



CORPORATE & INTERNATIONAL COMMUNICATIONS CENTRE

Guidelines for International Undergraduate Applications

Instructions:

Please read the Guidelines for International Undergraduate Application before filling in the International Undergraduate Application form.

Also ensure all information required is complete in the International Undergraduate Application form before submitting to the international office.

A. Application Form

- (i) All sections/fields must be completed especially fields with * marking
- (ii) Applications will only be processed when the following certified supporting documents are received by our office**
 - a. Completed application form
 - b. Certified copy of Higher School Certificate (HSC) / GCE 'A' Level / Diploma or equivalent;
 - c. Certified copies of Academic Transcript(s) from your previous university / college / school
 - d. Certified copy of TOEFL / IELTS / MUET result; (if available)
 - e. Certified copy of the personal details page of your passport (include the expiry date). The passport must be valid for at least one year.
 - f. Certified copy of applicant's Financial Statement or Letter of Undertaking from sponsor;
- (iii) All documents attached must be certified by recognized authorities.
- (iv) All supporting documents that are in a language other than English or Malay must be translate into English certified.
- (v) Submit all certified supporting documents via post or email for processing purposes. DO NOT ENCLOSE ORIGINAL CERTIFICATES OR DOCUMENTS.**

B. Academic Transcript

Please ensure all data of academic records are correct. The university will request for transcript of academic record from your last university / college / school attended. (if necessary).

C. Processing Fee

The application are required to pay a non-refundable processing fee of USD25.00 must be in the form of a Bank draft made payable in the name of '**BENDAHARI UniSZA**' or by Telegraphic Transfer to Bank Account No : 13017010082400 swift code : BIMBMYKL Bank: BIMB Bank

- (i) Cash or personal cheques are not accepted.
- (ii) Applications without the processing fee will not be processed.**
- (iii) The bank draft or copy of telegraphic transfer form which has been processed by your bank must be attached with the above certified supporting documents.

D. Date Of Acceptance

The online application must reach the **INTERNATIONAL UNIT, CORPORATE AND INTERNATIONAL COMMUNICATIONS CENTRE, UNIVERSITI SULTAN ZAINAL ABDIN, GONG BADAK CAMPUS, 21300 KUALA TERENGGANU** on or before **1st May** for **September Intake**.

E. Further Information

Applicants are advised to ensure that the application reaches the **INTERNATIONAL UNIT, CORPORATE AND INTERNATIONAL COMMUNICATIONS CENTRE, UNIVERSITI SULTAN ZAINAL ABDIN, GONG BADAK CAMPUS, 21300 KUALA TERENGGANU** before the closing date. Applications received after the stipulated closing date will be processed for the next coming intakes session.

All enquiries pertaining to Undergraduate Degree programmes in UniSZA can be send to : -

INTERNATIONAL UNIT
CORPORATE AND INTERNATIONAL COMMUNICATIONS CENTRE
UNIVERSITI SULTAN ZAINAL ABDIN
GONG BADAK CAMPUS
21300 KUALA TERENGGANU, MALAYSIA

OR

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website : <http://www.unisza.edu.my>