

Application to AIU is free, if you are requested to pay in order to apply, please inform us at admissions@aiu.edu.my



Albukhary International University
(KPT/JPS/DFT/US/K04)



ENROLMENT & SCHOLARSHIP APPLICATION FORM

Information to Applicants

- i. This scholarship is for underprivileged and disadvantage students.
- ii. This form should be completed by the applicant him/herself and duly signed by him/her. The University reserves the right to reject any application that is completed by agent or another party representing the applicant.
- iii. The completed form must be submitted together with all supporting documents required. The University reserves the right not to process or reject incomplete application.
- iv. Applicant is required to submit his/her own e-mail address in order to facilitate communications on the application from the University.
- v. Should you have any enquiries regarding this application, please contact us at:

Tel: +604-7747311/7312/7313/7315/7316/7317

e-mail: admissions@aiu.edu.my or registrar@aiu.edu.my

Application Category

Please indicate the application category herewith:

- i. Foundation Studies
- ii. Undergraduate Programme:
 - ICT
 - Business

Application Deadline

For Malaysian Applicants:

- i. Foundation Studies: 2 weeks after the announcement of SPM results
- ii. Undergraduate Programme: 2 weeks after the announcement of STPM results

For International Applicants:

- i. Foundation Studies } 30 May 2012
- ii. Undergraduate Programme }

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A. PERSONAL DETAILS

Name as stated in the Identity Card/Passport (in capital letters): <input type="text"/> <input type="text"/>				Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Citizenship:	Date of Birth: <small>d d m m y y y y</small> <input type="text"/>	Age: <input type="text"/> <input type="text"/>	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others		
Identity Card/ International Passport No:	Date of Expiry: <small>d d m m y y y y</small> <input type="text"/>	Date of Issue: <input type="text"/>	Place of Issue: <input type="text"/>		
Country/State of Origin:	Country of Residence:	Religion: <input type="text"/>			

Home Address

Street

City/State Country Postcode

Telephone No: Fax No: * Email Address

Mailing Address (if different than above)

Street

City/State Country Postcode

Telephone No: Fax No:

* please provide your own e-mail address and check your e-mail regularly for information on the application.

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C. FINANCIAL BACKGROUND

Monthly Income of parents/ Guardian

	Father (RM/USD)	Mother (RM/USD)	Guardian (RM/USD)	Total (in RM or USD)
Employment				
Business				
Rental				
Others				
Total				

** Please submit a statement of income in the form of monthly salary slip, income tax statement or a letter from an authority stating the occupation of father/mother/guardian and the estimation of income per month.*

Family Expenditure

Type of Expenditure	Monthly (RM/USD)	Yearly (RM/USD)
House Installments/Rental		
Electricity/Water		
Telephone		
Loan Repayment (car/motor-bike/appliance)		
Transport		
Education		
Others (i.e. satellite television, internet etc)		

Special Consideration

Please highlight any problems with regards to income and expenditure that would allow us to give special consideration for your application and please provide supporting document for the statement (eg: high cost of medical treatment for family members):

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D. EDUCATION INFORMATION.

Highest Qualifications:

- Diploma/ Matriculation
- A-Level or equivalent
- O-level or equivalent

List of subjects and grade for the qualification:

No.	Subject	Grade/ Marks Obtained
1.	Mathematics	
2.	English	
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

List of All Schools Attended and Qualifications/Diploma/Certificate Obtained* (Beginning from Primary Level)

	Name/address of School	Date of Entry	Date of Exit	Type of Certificate Obtained	Score/Grade/ CGPA/Division
1.					
2.					
3.					

* Please submit certified copies of the original certificate and transcripts-documents need to be translated and certified in English

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E. WORKING EXPERIENCE

	Name/address of Employer	Position	Date of Entry	Date of Exit
1.				
2.				

F. EXTRA-CURRICULAR ACTIVITIES/COURSES ATTENDED**

List your school/community/religious/sport/other activities/courses attended in the past three (3) years.

	Activities/Courses	Position held or honours received	From (Month & Year)	To (Month & Year)
1.				
2.				
3.				
4.				
5.				

**** Please submit certified copies of the original certificates/documents**

Community Participation Describe the nature of your involvement or associations within your community, including volunteer work and specify year of involvement and position held. (Although this award is based on financial need, information on community involvement will be considered)

	Association/Programme	Position held or honours received	From (Month & Year)
1.			
2.			
3.			

G. ADDITIONAL INFORMATION

<p>i. Have you ever studied in any institution of higher learning in Malaysia or other institution overseas?</p> <p><input type="checkbox"/> Yes (If Yes, please fill in this Section) <input type="checkbox"/> No, please proceed to <i>Question iv.</i></p>
<p>ii. Name and address of the institution(s):</p>

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iii. Reasons for leaving:

- Study/Course completed
 Dismissed
 Withdrew
 Others

If Others, please state:

iv. Medical Disclosure

Do you have any disability, impairment or long-term medical condition which may affect your studies?

- Yes
 No

If you do, you need to specify or tick (✓) the relevant boxes.

- Dyslexia
 Epilepsy
 Asthma
 Wheelchair user/mobility difficulty
 Hearing impairment
 Blind/ partially blind/colour blindness
 Diabetic
 Tuberculosis
 AIDS/HIV
 Require care support - *please specify*
 Others - *please specify*

v. Criminal Record

Have you ever been convicted of a criminal offence?
 Yes
 No

If Yes, give details.....

vii. Emergency Contact

Title: Name:

 (Mr/Ms/Dr etc)

Address:

Relationship:

 Contact no

vii. Where did you first learn about Albukhary International University and its programmes? (Please tick one box only)

- Advertisement
 Radio
 University Brochure
 World Wide Web
 Exhibition/Careers Fair
 Embassy/Consulate Office
 Personal Recommendation
 Other _____

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Other Funding/Assistance

Do you receive or expect to receive any other funds during your period of study (This includes money from private trusts, charities, student loans access, hardship funds, etc.)? If YES, please provide the details:

No.	Name and address of Organisation	Amount (RM/USD)
1.	Name: Address: Contact:	
2.	Name: Address: Contact:	

F. Referees*: Name and contact details of two (2) people who can act as referees for this application (e.g. Embassy, Dean, Head of School, Head of Village/Community, Legal Practitioner)

Name	Address	Position/Relationship
(Mr/Ms) _____ Email: _____ Tel : _____	_____ _____ _____	_____ _____ _____
(Mr/Ms) _____ Email: _____ Tel : _____	_____ _____ _____	_____ _____ _____

**Please attach letters of support from both referees.*

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CHECKLIST

Please submit all the following items along with the Application Form to ensure that your application is complete and can be processed for admission. Please tick (✓) in the appropriate boxes to indicate items that have been attached.

- a. Certified copies of National Identification/passport or any authorised identification.
- b. Certified copies of GCE 'O' Level/A Level, SPM/STPM, or any other equivalent certificates.
- c. Certified copies of School Leaving Certificate/References.
- d. 2 Referees Recommendation Letter (in sealed envelope)
- e. 4 recent passport-size, colour photographs.
- f. 2 photos of your house (inside and outside)
- g. Evidence of English Proficiency Examination (IELTS, TOEFL or equivalent)
- h. Financial Statement/Confirmation of parent's income for the past three (3) months
- i. Certified copies of any other relevant documents i.e. Death Certificate of Parent(s), co-curriculum activities etc.
- j. Evidence of Other Funding/assistance

Important: Please submit *only certified photocopies* of official documents. If the documents are not in English, *certified English translation* must be attached. Please note that all application forms will be disposed of six months after the closing date.

Upon completion, please return this form to:

Registrar,
Admissions and Records,
Albukhary International University,
Jalan Tun Abdul Razak, 05460 Alor Star, Kedah Darul Aman, MALAYSIA
Tel: +604 - 7747300 Fax: +604 – 7747310

email: admissions@aiu.edu.my website: www.aiu.edu.my

For Office Use Only:	Reference no.	Date of verification:
Date received:		
Country code:		

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Referee information sheet

Albukhary International University (AIU) is fully funded by the Albukhary Foundation, Malaysia and all students attending AIU shall be sponsored through the Albukhary Foundation Scholarship. This Scholarship is intended to motivate youth from disadvantaged areas throughout the world who otherwise will not have the financial means to pursue tertiary education to become leaders and contributors in the 21st Century. Successful applicants are expected to achieve high academic standards, to make a positive contribution to their profession and to undertake leadership roles in their community. The Foundation intends to make available ten (10) scholarships for each country to assist disadvantaged youths to graduate with a degree from the AIU. For November 2010 intake, 140 successful students from 24 different countries have been awarded the scholarship. This scholarship is now available for students who can apply to begin their studies at AIU in July 2011 starting with the Foundation Studies Programme.

About Your Reference

The applicant will have asked you to make an academic, community, personal, or a professional reference. Your reference should be a statement in your own words about how effectively the applicant meets the applicant criteria relevant for your type of reference. Specifically:

- a. **An academic reference** should assess the academic potential of the applicant. You must have taught or supervised the applicant previously.
- b. A **professional reference** should assess the capacity of the applicant to make a significant contribution to the community in the future and his/her financial background.
- c. A **community or personal reference** should assess the personal attributes of the applicant and his/her financial background. Please indicate for how long you have known the applicant.

The table below shows the applicant criteria.

Professional goals	<ul style="list-style-type: none">• Clear career intentions to work in an educative and advocacy role for families and households• The potential to work in a leadership role and make a professional contribution to their community• Financially disadvantaged
Academic potential	<ul style="list-style-type: none">• Good grades, normally having passed with 5 credits including English, Mathematics and one of the Science subjects• A capacity for critical and analytical thinking• Financially disadvantaged• The potential to succeed academically at a high level
Personal attributes	<ul style="list-style-type: none">• The persistence and motivation to achieve• Integrity, maturity and leadership qualities, well-developed communication skills• A commitment to community service and financially disadvantaged• Sensitivity in dealing with a range of people and issues, the ability to work collaboratively

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Referee statement

Thank you for providing this statement and your reference. They will help the Selection Committee during the selection process for the scholarships. The Referee information sheet provides information about the Albukhary Foundation, the scholarship and what is required for a reference. Please read it before completing this form and writing your reference.

To Be Completed By the Referee

Contact Details	
Name of School/ Organization/Institution	
Name of Referee	
Address	
Phone number	Email

Applicant Circumstances						
Please use this section to highlight why you have recommended this applicant for the AIU Scholarship. Please tick one or more of the following criteria						
The nature of this referee statement is: <table style="display: inline-table; vertical-align: middle;"> <tr> <td><input type="checkbox"/></td> <td>academic reference <i>OR</i></td> </tr> <tr> <td><input type="checkbox"/></td> <td>community or personal reference <i>OR</i></td> </tr> <tr> <td><input type="checkbox"/></td> <td>professional reference</td> </tr> </table>	<input type="checkbox"/>	academic reference <i>OR</i>	<input type="checkbox"/>	community or personal reference <i>OR</i>	<input type="checkbox"/>	professional reference
<input type="checkbox"/>	academic reference <i>OR</i>					
<input type="checkbox"/>	community or personal reference <i>OR</i>					
<input type="checkbox"/>	professional reference					
I have known the applicant for: _____ years						

Attributes	Excellent	Good	Average	Poor
▪ Attitude to school work - interest attitude desire to learn				
▪ Dependability – reliability, sense of duty, loyalty, sense of responsibility				
▪ Initiative – leadership, resourcefulness, self reliance, originality				
▪ Character & personality – standard of behaviour, integrity, self control, honesty, sincerity				
▪ Presentation – Impression made on others, maturity, manners, appearance, neatness				
▪ Service to the community & voluntary involvement				

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Additional Information
Please use this section to provide any additional details of this applicant's circumstances. You are also required to comments on the applicant's financial background and why he/she deserved the Scholarship.

Recommend		Recommend with reservations		Do not recommend	
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Referee Declaration*	
I confirm that the information given on this form is true, complete and accurate and no information or other material information has been omitted.	
Signature & Stamp	Date

***IMPORTANT:** The recommendation form is to be completed and STAMPED by the school/organization/village/community leader and NOT BY THE STUDENT OR FAMILY MEMBER. This reference should be included in a sealed separate envelope TOGETHER with the student's completed application form.