



FIRST CITY UNIVERSITY COLLEGE

DKU031(B) JPT/BPP(D)1000-701/589

No. 1, Persiaran Bukit Utama, Bandar Utama, 47800 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.

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COURSE APPLICATION FORM FOR INTERNATIONAL STUDENT

HOW TO APPLY

- The application form must be completed and signed by the applicant.
- Certified true copy of relevant certificate(s) must be attached with the application:-
 - One copy of the High School / Secondary School / Pre-University result or equivalent;
if applicant is waiting for his/ her results, please submit a copy of the school's forecast result or trial examination results.
 - One copy of any Diploma / Certificate or equivalent (if applicable).
(Please translate the transcripts into English if they are in other languages.)
 - One copy of the School Leaving Certificate / Testimonial.
- Two copies of passport and eight passport size coloured photographs.
- The application must be accompanied by a non-refundable application fees. All payments by Cheque / Bank Draft / Money order must be made in favour of **'First City Corporation Sdn Bhd'**

Note:

International students intending to study at First City University College will have to obtain student visa from the Malaysian Immigration Department before the commencement of their courses. The Marketing department shall provide & guide all international students on their visa applications.

For Office Use Only

Student No :	Offer: * Full	Initial :
Course Code :	* On Forecast	Date :
Intake :	* Conditional	

Personal Particulars

Name (as stated in your Passport)	Mr / Miss / Mrs				
Correspondence Address					
		Mobile Phone		House Phone	
E-mail Address		Race		Gender	Male / Female
Citizenship / Nationality		Religion		Marital Status	Single / Married
Date of Birth		Passport No.			
Name of Parent / Guardian					
Occupation of Parent / Guardian					
Permanent Address (if different)					
		Mobile Phone		House Phone	
E-mail Address of Parent / Guardian					

Course Particulars

Course Applied For	
Commencement Date	

Academic Qualifications

<input type="checkbox"/>	High School Diploma/	Year Taken:
<input type="checkbox"/>	College Diploma/	Year Taken:
<input type="checkbox"/>	Basic Degree TOEFL Score	IELTS Score

Name & Address of School / College / University Previously Attended	Year	
	From	To

Employment Particulars (if Applicable)

Employer:	Tel No :
Position Held:	From : to

Medical Disclosure

Do you have any disability(ies) or long term medical condition? No Yes

If yes, please state the type of disability and attach all relevant document(s).

Payment and Fees Refund Policy

- Fees can be paid by crossed cheque / money order / bank draft and made in favour of **FIRST CITY CORPORATION SDN. BHD.**
- The application fee is not refundable and not transferable.
- Tuition fees are not refundable and not transferable except where written notice is received by the Registrar:

The full tuition fee will be refunded if written notice is received one month or more before the commencement of the course/semester/term but subject to deduction of administrative charges and other costs incurred by the University College.

50% of the tuition fee is refunded if written notice is received less than one month before the commencement of the course/semester/term but subject to deduction of administrative charges and other costs incurred by the University College.
- There will be no refund after the commencement of the course/semester/term.
- The University College will refund tuition fees paid in the event the course the student applied for is not conducted.