



SERI STAMFORD
COLLEGE (P12588)

SERI STAMFORD COLLEGE

Plaza Menjalara No 1, Jalan Menjalara Idaman,
Bandar Sri Menjalara, 52200 Kepong, Kuala Lumpur
Tel: 1800 880 866 / 017-223 1689

Email: hello@seristamford.edu.my Website: www.seristamford.edu.my

AFFIX
PHOTO
HERE

APPLICATION FORM FOR ADMISSION

STUDENT ID

PLEASE TICK (✓) THE PROGRAMME YOU WISH TO APPLY FOR:

Foundation & Certificate

- A-level (Arts)
 A-level (Science)
 Foundation in Electrical Engineering
 Foundation Studies in Engineering
 LCCI Accounting
 Certified in Office Administration
 Certified Accounting Technician (CAT)
- LCCI Marketing
 Certificate in Teaching course (CITC)
 Intensive English / Communication Skills / LCCI EB / IELTS

Diploma

- Diploma in Executive Secretaryship
 Diploma in Corporate Administration
 Diploma in Business Administration
 Diploma in Hospitality Management (AHLEI)
 Diploma in Information Technology
 Diploma in Marketing
 Diploma in Media & Communication
- LCCI L4 Diploma in Accounting and Finance
 Diploma in Law

Undergraduate & Professional

- Bachelor of Laws University of London
 Bsc. (Hons) Accounting & Finance/ Banking & Finance University of London*
* Delete wherever not applicable
 American Degree Transfer Program
 Bachelor of Hospitality (Management), Federation University Australia
 Bachelor of Applied Management, Federation University Australia
 Association of Chartered Certified Accountants (ACCA) Level _____

Postgraduate

- Master of Business Administration Federation University Australia
- Other programmes: _____
- Have you previously enrolled in this college? Yes No

Intake: Month Year Mode of Study: Full Time Part Time

1. PERSONAL PARTICULARS (PLEASE USE BLOCK LETTERS)

Name of applicant as shown in IC/Passport

IC No/Passport No Nationality: Malaysian Gender: Male Female

Others _____
(Please specify) Religion:

Date of Birth (DD/MM/YYYY) Marital status: Married Single Race: Malay Chinese Peribumi

Indian Others _____
(Please specify)

Country of origin Visa required

State Insurance required

Permanent address (as shown in IC/Passport)

State Post code Handphone no.

Country E-mail address

Correspondence address (if different from permanent address)

[]	
State []	Postcode []
Country []	Handphone no. []

Emergency contact

In case of emergency contact : (name)

[]

Emergency contact's permanent address (if different from applicant's permanent address)

[]	
State []	Postcode []
Country []	Handphone no. []
Emergency contact's occupation []	Relationship []

2. PARTICULARS OF PARENT/GUARDIAN

Name of parent/guardian

[]

Parent's/guardian's permanent address (If different from applicant's permanent address)

[]	
State []	Post Code []
Country []	Handphone no. []
Parent's/guardian's occupation []	Relationship []

3. ACADEMIC RECORD

Highest examination passed:

SPM / 'O' Level
 STPM / 'A' Level
 Degree
 Others _____
(Please specify)

SPM/ GCSE 'O' Level or other Secondary School Certificate

No.	Subject	Grade
1	Bahasa Melayu (if taken)	
2	English (if taken)	
3	Mathematics (if taken)	
4	Sejarah (if taken)	
5		

No.	Subject	Grade
6		
7		
8		
9		
10		

School / Institution : _____

Year taken : _____

Actual results Forecast results

STPM / GCE 'A' Level/UEC or other Matriculation or Higher Secondary Education Certificate

No.	Subject	Grade
1		
2		
3		
4		

No.	Subject	Grade
5		
6		
7		
8		

School / Institution : _____

Year taken : _____

Actual results Forecast results

English

Award	Point / Level	Year
TOEFL		
IELTS		
Others (Please state)		

Degree or other qualifications

Award	Point / Level	Year

4. CHECKLIST FOR ENCLOSED DOCUMENTS

- Application fees (All payments must be made by crossed cheque, postal order, bank draft or cashier order made payable to **SERI STAMFORD COLLEGE SDN BHD**)
- Passport size photo (2 copies for local student and 8 copies for foreign student)
- Photocopy of IC / Passport (1 copy for local student / 3 copies for foreign student)
- Certified true copy of all relevant results (i.e. SPM/STPM/O-Level/A-Level/Diploma/Degree) and School Leaving Certificate

5. DECLARATION

- i. I agree to comply with the Stamford Students Regulations, all policies, rules and regulations, including those made by the Schools / Departments, and authorised officers of the College, if my application is accepted. (A copy of the Regulations can be obtained from the College.)
- ii. I declare that the information given in this form is true and correct. I accept that the submission of incorrect information or documentary evidence may result in the termination of my registration as a student.
- iii. I acknowledge that the College shall be deemed to have notified me in writing if any correspondence is posted to the most recent mailing address that I have provided. I shall notify the College in writing of any change of address or other personal details.
- iv. I understand that I am liable for payment of all fees connected with the programme I am applying for. I understand that a failure to pay any outstanding fees by the due date may lead to termination of my registration.
- v. I agree to the College releasing my examination results and progress reports to my parent(s), guardian(s) and/or sponsor(s).
- vi. I authorise the College for the collection, processing, use and disclosure of my personal data (including sensitive personal data as defined in Data Protection Act 2010) in accordance to the terms and conditions stipulated in our privacy notice made available on Stamford Website and Student Handbook.
- vii. I understand that I will not be registered as a student until a place is offered to me by the College and fulfill all requirements of registration, including the payment of fees.

The submission or acceptance of this document does not create any legal relationship between the applicant and the college

Applicant's signature : _____ Date : _____

Applicant's name : _____

FOR OFFICE USE ONLY

Education Counsellor's ID/Name : _____ Date : _____

Introduced by staff Yes No If yes, please indicate the staff's name : _____Introduced by student Yes No If yes, please indicate the student's name : _____Introduced by agent Yes No If yes, please indicate the agent's name : _____

Application received by : _____ Date : _____

Loan / Scholarship Arrival date Corporate / Sponsor Documents verified Date of joining Ex-Stamford Student Yes Programme Completed _____Discount allowed Remarks

Application approved by:

Head of School/Department/Authorised designate

Name : _____

Signature : _____

Date in : _____ Date out : _____

Comments

*Please indicate the amount of fees payable :*Registration fee Administration fee Security deposit Manual fee Computer / Engineering * Lab fee **If Applicable*

Other fee (please specify)

 Amount (RM) Tuition fee (please indicate the payment mode by): Full payment Amount (RM) Receipt No. Instalment payment 1st instalment 2nd instalment 3rd instalment **PAYMENT MADE BY INTERNATIONAL STUDENTS**Payment mode : **Cash / Draft / Online** Amount paid in : RM USD
(Please delete whichever is applicable)Receipt No. Payment collected by : Date