



Campus ☐ SEGi University ☐ Subang Jaya ☐ Kuala Lumpur ☐ Penang ☐ Sarawak ☐ Others _____

**Please affix a
passport sized
photograph**

Email

Part B : Programme Application (Please (✓) The Programme You Are Applying For)

□ Foundation

- ☐ Arts
- ☐ Commerce
- ☐ Science

☐ **Certificate**

- ☐ Business Studies
- ☐ Creative Design
- ☐ Early Childhood Care and Education
- ☐ Hotel Operations
- ☐ Information Technology

☐ **Diploma**

- ☐ Accountancy
- ☐ Business Administration
- ☐ Creative Multimedia
- ☐ Digital Photo Media
- ☐ Early Childhood Education
- ☐ Electronic and Electrical Engineering
- ☐ Graphic Design
- ☐ Hotel Management
- ☐ Information Technology
- ☐ Interior Architecture
- ☐ Marketing
- ☐ Mass Communication
- ☐ Mechanical Engineering
- ☐ Music
- ☐ Music Teaching
- ☐ Music Performance
- ☐ Psychology
- ☐ Restaurant Management

☐ **Postgraduate**

University of Sunderland (UOS), UK

- ☐ Master of Science, Engineering Management
- ☐ MBA (Master of Business Administration)

University of Southern Queensland (USQ), Australia

- ☐
- MBA (Master of Business Administration)

☐ Undergraduate (3+0)

University of Sunderland (UOS), UK

- ☐ Bachelor of Arts (Hons) Business and Human Resource Management
- ☐ Bachelor of Arts (Hons) Business and Management
- ☐ Bachelor of Arts (Hons) Business and Marketing Management
- ☐ Bachelor of Engineering (Hons) Electronic and Electrical Engineering
- ☐ Bachelor of Engineering (Hons) Mechanical Engineering
- ☐ Bachelor of Engineering (Hons) Automotive Engineering
- ☐ Bachelor of Science (Hons) International Tourism and Hospitality Management

University of Greenwich (UOG), UK

- ☐ Bachelor of Arts (Hons) Early Years Education
- ☐ Bachelor of Arts (Hons) Accounting and Finance
- ☐ Bachelor of Science (Hons) Computing
- ☐ Bachelor of Science (Hons) Psychology

University of Southern Queensland (USQ), Australia

- ☐
- Bachelor of Communication

☐ **Skill Academic Grant (SAG)**

- ☐ Diploma in Business Administration
- ☐ Diploma in Hotel Management
- ☐ Diploma in Interior Architecture

☐ **Others**

- ☐ AutoCAD
- ☐ Intensive English Programme
- ☐ Early Childhood Education - Short Courses

Others if not stated above:

Specialisations / Major : _____

Mode of Study: ☐ Full Time ☐ Part Time

Intake Date | d | d | m | m | y | y | y | y |

Part C : Educational Qualifications

Secondary School / Institution / University	Qualification	From (year)	To (year)

Part D : English Language Proficiency

Applicants who wish to study programmes taught in English must meet the individual programmes English language requirements. Please indicate your highest level of English proficiency and the Grades obtained.

☐ GCE 'O' Level _____ ☐ IELTS _____ ☐ TOEFL _____ ☐ MUET _____ ☐ Others _____

Part E : Work Experience (If Applicable)

Company	Position	From (year)	To (year)

Part F : Financial Arrangements

How do you expect to be financed during your studies?

☐ Self Finance ☐ PTPTN ☐ Scholarship ☐ EPF ☐ Sponsorship ☐ Other _____

If you are being sponsored, please provide the name and address of sponsor:

If you are not being sponsored, please provide a letter indicating your ability to finance your education.

Part G : Declaration of Serious Illness or Disability

Have you been or are you suffering from any physical impairment or disease? If yes, please give details:

☐ Yes _____
☐ No

If you have a serious illness or disability, we strongly encourage you to complete the declaration of disability letter and indicate any special needs. (This letter may be obtained from the Registrar's Office)

Part H : Supporting Document Checklist

To ensure you receive a quick response to your application, please enclose the following documents:

- ☐ Application fee (cheque should be payable to SEGi College Subang Jaya Sdn Bhd)
- ☐ 2 copies of colour passport-size photographs (6 copies for international / offshore students) with blue background
- ☐ 1 copy of certified identification card
- ☐ 3 copies of passport including blank pages (for international / offshore students only)
- ☐ Curriculum vitae and a 100 word write-up detailing work experience for MBA applications (if applicable)
- ☐ Recommended letter (if applicable)
- ☐ 1 certified true copy of academic certificate and transcript for the following qualifications:
 - ☐ Actual ☐ SPM ☐ O-Level ☐ STPM ☐ UEC ☐ A-Level ☐ SAM ☐ CPU ☐ Diploma ☐ LCCI
 - ☐ Bachelor Degree ☐ Forecast ☐ Others _____

Please Note: Students applying for Bank Loan / PTPTN Loan / EPF applications must be made at least one month before the programme orientation date.

Part I : Applicant Declaration

I declare that the information provided by me in connection with the application is true and correct. I undertake to inform SEGi College Subang Jaya immediately of any changes in address, phone number and any other information provided by me in this application.

I understand that SEGi College Subang Jaya reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to be bound by the Terms and Conditions of the offer to student at SEGi College Subang Jaya.

Applicant Signature

Please send the results / transcripts / correspondences

☐ To Me Only ☐ To My Guardians

Date / /

Part J : Recruitment Office (For Office Use Only)

Payment Type: ☐ Cash ☐ Credit Card ☐ Bank In ☐ Cheque
☐ TT ☐ Money Order ☐ Others _____

Payment Mode: ☐ Self Finance ☐ PTPTN ☐ Scholarship ☐ EPF
☐ Sponsorship ☐ Other _____

Instalment Plan: ☐ Monthly ☐ Yearly

Instalment Plan Code: [_____]

Counselled by: _____

Agent Details: _____

Date: d d m m y y y y

For Bursary Use Only

Student ID: SCSJ _____

Receipt No: _____

Received by: _____

Date: d d m m y y y y

Remarks

Details

- ☐ Promotion Scheme
☐ Scholarship
☐ Open Day
☐ Preview
☐ Others
☐ Friend 2 Friend

Introducer Name: _____

Introducer Contact: _____

Introducer Programme: _____

Authorised Signature

Date: d d m m y y y y

Part K : Registry and Admissions Office (For Office Use Only)

☐ Full Offer ☐ Conditional Offer ☐ Rejected

Registry's Remarks & Recommendations

Authorised Signature

Date: d d m m y y y y

Files to be sent to:

- ☐ Business & Accountancy ☐ Engineering & Information Technology ☐ Creative Arts & Design ☐ Foundation Studies
☐ Hospitality and Tourism ☐ Centre for Continuing Education ☐ Education

Part L : Faculty (If Required)

Faculty Remarks & Recommendations (if required)

Authorised Signature

Date: d d m m y y y y

Part M : Privacy

PRIVACY NOTICE: The information requested is used for our assessment of your suitability to programmes offered, for administration, management and support services (including, accommodation, transportation, immigration services), assessment and analysis, programme promotion and which may be disclosed to our service providers and agents, the SEGi University Group and Partner Universities (if applicable) for these purposes or if required to be disclosed to regulatory or statistical authorities, agencies or bodies or (where applicable) to the foreign authorities, embassies or consulates of an international student's home country. The information requested is necessary for the above purposes and your failure to provide the information, or providing inaccurate information may result in us not being able to fulfill the purposes above and could result in rejection or delay of your application.

NOTIS PRIVASI: Maklumat yang diminta digunakan bagi tujuan penilaian kami terhadap kesesuaian anda kepada program yang ditawarkan, untuk pentadbiran, pengurusan dan perkhidmatan sokongan (termasuk, penginapan, pengangkutan, perkhidmatan imigresen), penilaian dan analisis dan promosi program di mana maklumat ini berkemungkinan akan didedahkan kepada pembekal perkhidmatan dan ejen kami, Kumpulan SEGi Universiti dan Rakan Universiti (jika berkaitan) bagi tujuan-tujuan ini atau jika perlu untuk didedahkan kepada pihak-pihak berkuasa regulatori atau statistik, agensi atau badan berkaitan atau (di mana berkaitan) kepada pihak berkuasa asing, kedutaan atau konsulat negara asal seseorang pelajar antarabangsa. Maklumat yang diminta perlu bagi tujuan-tujuan di atas dan kegagalan anda memberikan maklumat, atau memberikan maklumat palsu boleh mengakibatkan kami gagal memenuhi tujuan-tujuan di atas dan juga boleh menyebabkan penolakan atau kelewatan terhadap permohonan anda.

If your application is rejected, we will keep your information for a reasonable period according to legal requirements, and also for administration and marketing purposes and may contact you on any promotions.

Sekiranya permohonan anda ditolak, kami akan menyimpan maklumat anda untuk satu tempoh yang munasabah mengikut keperluan undang-undang, bagi tujuan pentadbiran dan pemasaran dan juga bagi membolehkan kami menghubungi anda sekiranya terdapat sebarang promosi tertentu.

If you do not wish us to contact you for this purpose, please tick (✓) here..... ☐

Note: if you later wish us not to contact you, please send your request via email to askme@segi.edu.my.

Sekiranya anda enggan dihubungi bagi tujuan ini, sila tandakan (✓) di sini..... ☐

Nota: Sekiranya anda tidak mahu dihubungi pada masa hadapan, sila hantarkan permohonan anda melalui email ke askme@segi.edu.my.

If your application is accepted, all information provided by you will become our student record and will be necessary to be retained by us for the purposes as stated in our letter of offer to be later issued to you. Further, your information may be disclosed to the person which you specify below and also to such persons mentioned in our letter of offer to be later issued to you.

You have the right to ask for a copy of the information we hold on you (for which we may make a small charge) and to correct any inaccuracies in your information. Please refer to the Registry to submit your request.

Sekiranya permohonan anda diterima, semua maklumat yang diberikan oleh anda akan disimpan sebagai rekod pelajar kami dan adalah perlu untuk kami menyimpan maklumat tersebut bagi tujuan-tujuan seperti yang dinyatakan di dalam surat tawaran yang akan diserahkan kepada anda. Selanjutnya, maklumat anda mungkin akan didedahkan kepada pihak-pihak yang telah anda khususkan seperti di bawah dan juga pihak yang disebut di dalam surat tawaran kami yang akan diserahkan nanti.

Anda berhak untuk memohon sesalinan maklumat anda dalam simpanan kami (dimana kami akan mengenakan bayaran caj perkhidmatan) dan membetulkan mana-mana ketidaktepatan dalam maklumat anda. Sila rujuk Pejabat Pendaftaran bagi mengemukakan permohonan anda.

Personal Data Protection Act 2010: Persons authorised for disclosure of personal information

Akta Perlindungan Data Peribadi 2010: Orang yang diberi kuasa untuk menerima maklumat peribadi

In the processing of my application, I hereby authorize SEGi to disclose my personal data (including sensitive personal data) to the following persons:

Dalam pemrosesan permohonan saya, saya dengan ini memberi kuasa kepada SEGi untuk mendedahkan data peribadi saya (termasuk data peribadi sensitif) kepada orang-orang berikut:

- (a) My parents / guardian / Ibu bapa / penjaga saya;
- (b) My Spouse (if applicable) / Suami atau Isteri saya (jika berkaitan);
- (c) Other persons (please name and indicate relationship) / Orang lain (Sila namakan dan nyatakan hubungan):

1. Name / Nama :

Relationship / Hubungan :

2. Name / Nama :

Relationship / Hubungan :

3. Name / Nama :

Relationship / Hubungan :

4. Name / Nama :

Relationship / Hubungan :

5. Name / Nama :

Relationship / Hubungan :

6. Name / Nama :

Relationship / Hubungan :

I understand that I am allowed by notice in writing to withdraw my consent for disclosure to the above authorised persons. However, I agree that should I so withdraw my consent, SEGi reserves the right to notify the above persons of that such withdrawal has taken place.

Saya faham bahawa saya dibenarkan melalui notis secara bertulis untuk menarik balik persetujuan mendedahkan maklumat data peribadi saya kepada orang yang diberi kuasa seperti di atas. Walaubagaimanapun, saya bersetuju bahawa sekiranya saya menarik balik persetujuan itu, SEGi berhak untuk memaklumkan orang yang disebut seperti diatas bahawa pemberiankuasa tersebut telah ditarik balik.

I have read the Privacy Notice above and consent to the collection and processing of my personal data in the aforesaid manner.

Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemprosesan data peribadi saya mengikut cara yang diterangkan.

Name / Nama :

NRIC / Passport No. / :
No. Kad Pengenalan / No. Passport

Signature / Tandatangan

Date / Tarikh: d d m m y y y y

Parental / Guardian's Consent (only if applicant is below 18 years old) / Persetujuan Ibu Bapa / Penjaga (jika pemohon di bawah 18 tahun)

I have read the Privacy Notice above and consent to the collection and processing of my child's / ward's personal data in the aforesaid manner.

Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemprosesan data peribadi anak / anak jagaan saya mengikut cara yang diterangkan.

Name / Nama :

NRIC / Passport No. / :
No. Kad Pengenalan / No. Passport

Signature of Parent or Guardian/Tandatangan Ibu/Bapa atau Penjaga

Date / Tarikh: d d m m y y y y

PRIVACY NOTICE: I understand that SEGi will use this information for the purpose for administration and marketing purposes and may be shared with the SEGi University Group and to its service providers. I give my consent to the processing of the data.

NOTIS PRIVASI: *Saya faham bahawa SEGi akan menggunakan maklumat ini bagi tujuan pentadbiran dan pemasaran dan berkemungkinan akan dikongsi bersama Kumpulan SEGi Universiti dan juga pembekal perkhidmatannya. Saya dengan ini memberi persetujuan bagi pemprosesan data peribadi tersebut.*

Name / Nama :

Signature / Tandatangan

Date / Tarikh: d d m m y y y y

Parental / Guardian's Consent (only if data subject is below 18 years old) / Persetujuan Ibu Bapa / Penjaga (jika subjek data di bawah 18 tahun)

I have read the Privacy Notice above and consent to the collection and processing of my child's / ward's personal data in the aforesaid manner.

Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemprosesan data peribadi anak / anak jagaan saya mengikut cara yang diterangkan.

Name / Nama :

NRIC / Passport No. / :
No. Kad Pengenalan / No. Passport

Signature / Tandatangan

Date / Tarikh: d d m m y y y y

[Note: Details of SEGi's Privacy Policy is available at www.segi.edu.my]

[Nota: Butiran lanjut mengenai Dasar Privasi SEGi boleh didapati melalui laman sesawang www.segi.edu.my]