APPLICATION PROCEDURE

Follow 5 simple steps to complete your application to KOLEJ ASA

STEP 1: TALK TO OUR PROGRAMME COUNSELLORS

- [ ] Furnish your academic results and ensure that you meet all the entry requirements of the programme.
  Receive a copy of the programme leaflet/brochure and fee structure.
  Understand the structure, options and duration of the programme. (Request for subject exemptions, if applicable)

STEP 2: GET READY TO FILL UP THIS APPLICATION FORM

Get ready the following documents/information before you begin with the application form:

- [ ] Academic Records (e.g., results, transcripts and certificates)
- [ ] NRIC/Passport
- [ ] English Language Achievements (if any)
- [ ] Contacts: correspondence, permanent and emergency

STEP 3: FILL UP THIS APPLICATION FORM

- Use a black or blue ballpoint pen to complete this form.
- Remember to write clearly in CAPITAL letters in the relevant space given.
- Complete all sections in this application form using the following checklist:

- [ ] Applicant's details
- [ ] Emergency contact
- [ ] Applicant's signature and date
- [ ] Programme details
- [ ] Academic details
- [ ] Parent's/Guardian's signature and date
- [ ] Contact details
- [ ] Special condition details

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

- Payment for enrolment fee of MYR700 (non-refundable) *
- Attach ONE (1) passport-size photograph (White background; size 3.5cm X 4.5cm) *
- ONE (1) certified true copy of Identity Card (NRIC)*
- School leaving/completion certificate (if available)
- Supporting documents for subject exemption (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copy of English Language qualification (if available):

  [ ] IELTS   [ ] TOEFL   [ ] MUET   [ ] Others (please specify)

- Certified true copies of all relevant official academic qualifications/results*:

  [ ] SPM (Forecast)   [ ] SPM (Actual)   [ ] O-Levels   [ ] UEC   [ ] STPM   [ ] A-Levels

  [ ] AUSMAT   [ ] CIMP   [ ] FIA   [ ] FIST   [ ] MUFY   [ ] Certificate

  [ ] Diploma   [ ] Degree

Additional information (only applicable to international students):

- Student Pass Processing Fee of MYR2,500 (non-refundable, non- transferable) *

Supporting Documents

- ONE (1) passport photo (White background; size 3.5cm X 4.5cm) *
- ONE (1) copy of passport (full passport including blank pages, on A4 size paper, 2 passport pages per side) *
- ONE (1) copy of official academic results*
- Health Declaration Form*

If sent by EMAIL:

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
Photo (white background; size 3.5cm x 4.5cm) *	STUDIO PHOTO	JPG
Passport copy*	2000KB	PDF
Official academic result	1000KB	PDF
Health declaration form	500KB	PDF

IMPORTANT NOTES

1. This application cannot be processed without the required items (as indicated with *).
2. Please do not send cash through the post. Kolej ASA will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
3. If you require on-campus accommodation, please complete the Hostel Application Form.
4. Please refer to the information given on page (ii) for more details about making payments.

STEP 5: SUBMIT YOUR APPLICATION

Submit the application form and all relevant documents and items to a counsellor at the Admissions Office or International Office