



APPLICATION FORM FOR STUDENT EXCHANGE PROGRAM (OUTBOUND)

(A) PERSONAL DETAILS

- Name: _____
(Please underline your Last Name)
- Passport No.: _____
- Mailing Address: _____

(Zip code) _____ *(Country)* _____
- Gender*: Male / Female (* please tick)
- Date of Birth: / /
(Day) (Month) (Year)
- Nationality: _____
- Telephone No.: _____
- Country of Birth: _____
- E-mail Address: _____

(B) PERSON TO NOTIFY IN CASE OF EMERGENCY (GUARDIAN)

- Name: _____
(Please underline Last Name)
- Relationship to applicant: _____ (i.e. Father, Mother etc)
- Mailing Address: _____

(Zip code) _____ *(Country)* _____
- Telephone No (Home): _____
- Telephone No (Mobile or Office): _____

(C) CURRENT ACADEMIC DETAILS

- Faculty / Division: _____
- Degree / Major: _____
- Current Study Year: _____ • Current CGPA: _____ • Graduation Date (Expected): _____

(D) EXCHANGE PROGRAM DETAILS

- Host Institute (oversea): _____
- Exchange Program Period: **From** _____ (month) _____ (year) **To** _____ (month) _____ (year)

• Academic Programs you are applying to: _____ (Undergraduate or Postgraduate)

• Faculty / Division: _____

• Degree / Major: _____

(E) STUDY PLAN TO TAKE DURING EXCHANGE PROGRAMME (AT HOST INSTITUTE)

Note: Kindly enclose the syllabus for each of the subject for credit transfer consideration.

<u>Subject Title (Host Institute)</u>	<u>Credit Hour</u>	Similar Subject Yes/No	<u>Subject Title (MMU)</u>	<u>Credit Hour</u>	*Faculty's Response Matched?
1. _____	_____	<input type="checkbox"/>	1. _____	_____	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>	2. _____	_____	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>	3. _____	_____	<input type="checkbox"/>
4. _____	_____	<input type="checkbox"/>	4. _____	_____	<input type="checkbox"/>
5. _____	_____	<input type="checkbox"/>	5. _____	_____	<input type="checkbox"/>
6. _____	_____	<input type="checkbox"/>	6. _____	_____	<input type="checkbox"/>

**Meet the credit transfer requirements; approval is subjected to the result obtained by the student. Student shall apply for credit transfer officially after returning from the exchange programme.*

(F) ENGLISH LANGUAGE PROFICIENCY (FOR THOSE WHOSE FIRST LANGUAGE IS NOT ENGLISH)

• English Language Course Attended at Home Institution: _____ Score/Result

1. _____

2. _____

• TOEFL Score (if any): _____

(G) STUDENT DECLARATION

I declare that the information I have supplied is complete and correct. I acknowledge that any incorrect information or documentation may result in cancellation of the offer of a place at the host university.

Signature: _____

Date: _____

(H) PARENT/GUARDIAN DECLARATION

I declare that I give my consent to my child to participate in the exchange programme and I am willing to pay for the incurred expenses* (accommodation, flight tickets, visa fees, meal allowance and pocket money) during the period of the exchange programme at the host university.

Signature: _____ Date: _____
(Full Name: _____)

*Expenses are dependent on the country and the host university's terms and conditions.

(I) ENDORSEMENT OF HOME INSTITUTION

Approved by the Dean/Deputy Dean/Director

Signature and Official Stamp:

Date:.....

Bursary Signature and Official Stamp:

Date:

Verification from Bursary for sponsored students (YTM/Khazanah/PTPTN/etc)

Please ensure this application form is completed in full and returned to:

Ms. Intan Eliana Mohamed Azmi
Manager
MMU Exchange Programme
International Relations – Vice President Academic & Internationalisation (VPAI)
Multimedia University,
Jalan Multimedia,
63100 Cyberjaya, Selangor,
Malaysia

Tel: +60383125449
Fax: +60383125148
Email: exchange@mmu.edu.my

Please enclose the following documents with the complete application form:

- (A) Student's CV
- (B) Letter of motivation (Why you wish to participate this programme)
- (C) 1 Recommendation Letter from faculty (Academic Advisor / Lecturer)
- (D) Copy of first page of passport

- (E) Copy of visa page (if applicant is an International Student)
- (F) 2 passport size photographs
- (G) Academic Transcript from Student Services Center
- (H) Verification Letter from Student Services Center
- (I) Application form of host university (please contact International Relations for each institute)

OFFICE USE:

IR :

Status of Application : APPROVED / NOT APPROVED

Exchange Programme Period : _____ / (Trimester _____) to _____ (Trimester _____)

The student will resume study in : Trimester _____

Signature & Stamp : _____ Date : _____

ERU :

Effective Date (OEXC) : _____ / Trimester _____

Effective Date (REXC) : : _____ / Trimester _____

Update in CaMSys on : _____

Signature & Stamp : _____ Date : _____