

Admissions Process 2015/16		The New Admissions Process - Explained
<p>*10 DAYS</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Decision made on applications</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; color: red;">E-mail offer letter and accept/decline form to successful applicants</div> <p style="text-align: center;">↓</p>	<p>Step 1 Apply online or complete the paper application form. The University charges an application fee of RM100 for Malaysian students and USD50 for international students applying for all courses.</p> <p>Applications cannot be processed unless all of the required forms and documents have been completed and sent in and students have paid the relevant application fees.</p>
<p>4 WEEKS</p> <p>** (tuition fee deposit payment)</p>	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Applicants to accept the offer within a four-week deadline</p> </div>	<p>Step 2 An acknowledgement email (with application index number) will be sent to applicants/agents from the Admissions Office upon receipt of the applications.</p> <p>Step 3 A decision will be made within ten days upon receiving the complete applications. For programmes that require an interview, the decision will be made after the interview session arranged by the relevant Schools. <i>*It can take up to three months for postgraduate research applications to be processed.</i></p> <p>Step 4 A confirmation e-mail will be sent to applicants/agents on the decision made and successful candidates will receive the following via e-mail:</p> <ul style="list-style-type: none"> • Offer Letter, Accept/Decline Form and relevant information
<p>> 4 WEEKS (Offer Lapse)</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Lapse fees of USD50 (international students) or RM150 (local students) is applicable in addition to the tuition fee deposit</p> </div>	<p>Note: The relevant letters and study offer pack will only be sent by e-mail and a hardcopy will not be provided.</p> <p>Step 5 Offer holders will be given a four-week deadline to return the accept/decline form to the Admissions Office together with the proof of payment of RM1,000 (Malaysian offer holders) or USD1,000 (International offer holders) for the tuition fee deposit. <i>**The tuition fee deposit is not applicable to postgraduate research applicants.</i></p> <p>Offer holders will only be able to apply for the on-campus accommodation, student visa application and attend registration after the payment of tuition fee deposit has been made.</p>
<p>Reactivation of a Lapsed Offer</p> <p>If an offer for a place is not accepted within the specified period, the offer will automatically lapse.</p> <p>A lapse offer can be reactivated by paying the reactivation processing fee of RM150 for Malaysian and USD50 for international applicants.</p>		<p>Step 6 Prior to registration day, the Admissions Office will send the registration information to offer holders.</p>

Application and Acceptance Related Admissions Fees	
Application Fee	Malaysian Applicants RM100
	International Applicants USD50
Change Course/Deferment Fees	Malaysian Applicants RM100
	International Applicants USD50
Tuition Fee Deposit Malaysian Offer Holders – Tuition Fee Deposit (less RM150 administrative fee) will be refunded if conditional offers failed to satisfy the academic conditions. International Offer Holders – Tuition Fee Deposit (less USD500 administrative fee) will be refunded if conditional offer holders failed to satisfy the academic conditions <u>or</u> in the event the visa approval letter has not been issued on time for registration.	Malaysian Offer Holders RM1,000
	International Offer Holders USD1,000
Reactivation of Lapsed Offer If an offer for a place is not accepted within the specified period (normally four-week deadline), the offer will automatically lapsed. A lapse offer can be reactivated by paying the reactivation fee	Malaysian Offer Holders RM150
	International Offer Holders USD50