



**APPLICATION FORM FOR STUDENT EXCHANGE/INTERNSHIP PROGRAMME (OUTBOUND)**

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**(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): \_\_\_\_\_

**OFFICE USE: VERIFICATION BY MANAGER OF FACULTY**

**(C) CURRENT ACADEMIC DETAILS**

- Faculty / Division: \_\_\_\_\_
- Degree / Major: \_\_\_\_\_
- Current CGPA: \_\_\_\_\_
- Current Credit Hours(CH)/Total Required CH: \_\_\_\_\_
- Graduation(Expected): \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

Signature: \_\_\_\_\_



**(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>	<u>Similar Subject Yes/No</u>	<u>• Subject Title (MMU)</u>	<u>Credit Hour</u>	<u>*Faculty's Response Matched?</u>
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**

Official Stamp

Signature and Official Stamp:

Date:.....

Official Stamp

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](mailto: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)
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