

NUP

NATIONAL UPSKILLING PROGRAMME

ADMISSION APPLICATION

Please download the latest **Adobe Acrobat Reader DC** to complete this form

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1. Please indicate the programme and intake you are applying for on this page.
2. Provide information requested completely for the timely processing of your application.
3. Enclose certified copies of national I.D./passport and qualification documents.
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 HELP UNIVERSITY.

Applicant's name _____ Application date _____

Programme applied for (Please indicate)

- ☐ Master of Business Administration
- ☐ Master of Human Resource Development
- ☐ Master of Accounting and Finance
- ☐ Master of Corporate Governance
- ☐ Master of Project Management
- ☐ Master of Entrepreneurship
- ☐ Master in Investment and Wealth Management
- ☐ Master of Data Science
- ☐ Master of Education (Teaching and Learning)
- ☐ Master of Science in Economic Crime Management

Intake (Month of Commencement and Year)

Eligibility (Please indicate)

- | | |
|--|--|
| ☐ HELP alumni/graduates | ☐ Employees of SMEs |
| ☐ Teachers | ☐ Unemployed |
| ☐ NGOs | ☐ Corporate |
| ☐ Civil Servants | ☐ Senior citizens |
| | ☐ Retirees |

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.

Section A: Personal Information

(Please provide legal name as in national ID/passport)
First name(s)

Surname/Family name

Nationality

Race

NRIC/Passport no.

Gender

☐ Male

☐ Female

Self-portrait

(White background)

Date of birth (dd/mm/yy)

Place of birth

Marital status:

Correspondence address

City

Postcode

Tel. No.

Mobile 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:

To be completed by Recruiting Agent:

Name of recruiting agent _____

Section B: Academic and Professional Qualifications and Career

▼ 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 EMPLOYMENT

Organisation/Nature of business	Position/Duration	Duties and responsibilities

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:

- ☐ 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. 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. The total tuition fee must be paid before the completion of the course. All fees paid are non-refundable.

Save as

Signature of Applicant: _____ Date: _____

IMPORTANT:

Please email this application form, together with required documentation to NUP.HELP@help.edu.my

This section for office use only

Education advisor	Course admission letter issued:
Course admission approved by: (Name and Signature)	Processed by:
	Date:
Comments:	