

ELM GRADUATE SCHOOL Admission Application

GUIDELINES FOR COMPLETING THE FORM:

1. Please indicate the course and intake you are applying for on this page.
2. Provide information requested in Section A to E as completely as possible for the timely processing of your application. Answer applicable questions by marking ✓ against the boxes.
3. Enclose certified copies of national I.D. / passport, qualification documents and latest CV. If non-certified copies are submitted, the original documents shall be presented for the university's verification before course commencement.
4. This application, together with required documentation submitted, shall remain the confidential property of ELM Graduate School & HELP UNIVERSITY.

Applicant's Name		Application Date	
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COURSE APPLIED FOR - tick (✓) in box against course OR write name of course if not listed below			
BUSINESS / MANAGEMENT			
<input type="checkbox"/>	Master of Business Administration (MBA)	<input type="checkbox"/>	Master of Business Administration (ODL)
<input type="checkbox"/>	Master of Applied Business Analytics (MABA)	<input type="checkbox"/>	Master of Accounting and Finance (MAF)
<input type="checkbox"/>	Master of Corporate Governance (MCG)	<input type="checkbox"/>	Master of Entrepreneurship (MER)
<input type="checkbox"/>	Master of Project Management (MPM)	<input type="checkbox"/>	Master of Human Resource Development (MHRD)
<input type="checkbox"/>	Master of Philosophy (MPhil) (Pure Research)	<input type="checkbox"/>	Doctor of Business Administration (DBA)
<input type="checkbox"/>	Doctor of Philosophy (Business, Management and Entrepreneurship) (Pure Research)		
CRIME AND CRIMINOLOGY		EDUCATION & LANGUAGE	
<input type="checkbox"/>	MSc in Economic Crime Management (ECM)	<input type="checkbox"/>	Master of Education (TESL)
PSYCHOLOGY		<input type="checkbox"/>	Master of Education (Teaching and Learning) (MEDTL)
<input type="checkbox"/>	Master of Clinical Psychology (MCP)	<input type="checkbox"/>	Doctor of Philosophy (Education) (Mixed-Mode)
<input type="checkbox"/>	Masters in Counselling (MC)	COMPUTING & INFORMATION TECHNOLOGY	
<input type="checkbox"/>	Master of Philosophy (MPhil) in Psychology	<input type="checkbox"/>	Master of Data Science (MDS)
<input type="checkbox"/>	Doctor of Philosophy (PhD) Psychology	<input type="checkbox"/>	

INTAKE (month / year of planned course commencement)	
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HELP University values your decision to pursue your course of choice. The Admissions Committee will consider applications on the basis of the applicant's academic, professional and other qualifications, in terms of the admissions policy.

HELP University will issue a letter of course admission to successful applicants, normally within seven (7) working days. Please note that your course commencement and progression

is subject to settlement of applicable course fees and other requirements stated in the course admission letter.

Our mission is to help people succeed in life and live a life of significance through education. We are confident candidates will find the learning and networking experience interesting and invaluable for their career advancement and personal enhancement.

Have you made any previous applications to the HELP Group? NO YES
Please specify:

How did you know about HELP and its postgraduate programmes?
Please specify:

Were you previously a registered student at any other educational institution in Malaysia? NO YES
If yes, please specify year(s):

If you are an expatriate domiciled in the present country, please specify your nationality

If you have previously held or are holding a Malaysian student visa, please provide details on an attachment

SECTION A: PERSONAL INFORMATION (Please provide legal name as in national ID/passport)

First Name(s) Please provide legal name as in national ID/passport			1 passport-size or soft copy of (3.5 cm X 4.5 cm) photograph with white background
Surname/Family Name			
Nationality	Race	NRIC/Passport No	
Date of Birth dd/mm/yy	Place of Birth		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		
Correspondence Address			
City		Country	Postcode
Tel No		Mobile Tel No	
Fax No		Email address	
Business/Home/ Permanent address			
City		Country	Postcode
Tel No		Mobile Tel No	
Fax No		Email address	
Person to contact in event of emergency Name, contact information and relationship to applicant			

Do you have any medical condition(s) or disability that require(s) special assistance? NO YES

If Yes, Please specify: _____

Please name the location of the nearest Malaysian Embassy/ High Commission / Consulate for your student entry visa application: (Note: Malaysian RM150 (about USD42) will be charged for any subsequent change of embassy/high commission/consulate after this application has been submitted.)

Your own Country

Neighbouring Country (if there is none in your country)

Country _____

Country _____

City _____

City _____

TO BE COMPLETED BY RECRUITING AGENT

Name of Recruiting Agent	
The offer letter and the Visa Approval Letter (VAL) should be emailed to	
The offer letter and the Visa Approval Letter (VAL) should be posted to	

PLEASE UPDATE ELM GRADUATE SCHOOL IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION

SECTION B: ACADEMIC AND PROFESSIONAL QUALIFICATIONS AND CAREER HISTORY

If space is not sufficient, please use an attachment.

TERTIARY EDUCATION

Academic Institution	Award (Name of degree/diploma, etc.)	Date of conferment of award

PROFESSIONAL AND OTHER QUALIFICATIONS

Professional Body / Institution	Qualification	Membership / Admission Date

CAREER

CURRENT OCCUPATION-EMPLOYER (Appointment Date / Nature of Business)

Responsibilities and Duties

PREVIOUS EMPLOYMENTS

Organisation / Nature of Business	Position / Duration	Roles and Responsibilities	Dates (Months/Year)

SECTION C: APPLICATION FOR CREDIT TRANSFER (EXEMPTION) NO YES

Please mark ✓ in appropriate box above. Applicants who wish to apply for credit transfer for the course based on previous qualifications should submit relevant documentation such as the award certificate, transcripts, course syllabus and assessment method.

Exemptions are normally only granted on the basis of qualification at postgraduate level. A fee is chargeable for each credit transfer granted.

Details of Credit Transfer Application

SECTION D: OTHER INFORMATION, IF ANY

SECTION E: STATEMENT OF PURPOSE AND APPLICANT'S DECLARATION

Please explain why you wish to pursue the course and how the learning experience and qualification are likely to benefit you in your career and personal development. Please use an attachment, if necessary.

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I, _____ (applicant's name), hereby submit my application for admission into the course as stated in this form, together with the application fee payable to **HELP UNIVERSITY SDN BHD**.

FOR MALAYSIAN APPLICATIONS	FOR INTERNATIONAL APPLICATIONS
RHB Bank Berhad Account No.: 2143-3435-0034-32	HSBC Bank Malaysia Berhad Level 1, Annexe Menara Millennium, Jalan Damanlela, Pusat Bandar Damansara, 50490 Kuala Lumpur Account No.: 359 010 303 101 Swift Code: HBMBMYKL

I declare that the information given is true and correct, and that, on course commencement and progression, I shall comply with all the governing conditions, and rules and regulations of HELP University. I acknowledge that any false or misleading information given may result in the non-acceptance of my application or my exclusion from the course and the university. I authorise HELP University to obtain evidence from any third party as is necessary for confirmation of the information that I have provided for the purpose of this application.

I nominate the following individuals who agree to provide references in support of my application:

Name of Referee	1	2
Position and Organisation		
Contact Information Addresses, Tel. No., E-mail Address, etc		

Signature of Applicant _____ Date _____

THIS SECTION FOR OFFICE USE ONLY	
Education Advisor	Course Admission Letter Issued
Course Admission Approved By <i>Name and Signature</i>	Processed By
Date / Comments	Date



For more information and enquiries _____

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Department of Education | Department of Languages
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Tel: 603-7849 3000 Website: www.help.edu.my Email: marketing@help.edu.my