important Notes

NOTICE TO STUDENT OF PRIVACY AND DATA PROTECTION ("this Notice")

IMPERiA would like to inform you, as a student of IMPERiA that in line with the PERSONAL DATA PROTECTION ACT 2010 ("the Act") that came into effect is required to ensure all personal data including sensitive data complies with the requirements of the Act. IMPERiA wishes to assure all its students that IMPERiA takes its students' privacy seriously and is committed to the protection of its students' personal information. Each IMPERiA's student therefore acknowledges that prior to signing the application / enrollment form accompanying this Notice, he/she has fully understood the nature and extend of the right and obligations under this terms and conditions governing enrollment and admission and consequences if he/she fails to complies with the terms and conditions of this notice.

Please contact respective International College IMPERiA for access to your personal data or to notify us of any change in the information you have provided.

By signing this form, you confirm that you have read, understood the contents and voluntarily completed this form. If you are below 18 years of age, this form must be additionally signed by your parent or guardian.

I, student of IMPERiA have read and I fully understand the policies, terms and conditions governing enrolment, admission, and the nature and effects there of listed in the application/enrolment form and this Notice. I hereby expressly confirmed my agreement to the terms in the application/enrolment form and this Notice. I further undertake to perform all such obligations and/or comply with all terms and conditions set out in the obligations/enrolment form and this Notice on my part to be performed or complied with. I hereby consent to the processing by IMPERiA of personal data (including sensitive personal data as defined in the Act) about me for the proper purposes of all institutions/companies within IMPERiA in support of this application on the understanding that it may be used for all purposes as listed in the Student handbook and the policies and procedures governing privacy, laws within IMPERiA from time to time. I further confirmed and consent to the use by the various departments of IMPERiA to use my personal data/information, including without limitation my email, phone number, address and other relevant personal information strictly to achieve the following purposes:

- (a) for IMPERiA to send reminders to me or to my parents/guardian on any outstanding payments, failure to settle outstanding and refunds of deposits and over payments and for any and all other matters relating to the payment of my fees;
- (b) for IMPERiA to send to the various scholarship bodies such as PTPTN, all information required and or requested for in support of my application for scholarship;
- (c) for IMPERiA to disclose to the relevant government bodies such other information as may be required by such government bodies from time to time;
- (d) for IMPERiA to disclose my examination results to my parents/guardian; and
- (e) for IMPERiA to store my personal data in a server within Malaysia or outside Malaysia.

By submitting this Application Form and/or using the Online Enrolment Portal, I hereby agree that IMPERiA may collect, obtain, store and process my personal data that I have provided for the purpose of administration, management, assessment, receiving updates, news, promotional, marketing mails or materials from IMPERiA including disclosing information relating to my academic and/or finance records to my parents and/or guardian. I hereby give my consent to IMPERiA to also disclose my personal data to the relevant governmental authorities or third parties where required by law or for legal purposes. In addition, my personal data may be transferred to any company within IMPERiA which may involve sending my data to location outside Malaysia. For avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all the data I had disclosed to IMPERiA in this Form.

By attending campus organized events, I hereby consent to the use of my photograph, voice, likeness, and image in any broadcasts of this event and in subsequent productions drawn from video or audio recordings of the respective event. The photographs and recordings may be published or broadcasted in the official IMPERiA and affiliates' publications and in publicity materials, including the IMPERiA and affiliates' websites and social media. All recordings, articles, quotes, photographs, films, audio or video and/or any reproductions of same in any form, are the property of IMPERiA. IMPERiA, its affiliates, employees, representatives and agents are released from any and all claims, demands, costs and liability that may arise from the use of these interviews, recordings, photographs, videotapes or films, and/or any reproductions of same in any form, as described above, arising out of being interviewed, recorded, photographed, videotaped or filmed.

Signature of Applicant

Signature by Parent / Guardian

Date

11. Declaration and Agreement by Applicant

I declare that the information provided by me in this application form is true and correct.

I acknowledge and agree :-

- (a) That IMPERiA reserves the right to vary or reserve any decision regarding admission or enrolment made on the basis of incorrect or incomplete information given by me.
- (b) To abide by all academic, administrative and examination rules and regulations of the programme and to uphold the integrity and good name of IMPERiA at all times.
- (c) IMPERiA shall have absolute right as it deems fit to defer, close or not to commence any module or programme; and to review, change and update subject curriculum in any programme.
- (d) To abide by the IMPERiA Code of Honour, as outlined in the General Rules and Regulations in the relevant IMPERiA Student Handbook.
- (e) The personal data you have provided in this form will be used by or on behalf of IMPERiA to send you further details, including its events, academic programmes and marketing information.
- (f) Your personal data may be additionally shared from time to time with IMPERiA's appointed third party agents.
- (g) Please contact respective IMPERiA office for access to your personal data or to notify us of any change in the information you have provided.
- (h) By signing this form, you confirm you have read, understood the contents and voluntarily completed this form.
- (i) And I hereby declare that I am physically and mentally fit and there is no other medical condition or disability likely to prevent me or require special attention or care in relation to my study at IMPERiA.

Conditional Admission

I understand that I shall only be offered conditional admission if I apply with forecast results, and if my official results fall short of the entry requirements, then I must either withdraw from the programme or enroll in a programme with lower entry requirements.

Name of Applicant : _____

Signature of Applicant : _____

Date : _____

12. Declaration by Parent / Guardian / Sponsor

Name of Parent / Guardian / Sponsor	
Passport No.	

Relationship ☐ Father ☐ Mother ☐ Guardian ☐ Others _____
Please specify

Telephone No. (Country Code)(-Number)	
Mobile No.	
Email Address	

Signature of Parent / Guardian / Sponsor

Date : _____

How do you know about INTERNATIONAL COLLEGE IMPERiA?

☐ Education fair ☐ Website ☐ Newspaper / Radio ☐ School _____
Please specify

☐ Walk in ☐ Social Media ☐ Referral _____ ☐ Others _____
Please specify Please specify

For Office Use Only

Counselled by (Marketing):
Name:
Date:
Sign:
Remarks:

Checked & Verified by (HOD)
Name:
Date:
Sign:
Remarks:

Approved by (Registrar):
Name:
Date:
Sign:
<input type="checkbox"/> Full Offer <input type="checkbox"/> Conditional Offer <input type="checkbox"/> Reject

Finance Department
Receipt No.:
Date:
Amount (RM):
Received by: