



**CENTRE FOR GRADUATE STUDIES  
DEPARTMENT OF ACADEMIC AFFAIRS  
UNIVERSITI UTARA MALAYSIA**

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**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 RM 50 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 RM 50 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:

**Dean  
Centre for Graduate Studies  
Universiti Utara Malaysia  
06010 Sintok Kedah  
Malaysia**

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

Dean  
Centre for Graduate Studies



# UNIVERSITI UTARA MALAYSIA

## APPLICATION FOR GRADUATE ADMISSION

Recent  
Photograph

Semester

Session

1

### PROGRAMME DETAILS

Name of Programme (name one)

Faculty

Mode of Studies \* :  Full-time  Part-time  Distance Learning

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.

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**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)*

<i>Name of Position</i>	<i>Employer's name and address</i>	<i>From – To</i>	<i>Length of Service</i>

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**ACADEMIC BACKGROUND**

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

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**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

\_\_\_\_\_

\_\_\_\_\_

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**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 : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No : \_\_\_\_\_

Official Position: \_\_\_\_\_

2) Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No. : \_\_\_\_\_

Official Position : \_\_\_\_\_

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**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**

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**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

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

**DEAN  
CENTRE FOR GRADUATE STUDIES  
UNIVERSITI UTARA MALAYSIA  
06010 UUM SINTOK, KEDAH  
MALAYSIA**



## REFEREE REPORT

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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     Distance Learning

Programme Structure :  Research     Coursework     Coursework & Thesis

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### 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 : \_\_\_\_\_

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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 persona 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
i) Intellectual ability					
ii) Maturity and emotional stability					
iii) Motivation					
iv) General Knowledge					
v) Initiative					
vi) Ability to cooperate					
vii) Responsibility					

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Your Recommendation

Recommended

Not recommended

\_\_\_\_\_  
Referee's Signature

\_\_\_\_\_  
Date



## REFEREE REPORT

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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     Distance Learning

Programme Structure :  Research     Coursework     Coursework & Thesis

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### 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 : \_\_\_\_\_

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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 persona traits of the applicant that will enable him/her to pursue graduate study?  
\_\_\_\_\_  
\_\_\_\_\_

\* Please tick ( X ) whichever appropriate

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i) Intellectual ability					
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iii) Motivation					
iv) General Knowledge					
v) Initiative					
vi) Ability to cooperate					
vii) Responsibility					

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Your Recommendation

Recommended

Not recommended

\_\_\_\_\_  
Referee's Signature

\_\_\_\_\_  
Date

**CENTRE FOR GRADUATE STUDIES  
UNIVERSITI UTARA MALAYSIA**

**APPLICATION CHECK LIST**

Please tick  in the column for the documents which are enclosed

No.	Documents required	Tick <input type="checkbox"/>
1.	Bill Payment Slip (BPS) or bank draft for processing fee of RM 50.00 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).	

<b>NAME</b>	
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<b>PROGRAMME</b>	
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<b>FACULTY</b>	
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<b>SIGNATURE</b>	
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