



UUM CAS

Universiti Utara Malaysia . College of Arts and Sciences

POSTGRADUATE APPLICATION FORM

**To all applicants
Graduate Studies Programme
Universiti Utara Malaysia**

Thank you for choosing Universiti Utara Malaysia as your centre for excellence.

While filling in the form, please pay attention to the following:

- Fill in the form in block letters using a black pen or a typewriter;
- All sections must be filled in. State “not applicable” wherever necessary.

The completed application form must be submitted with the following documents:

i) Malaysian Applicants

Received Bill Payment Slip (BPS) for the amount of RM100 for processing fee which can be paid at any branch of Bank Islam Malaysia Berhad by using BPS stating “Payee Code 340”;

International Applicants

Processing fee for the amount of USD35 (ASEAN) / USD50 (Non ASEAN) can be made by bank draft in favour of “Bendahari UUM”.

- ii) Certified copies of Malaysian Education Certificate (MCE), Degree/equivalent qualifications Malaysian University English Test (MUET) / Teaching English as a Foreign Language (TOEFL) / International English Language Testing System (IELTS), professional certificates and full Academics Transcripts. Applicants in their final semester of first degree must attach certified copies of result for every semester);
- iii) Letter of undertaking for Scholarship/training award/study loan;
- iv) Letter of approval/official leave from employer/relevant authorities to pursue this programme;
- v) Copy of research proposal (for applicants doing full research only);
- vi) Four (4) copies of every pages of International passport and six (6) copies of passport-sized coloured photograph for student pass application;

Please be informed that the acceptance letter will be posted through your e-mail. Only the completed form received before closing date will be processed. Please address your application to:

**Office of the Dean (Postgraduate Studies & Research)
UUM College of Arts and Sciences
Universiti Utara Malaysia
06010 UUM Sintok
Kedah, Malaysia**

I look forward to seeing you at UUM. Thank you.



UNIVERSITI UTARA MALAYSIA

APPLICATION FOR GRADUATE ADMISSION

Recent
Photograph

Semester

Session

1

PROGRAMME DETAILS

Name of Programme (name one)

College

Mode of Studies * : Full-time Part-time

Programme Structure : Research Coursework Coursework & Research

Place of Studies :

2

PERSONAL DETAILS

Full Name (As per I.C./Passport) : _____

Identity Card No. : _____

Passport No: _____

Date of Birth : _____

Place of Birth : _____

Gender : Male Female

Age : _____

Religion : _____ Race : _____

Nationality : _____

Marital Status : Single Married Widow

Permanent Address:

Mailing Address:

Postcode : _____

Postcode : _____

Town : _____

Town : _____

State : _____

State : _____

Country : _____

Country : _____

Tel. No : _____ (H) _____ (O) _____ (H/P)

E-mail : _____

* Note : Please tick (X) whichever applicable.

3

FAMILY BACKGROUND

a. **Name of Spouse :** _____

Occupation : _____ **Tel. No :** _____

Employer's Name & Address : _____

Tel. No. : _____ **No. of Children :** _____

b. **Person to be notified in case of emergency :** _____

Address : _____

Tel. No. : _____ **Relationship :** _____

4

EMPLOYMENT DETAIL/EXPERIENCE

Current Position : _____ **Date Held :** _____

Employer's Name and Address : _____

Tel. No. : _____ **Fax No. :** _____ **E-mail :** _____

Previous position (Working experience after obtaining First Degree, if any)

Name of Position	Employer's name and address	From - To	Length of Service

5

ACADEMIC BACKGROUND

Name and address of Institution	Year Attended	Diploma/Degree Obtained	Date of Graduation	Class/CGPA

6

PROFESSIONAL QUALIFICATION

Qualification	Year Awarded	Awarded by

7

PROFESSIONAL PUBLICATION

Title of Book/Journal	Year of Publication	Name and location of Publication

8

FINANCIAL SUPPORT

Please indicate your source of financial support

Employer / government

Study loan fund

Self-support

Name and address of person and organization paying your fees

9

ACADEMIC REFEREE (Name two [2])

The academic referees must comprise of those who know the applicant in terms of his/her academic performance [e.g.: Dean, Lecturer, Employer] and should not have any personal acquaintances or relatives.

1) Name : _____

2) Name : _____

Address : _____

Address : _____

Tel. No : _____

Tel. No : _____

Official Position: _____

Official Position: _____

10

FIELD OF RESEARCH

(Applicant who wish to pursue graduate study by full research must fill in this section)

Area of Research : _____

Proposed Research Title: _____

Aims/Objectives of Research : _____

Academic Staff whom you have met and discussed about your research, if any :

Intended research location

PLEASE ATTACH A COPY OF YOUR RESEARCH PROPOSAL

DECLARATION

I hereby certify that the above information and documents enclosed is true and complete. Universiti Utara Malaysia reserves the right to reject this application if the information given is false and/or incomplete.

Applicant's Signature

Date

Please send complete application form with all the related documents to :

**Office of the Dean (Postgraduate Studies and Research)
UUM College of Arts and Sciences
Universiti Utara Malaysia
06010 UUM Sintok
Kedah, Malaysia**

REFEREE REPORT (I)

This report is CONFIDENTIAL and must be sealed by the referees and forward the envelope to the applicant to be submitted together with the application form

PART A : TO BE COMPLETED BY THE APPLICANT
Name : _____

Programme of Studies : _____

Place of Studies : _____

Mode of studies * : Full- time Part-time

Programme Structure : Research Coursework Coursework & Thesis

PART B : TO BE COMPLETED BY THE REFEREE
Name : _____

Official Position : _____

Employer's name and address: _____

_____ **Postcode :** _____

Town : _____ **State:** _____ **Country :** _____

Tel. No. : _____ **Fax No. :** _____ **E-mail :** _____

a. How long have you known the applicant?

b. How do you know the applicant?

c. What is your relationship to the applicant?

d. Do you believe that the applicant is prepared for graduate work?
 Yes No

e. What do you think are personal traits of the applicant that will enable him/her to pursue graduate study?

** Please tick (X) whichever appropriate*

f. How do you rate the applicant on each of the following? Please tick ✓ whichever appropriate.

	Excellent	Very Good	Good	Average	Poor
Intellectual ability					
Maturity and emotional stability					
Motivation					
General Knowledge					
Initiative					
Ability to cooperate					
Responsibility					

Your Recommendation

[] Recommended

[] Not recommended

Referee's Signature

Date

f. How do you rate the applicant on each of the following? Please tick ✓ whichever appropriate.

	Excellent	Very Good	Good	Average	Poor
Intellectual ability					
Maturity and emotional stability					
Motivation					
General Knowledge					
Initiative					
Ability to cooperate					
Responsibility					

Your Recommendation

Recommended

Not recommended

Referee's Signature

Date



UUM CAS

Universiti Utara Malaysia . College of Arts and Sciences

OFFICE OF THE DEAN
 (POSTGRADUATE STUDIES AND RESEARCH)
 UUM COLLEGE OF ARTS AND SCIENCES
 UNIVERSITI UTARA MALAYSIA

APPLICATION CHECK LIST

Please tick in the column for the documents which are enclosed

No.	Documents required	Tick <input checked="" type="checkbox"/>
1.	MALAYSIAN APPLICANTS Bill Payment Slip (BPS) or bank draft for processing fee of RM100.00 payable to "Bendahari UUM" INTERNATIONAL APPLICANTS Bill Payment Slip (BPS) or bank draft for processing fee of USD35 (ASEAN)/USD50 (Non ASEAN) payable to "Bendahari UUM"	
2.	Complete and signed application form.	
3.	Two (2) copies of recent colour photograph, and one is fixed to the application form	
4.	Certified copies of SPM certificate, MUET/TOEFL/IELTS, degree/equivalent qualifications, professional certificates and full academic transcripts. Certified copies of result for every semester for applicants in their final year	
5.	Two (2) copies of referee form from two (2) referees.	
6.	A copy of your research proposal for applicants doing full research only (1,000 – 1,500 words for the masters, and 1,500 – 2,000 words for Ph.D).	
7.	Four (4) copies of every page (one book) of international passport and six (6) copies of passport-size colour photographs for student pass application (for international applicant only).	

NAME	
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PROGRAMME	
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COLLEGE	
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SIGNATURE	
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