APPLICATION FORM

MCKL COLLEGE
PENANG | PYKETT CAMPUS
Veritas Vincit Omnia

Please complete ALL sections in this form. DO NOT leave any section blank. Write NA where not applicable.

Admission No.: .....

SECTION A: PERSONAL INFORMATION OF APPLICANT (INTERNATIONAL)

Print Form | Reset Form

Full Name as per Passport: .....

Passport Type: ☐ International ☐ Diplomatic

Date of Birth: .....
(dd/mm/yyyy) eg: 31/05/2001

Country of Citizenship: .....

Passport No.: .....

Place of Birth*: **State:** .....

Passport Expiry Date: .....

Country: .....

Ethnicity / Race:* .....

Gender: ☐ Male ☐ Female

Religion:* ☐ Buddhist ☐ Christian ☐ Sikh ☐ Islam ☐ Hindu ☐ None

Others*: .....

** Required for reporting purposes to relevant Authorities*

SECTION B: CONTACT DETAILS OF APPLICANT

Mobile No.: ..... **Phone No.:** .....

E-mail: .....

Home Country Address: .....

.....

Postcode: ..... **Town/City:** ..... **State:** ..... **Country:** .....

Correspondence Address in Malaysia *(if not applicable, write NA)*: .....

.....

Postcode: ..... **Town/City:** ..... **State:** ..... **Country:** .....

Living Arrangements: ☐ I live here with my family/guardian ☐ I live here on my own

Do you require accommodation arrangement from the College? ☐ **Yes** ☐ **No**

CONTACT INFORMATION OF PARENT / GUARDIAN

Name		
E-mail		
Phone No.		
Relationship		
Occupation		

EMERGENCY CONTACT INFORMATION

Name: ..... **Phone No:** ..... **Relationship:** .....

SECTION C: ACADEMIC ACHIEVEMENTS AND QUALIFICATIONS (Please attach your respective results)

☐ **SPM** ☐ **IGCSE** ☐ **Equivalent** ..... **Completed in (month)** ..... **(year)** .....

Name of School: ..... **State:** ..... **Country:** .....

☐ **STPM** ☐ **A Level** ☐ **Equivalent** ..... **Completed in (month)** ..... **(year)** .....

Name of School: ..... **State:** ..... **Country:** .....

☐ **Tertiary Studies (Diploma/Degree)** ..... **Completed in (month)** ..... **(year)** .....

Name of Institution: ..... **State:** ..... **Country:** .....

SECTION D: STATUS WITH THE IMMIGRATION DEPARTMENT OF MALAYSIA

1. Describe the Malaysia Immigration Pass that you are currently holding.

☐ Dependent/ Long Term Social Visit Pass ☐ Diplomatic Pass ☐ MM2H ☐ I do not hold any pass (Proceed to Question 3)

☐ Social/Tourist Pass ☐ Student Pass ☐ Permanent Resident (PR): .....

☐ Employment Pass ☐ Resident Pass

Note: Kindly provide MyPR No

2. Immigration Pass Expiry Date: ..... **4. Are you currently in Malaysia?** ☐ Yes ☐ No

3. My current pass renewal is ongoing ☐ Yes ☐ No **5. Date of present entry:** .....

SECTION E: PROGRAMME ENROLMENT (All students are required to complete Service Learning and Character Formation as compulsory subjects)

Intake **Year:** ..... **Month:** .....

☐ **CAMBRIDGE A-LEVEL (ARTS) / CAMBRIDGE A-LEVEL (SCIENCE)**

Refer to Subject Sheet (CAL)

☐ **AUSTRALIAN MATRICULATION (WACE)**

Refer to Subject Sheet (WACE)

DIPLOMA PROGRAMMES

☐ EARLY CHILDHOOD EDUCATION ☐ COMPUTER SCIENCE ☐ DIGITAL BUSINESS

☐ INFORMATION TECHNOLOGY ☐ DIGITAL MARKETING

☐ **Full Time**

☐ **Micro-credentials**

No.	Subject Code	Subject Title

SECTION F: ENGLISH LANGUAGE PROFICIENCY (Please attach your respective results)

Applicable for DIPLOMA applicants who are from non-English medium educational background

Have you taken an English proficiency test within the last 12 months?

If yes, please specify ☐ IELTS ☐ TOEFL ☐ PTE Academic ☐ MUET **Band/Score:** .....

☐ Others ***Please specify*:** ..... **Exam Date *(mm/yyyy)*:** .....

CHECKLIST OF (1) REQUIRED DOCUMENTS / FEES AND (2) ADDITIONAL DOCUMENTS (All International Students)

1	☐ **A Completed MCKL International Student Application Form** **Payment of Application Fee and Admission Deposit** - All payments must be made to **WESLEYAN EDUCATION SERVICES SDN BHD (OCBC Bank Acc. No.: 7011-5887-53) Swift Code OCBCMYKL** ☐ - Please enclose the bank-in/payment slip with your Application Form as proof of payment. - Alternatively, you may email the bank-in/payment slip to: finance.dept@mckl.edu.my. Kindly write your name and the name of the Programme on the bank-in/payment slip to facilitate our identification of payee. ☐ **Certified True Copy of SPM / IGCSE results or equivalent** ☐ **Copy of PT3 / IGCSE Year 9 & UPSR results** ***(Applicable for WACE applicants)*** ☐ **Certified True Copy of English Requirement Supporting Document (MUET / IELTS / TOEFL / PTE Academic)** ***(Applicable for DIPLOMA applicants who are from non-English medium education system)*** ☐ **Passport - 1 coloured scan of full book, cover to cover (PDF); and 1 coloured hardcopy of passport information page and current Visa page** ☐ **Vaccination Record** (non-Covid) ☐ **No Objection Cert / Letter** (Iran, Sudan, Oman, Yemen)
2	☐ **Passport-sized photographs** ***(High resolution soft copy, 35mm x 45mm with pure white background, as per immigration specification)*** ☐ **High School Leaving Certificate/ Release Letter** ☐ **Health Declaration Form** (Student Pass only) **/ Medical Exam Form** (other passes - by commencement date) ☐ **Existing Insurance Coverage/Policy** *(NOTE: Does not apply to applicant applying for Student Pass)* ☐ **Latest Academic Transcript, Attendance Report & Release Letter from previous institution** (transfer students only)

Others: .....

SECTION G: SCHOLARSHIP/BURSARY/AWARD DISCLOSURE SECTION

◯ No, I am not a recipient of, applying for or planning to apply for any external (non-MCKL) scholarships or loans for my studies in MCKL.

◯ Yes, I am a recipient of, applying for or planning to apply for external (non-MCKL) scholarships or loans for my studies in MCKL.

(name of sponsoring body) _____

SECTION H: TERMS & CONDITIONS FOR ADMISSION, DISCLOSURES AND DECLARATIONS

A. GENERAL TERMS AND CONDITIONS

1. The Application Fee and Admission Deposit shall be paid together with the submission of the Application Form for enrolment.
2. Enrolment in the selected Programme is not complete until all fees, deposits, and other payments which are due, have been paid in full. A student may be barred from attending the Programme in the event of failure to fully settle all applicable fees and payments by the due date stated in the Invoice or Statement of Account.
3. MCKL's fee refund policy for withdrawals:-
   a) The Application Fee is not refundable under any circumstances.
   b) The refund policy for fees and other payments is as follows:

Date of Withdrawal	Refundable	Non-refundable
Before 1st day of Programme*	100% of fees paid, Admission Deposit	Application Fee
Within 14 calendar days from 1st day of Programme*	50% of fees paid	Application Fee, Admission Deposit, Laboratory Fees, International Student Fee
After 14 calendar days from 1st day of Programme*	No refunds whatsoever	

* 1st day of programme refers to Programme Briefing, Orientation or Class, whichever is earliest

   c) All withdrawals should be made via submission of the applicable withdrawal form obtainable from the Office of the Registrar. The completed withdrawal form must be received by the Office of the Registrar within the above stipulated period for the applicable refund to be processed.
4. The Admission Deposit is only refundable upon a student's completion of Programme but is subject to deductions for any amount chargeable on account of unreturned library books, fines, unpaid damages, and any other outstandings. Students shall obtain clearance and apply for the refund after completion of their final examinations.
5. Refunds (if any) for students under scholarships or other awards shall be according to the terms and conditions of the respective scholarship or award.
6. If a student withdraws from a Programme on account of misconduct or is expelled, no fees whatsoever or any other sums paid will be refundable.
7. Students who receive conditional admission offers based on forecast results (or the equivalent) shall submit their actual results to the Office of the Registrar within 7 days of the release of actual results. If the actual results do not meet the minimum requirement for entry into the selected Programme, the student shall withdraw from the Programme and the refund policy set out in Paragraph 3 above shall apply.
8. All programme or cohort transfers shall be subject to the Registrar's prior approval in writing. Fees paid are generally not transferable except with MCKL's consent and/or MCKL reserves the right to levy a transfer fee.
9. Any taxes, duties, levies and other governmental impositions relating to fees, payments and/or the student's enrolment hereof (including sales & services tax, withholding tax and stamp duty) shall be solely borne by the student.
10. All students shall comply with the rules, regulations and policies of MCKL as set out in the Student and Programme Handbooks and such other communications as may be disseminated through the Student Portal or Sharepoint from time to time.
11. MCKL's decision on all matters pertaining to admission, fees, refunds and policies shall be absolute and final.

B. ADDITIONAL TERMS AND CONDITIONS FOR INTERNATIONAL STUDENTS

1. All international students must have a valid Malaysian Immigration Pass which allows the holder to study in MCKL College (Penang, Pykett Campus) ("**College**") with a passport validity of at least 12 months (20 months if applying for a student pass) from the date of Programme commencement.
2. International Students with the following Immigration passes are required to apply for a student pass via the College:
   a) Student pass holder from a previous institution in Malaysia;
   b) Tourist Pass. (Note that Tourist Pass cannot be converted to a Student Pass directly. Tourist Pass holders are required to leave the country and return only when the Student Pass has been approved.);
   c) Dependent / MM2H / Long Term Social Visit Pass. (If the holder is 18 years of age within 6 months of Programme commencement.)
   d) Employment Pass. Employment Pass holders may not be able to convert to a Student Pass directly as this depends on employment category and country of citizenship. Applicants are required to return to their home country and complete the required "*cooling off*" period before applying for a student pass.
   e) Student Pass holders applying for a programme downgrade must cancel their current student pass, exit Malaysia and then apply from outside of Malaysia.

SECTION H: TERMS & CONDITIONS FOR ADMISSION, DISCLOSURES AND DECLARATIONS (Cont)

3. International Students with the following Immigration passes may study in the College on their existing passes with the following conditions:
   a) The following pass holders must obtain an Immigration Permission to Study stamp at the Immigration office that issued the existing pass. Applicants in this category must submit a copy of the permission stamp to the College before programme commencement.
      i) Dependent / MM2H / Long Term Social Visit Pass. If the holder is 18 years of age within 6 months of programme commencement.
      ii) Diplomatic / Immigration Exemption Order pass holders still below 21 years of age within 6 months of programme commencement.
   b) The following pass holders do not need further Immigration permission:
      i) Resident Pass holders;
      ii) MyPR holders.
   c) All international students in this category are required to do the following:
      i) Complete and submit a full medical examination report (inclusive of a basic physical examination, blood and urine test and chest x-ray) prior to programme commencement. All medical examinations must be done within 3 months prior to programme commencement;
      ii) Submit proof of an existing insurance coverage with provisions for Hospitalisation, Surgery and Repatriation, or obtain one, prior to programme commencement.
4. All International Students applying for a Student Pass are required to submit all required documents (including actual results) and pay the relevant admission and immigration-related fees within the 2-3 months prior to programme commencement. Applicants from outside of Malaysia are required to pay 1 year's course fees in advance. Payment is made after the student pass application is approved and before arrangements for the Immigration Clearance Procedure at the airport.
5. International students who require a student pass or are renewing the student pass are required to submit all required documents in full and pay the relevant student pass processing fees at least 3 months prior to the expiry of the existing pass.
6. International students on a MCKL Student Pass are required to follow proper immigration procedure to shorten/ cancel the pass upon completion/withdrawal from the programme in a timely manner and as advised by the International Office. Failure to do so may result in the college lodging a police report and also reporting to the Immigration Department of Malaysia and the relevant Ministries as required.
7. Payment for Student Pass application is refundable based on the amount that is refunded from EMGS.

DISCLOSURES

Would you like to declare if you have any existing physical or psychological health problems that are certified by a legally qualified medical practitioner? If yes, please provide details.

☐ **Yes** ☐ **No**

DECLARATIONS

1. I have read and hereby accept all terms and conditions hereof for my admission to MCKL.

2. I understand MCKL's criteria and requirements for Merit Scholarships and Bursaries (https://mckl.edu.my/pykett/admission/scholarship-financial-aid/) and I accept MCKL's decision on these matters as absolute and final. (if applicable)

3. I declare that all information and documents supplied by me are true, complete, and valid. I give consent to MCKL to seek verification on any information and documents supplied by me from relevant third parties. Should any information be found to be untrue, incomplete, or invalid, I accept that I may have to withdraw from the Programme without recourse to any fee refund or I may be required to reimburse to MCKL such sums which have been disbursed to me pursuant to any scholarships or bursaries.

4. I have read MCKL's Personal Data Protection Notice (https://mckl.edu.my/pykett/legal-policies-and-notices/) and I give my express consent to MCKL to process my personal data accordingly. I shall immediately update MCKL in the event of any changes to my personal data. I further warrant that I have obtained the consent of the relevant third party where I have provided personal data other than of myself.

5. I undertake to comply with all rules, regulations, and policies of MCKL including those set out in the Student and Programme Handbooks and other communications as may be disseminated through the Student Portal or Sharepoint from time to time.

6. I authorise MCKL to release my academic progress, fee details, and other relevant information to my parents or guardian and/or any third party sponsoring my studies.

7. I undertake to abide by the health and safety requirements as set by governmental authorities and/or MCKL in order to keep the campus community safe.

8. As parent/legal guardian of the applicant, I hereby confirm, accept, and/or give my express consent to all the above declarations for and on behalf of my child/ward. I undertake to be responsible for all his/her actions, omissions, and undertakings.

(Signature of Applicant)

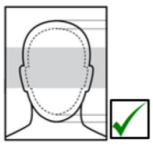
Name: .....
Date: .....

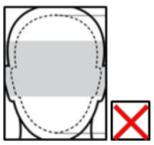
(Signature of Parent/Guardian)

Name: .....
Relationship to Applicant: .....
Passport No: .....
Date: .....

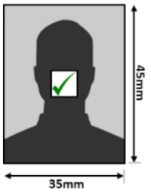
SECTION I: ADDITIONAL GUIDELINES FOR INTERNATIONAL STUDENTS

Appendix A – Passport Photo Guidelines





1. In color and identical, not black and white.
2. Taken against a PURE WHITE background.
3. Free from reflection or glare on spectacles, the frames of which must not cover the eyes. We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.
4. Because clothing is visible in the passport photo, subjects should be careful to wear something modest. We recommend that you wear dark-coloured attire (this includes headscarves) so as to be in clear contrast to the white background. A conservative top is best. Do not wear something with open shoulders (such as a tank top).
5. Free from shadows.
6. Digital enhancements or changes are not acceptable.
7. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyebrows or eyes) - if possible.
8. With the subject facing forward, looking straight at the camera.
9. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).
10. Of each person on their own (no objects such as dummies or toys, or other people visible).
11. Taken with nothing covering the face.
12. In sharp focus and clear.
13. Free from “redeye” effect.
14. Taken of the full head, without any covering unless worn for religious or medical reasons.
15. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head. Ears and shoulders should be clearly visible. It is recommended to tie long hair and keep hair accessories and jewelry to a bare minimum.
16. Your photos must be professionally printed and 45mm (height) x 35mm (width) without any borders. Please do not use photos that have been cut down from larger pictures, shrunk, compressed or expanded.
17. Digital pictures should have a resolution of at least at 200dpi to 400dpi.
18. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.
19. Have the person’s full name on the back of each photograph (when submitted manually).
20. All information provided here is in reference to guidelines and directives issued by the Ministry of Higher Education, the Ministry of Health, The Ministry of Home Affairs (including the Immigration Department of Malaysia) and its authorized agencies (EMGS etc) and provided to the best of our knowledge for the sole purpose of facilitating international student admissions, and may be subject to change. The College will advise in due course if any updates from the relevant authorities will affect documentation and admission procedures, and cannot be held responsible for such changes.



Appendix B – Document Translation Guidelines

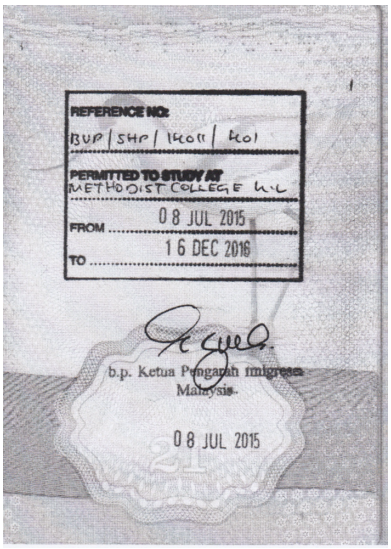
1. If documents are in a language other than English, they must be fully translated into English.
2. Translated documents must include the following:
   a. Confirmation from the company responsible for the translation, verifying that it is accurate to the original document
   b. Date of translation
   c. A declaration with the full name and signature of the translator or the officer representing the translation company, as well as the particulars of the translation company.

Appendix C – Immigration Requirements and Documents for International Students

1. If you are holding an **Expatriate Pass:**

(a) You will need to meet the following Immigration requirements based on your type of pass:
   i. PR Holder: no additional requirements.
   ii. Resident Pass: no additional requirements.
   iii. Dependent / Long Term Social / MM2H/ Immigration Exemption Pass (Aged Below 18 for at least 6 months after programme commencement):

Obtain Immigration Permission to Study Stamp in current passport. Support documents and instructions for completing this procedure will be provided the International Office.



(b) You will need to provide us a clear copy of the following documents by the programme orientation date:
   i. Full passport copy (current).
   ii. Full passport (previous, if most recent entry stamp into Malaysia is not in the current passport).
   iii. MyPR card (PR Holders only).
   iv. Medical screening basic package (blood and urine test, xray report, physical examination). A medical screening completed up to 3 months prior to the intake is acceptable. The Template will be provided to you.
   v. Immunization record copy.
   vi. Comprehensive insurance coverage - Schedule of Benefits and proof of active policy status (includes inpatient & outpatient treatment, hospitalization & surgery, emergency repatriation).
   vii. Copy of the principal pass holder’s Passport ID page and Visa/Entry Permit Page.
   viii. If you have been advised to apply for a Student Pass at a later date, please pay your Immigration-related fees according to the advised amount and deadline given.

2. If you are applying for a **Student Pass**

a) You will need to provide us a clear copy of the following documents by the stipulated deadline or we will not be able to guarantee approval of your student pass in time for your programme commencement:
   i. full passport copy (current) with a validity of at least 20 months from date of programme commencement.
   ii. full passport (previous, if most recent entry stamp into Malaysia is not in the current passport).
   iii. health declaration form.
   iv. Immunization record copy.
   v. Actual results / transcript of your academic qualification (Provisional results are not sufficient).
   vi. School leaving / transfer / migration / graduation certificate.
   vii. Certified translation of documents into English (if applicable).
   viii. Release letter with attendance from previous higher education institution in Malaysia (if applicable).
   ix. A digital copy of your photograph, to the Immigration specifications listed in Appendix A for student passes.

b) You will need to make payment of the Immigration-related fees as advised by the stipulated deadline.
c) If you are in Malaysia and converting from a Student Pass or expatriate-type pass, a complete application with documents and payment should be sent in no later than 4 weeks before the programme orientation date.
d) If you are holding an employment-type pass, you will need to leave the country and serve the required cooling-off period (if applicable) before being eligible to apply for a Student Pass.
e) If you are applying from outside Malaysia, a complete application with documents and payment should be sent in no later than 8 weeks before the programme orientation date.
f) Applicants from Sudan, Oman, Yemen or Iran require an additional document from the Embassy. Applicants will be advised accordingly.

Appendix D – Application of Dependent Pass for Family Members

1. International students from select countries are allowed to apply for dependent passes on behalf of their families for programmes at a Bachelors degree or higher.

2. The application for dependents can only be made once the student pass is approved and all procedures and payment with EMGS is complete.

3. As policies may change from time to time at Immigration’s discretion, enquiries for dependents are addressed on a case-by-case basis.

FOR OFFICE USE

Programme & Intake: ..... **Scholarship Detail:** ..... **Immigration Requirements** ☐ **IP Stamp** ☐ **None (Resident / PR Holder** ☐ **Student Pass (Present/ Future):** .....

Additional Advising/Note:	**Signature & Stamp of Recruitment Agent** *(Company Stamp)* **Name:** ..... **E-Mail:** .....

☐ **Send Offer Letter to Agent Office**

MERIT SCHOLARSHIP / BURSARY ELIGIBILITY

Eligible For: ☐

Finance Unit

Date: ..... **Cheque No.:** ..... **Amount.:** ..... **Received By:** .....

Department	Action	Remarks (If any)	Name & Signature	Date
International Office	1. Relevant documents attached 2. Visa & passport validity checked 3. Other requirements met 4. Airport Pick up: **Yes | No**			
Programme Advisor	1. Form complete 2. Relevant documents attached 3. Entry requirement fulfilled 4. Subject advising session remarks recorded if required			
Enrolment & Admissions	1. Form complete 2. Relevant documents attached			
Counselling Service Centre	1. Recommendation			
Office of The Registrar	1. Form and documents verified 2. Relevant documents attached 3. Data entered into system 4. Entry requirement fulfilled			

Head of Department / Director of Academic Studies

☐ **Accepted** ☐ **Accepted Conditionally** ☐ **Declined**

Remarks: .....

Name/ Stamp ..... Signature: ..... Date: .....

Office of The Registrar

☐ **Accepted** ☐ **Accepted Conditionally** ☐ **Declined** ☐ **Offer Letter Given**

Remarks: .....

Name/ Stamp ..... Signature: ..... Date: .....