

DOCUMENT CHECKLIST

Certified copies of :

- MyKad
- SPM/ UEC/ O-Level results
- STPM/UEC/A-Level/ Matriculation/ Diploma or equivalent
- Full Academic Transcripts (if applicable)
- Letter of Completion/ Certificate or Scroll
- Subjects synopsis for credit exemption (if applicable)

What you need to BRING during Registration: (please ignore this if it has been submitted or done earlier)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Letter of Offer from IUKL |
| <input type="checkbox"/> | 2 passport – sized colour photographs (blue background) |
| <input type="checkbox"/> | Original documents (All Academics qualifications, Transcripts, IC) |
| <input type="checkbox"/> | Initial Payment of RM 100.00 payable to “Ikram Education Sdn Bhd” |
| <input type="checkbox"/> | Signed Letter of Acceptance (ACCEPTANCE OF ADMISSION) |
| <input type="checkbox"/> | Signed HEALTH DECLARATION FORM |
| <input type="checkbox"/> | Signed Letter of Enrolment Agreement (PLEDGE BY THE STUDENT AND PARENTS / GUARDIAN / SPONSOR) |

What you need to Do during Registration:

1. All students are required to register on the date stated in the Letter of Offer.
2. Bring all related documents.
3. Hand in all documents required to be verified.
4. Make payment for tuition fees.
5. Make payment for accommodation (if you choose to stay on campus).
6. Register attendance for the Induction Programme.
7. Confirm accommodation for the Induction Programme.

INDUCTION PROGRAMME

Why Induction Programme is Important:

- To meet new people – make friends and learn about IUKL.
- To gather information about IUKL's Rules and Regulations: subject registration process, add/drop subjects, withdrawal of studies, postponement of studies etc.
- To receive personal attention and support regarding academic affairs and student welfare.
- To become familiar with the campus environment and services such as shuttle services, local banks, shopping, clinics, restaurants and places to visit.

Programme:

- Registration
- Ice-Breaking Session
- Team Building activities
- Opening Ceremony and Oath-Taking
- Briefing on Financial Assistance
- Briefing on Admission and Administration Matters
- Briefing on Student Affairs Services
- English Placement Test (EPT)
- Briefing on Library Services
- Briefing on Hostel and Accommodation Services
- Campus Tour and Treasure Hunt
- Forum on Career
- Academic Briefing by the Respective Schools
- Closing Ceremony with Performances
- Online Subject Registration

LIST OF THINGS THAT YOU HAVE TO BRING

(For students staying at the hostel)

ATTIRE FOR MEN

- Long sleeve shirt, trousers & necktie to be worn during Induction Programme & other formal occasions
- National attire (for college formal occasions)
- Sportswear & shoes
- Suitable shirt, collared T-shirts for lectures/classes
- Daily attire

ATTIRE FOR LADIES

- Baju kurung/kebaya and formal attire to be worn during Induction Programme & other formal occasions
- National attire (for college formal occasions)
- Sportswear & shoes
- Suitable attire for lectures/classes
- Daily attire

HOSTEL NECESSITIES

- Pillow
- Bed sheet & pillow cases (2)
- Blanket (1)
- Personal items/toiletries

FINANCIAL ASSISTANCE

Our priority is to help our students in all aspects of their academic life. Not only do we want to help them build their future, we would also look for ways to aid them while they are here. Forms of monetary aid are rendered by various sponsoring bodies and financial institutions. IUKL also offers its own financial assistance package, as follows :-

1. IUKL SCHOLARSHIP POLICY

Objective

The objective of the IUKL Scholarship is to provide financial assistance to academically excellent students to enable them to pursue further study at IUKL.

2. Background

The IUKL Scholarship is introduced in order to encourage excellent applicants to apply for admission to IUKL.

Eligibility

- IUKL Scholarship is open to local students undertaking full-time study in IUKL.
- The award of a scholarship is based on academic performance only.
- Students must be able to provide evidence of academic achievements.
- Academic performance

The minimum academic requirements to be entitled for the scholarship are as follows:-

	Full Scholarship - 100% waiver on tuition Fee	Partial Scholarship – 50% waiver on tuition fee
SPM/O-Level	8As and above	5As - 7As
STPM	CGPA >3.50	CGPA >3.0
A-Level	3As	2As
United Examination Certificate (UEC)	5As	3As
SAM/HSC/AUSMAT	TER/UAI 85	TER/UAI 75
CPU	85% (6 best subjects)	75% (6 best subjects)
Foundation/Diploma	CGPA \geq 3.75	3.50 \leq CGPA < 3.750

Award of Scholarship

- a. The award is based on the recommendation by MARCOM.
- b. Registrar's Office will issue a certificate on the award which will be attached with the Offer Letter to the students.

Entitlement

- a. The scholarship is awarded for the 1ST semester only.
- b. For the 2ND semester onwards, the requirements are as follows:- (Tuition Fee Waiver Scheme)

TUITION FEE WAIVER SCHEME

Terms and conditions for One Tier (50%) Tuition Fee Waiver Scheme are as follows:

1. Students must achieve a **GPA and CGPA of 3.750** and above for the semester.
2. Students shall register and complete a **minimum of fifteen (15) credit hours for June and September/October semester** and minimum of **seven (7) credit hours for the March semester. The credit hours must contribute towards the calculation of GPA and CGPA.**
3. Students **must be registered every semester** without any postponement.
4. Students **must not repeat any subject** throughout their course of study.
5. Students **must be punctual for registration** throughout their course of study.
6. Students **must be free from any disciplinary case** throughout their course of study.
7. Students **must not have requested for Rescheduled Examinations** in the semester concerned.
8. Students **must achieve at least 80% class attendance** for every subject in the semester concerned.
9. Students **undergoing Industrial Training will not be entitled** to the Tuition Fee Waiver Scheme.

In order to award the tuition fee waiver only to qualified students, all this term and condition must be fulfilled.

3. SIBLING DISCOUNT SCHEME

A discount of RM1,500.00 on IUKL tuition fees for a foundation, diploma, degree or postgraduate programme will be awarded to the sibling of a local and international student.

*Definition of sibling: The student must be one of two or more children in the family. This discount is not available to family members outside the sibling relationship such as cousins and spouses.

The application form can be downloaded from the IUKL website and students are required to submit their application to the Marketing and Communication Division (MARCOM) with complete documents.

LOAN ASSISTANCE

	MARA	PTPTN
1) Eligibility Criteria	<p><u>DIPLOMA</u> Technical Programmes SPM with at least 5 credits including in BM, Mathematics/Add Math, Science/Technical subjects, and 2 other subjects. Pass in English.</p> <p>Non-Technical Programmes SPM with at least 5 credits including in BM, Mathematics/Add Math, and 3 other subjects. Pass in English.</p> <p><u>BACHELOR</u> STPM with 3 principal including “Kertas Am” or 2 principal including “Kertas Am” with 2 subsidiary passes.</p> <p>Diploma/Foundation/Matriculation/Certificates with minimum CGPA 2.50</p> <p><i>* Students who do not meet the above requirements may appeal by using first semester results at IUUKL with minimum CGPA 2.50 and credit in BM at the SPM level.</i></p>	<p><u>DIPLOMA</u> All Programmes SPM with 3 relevant credits & approved by MOHE for all programmes</p> <p>Refer to Officer in-charge for relevant credits for each programme.</p> <p><u>BACHELOR</u> All Programmes STPM with 2 principal and SPM with 3 relevant credits Or Diploma/Foundation/Matriculation with minimum CGPA 2.00 and SPM with 3 relevant credits</p>
2) Areas of Study	All MQA/PA accredited Diploma / Bachelor programmes offered by IUUKL	All MQA / PA accredited Diploma / Bachelor programmes offered by IUUKL
3) When to Apply	Depends on MARA’s Website (Online Application) http://eduloan.mara.gov.my	(Online Application) www.ptptn.gov.my
4) Closing Date	Depends on MARA Website. (Loan not available until further notice from MARA)	Refer PTPTN website for the closing date
5) Total Loan per programme	RM15,000-RM30,000 - All Diploma RM30,000-RM80,000 - Bach in Engineering RM30,000-RM55,000 - Bach. In Non Engineering	RM 8,500-RM17,000 - All Diploma except DBA RM28,040-RM56,120 - Bach. in Engineering RM20,400-RM40,800 - Bach in Non Engineering
6) Family Income	<p><RM70,000 - Full loan</p> <p>RM70,000 - RM150,000 } Yearly Income</p> <p>(Tuition Fees Only)</p> <p>>RM150,000- UnQualified</p>	<p>Parents/Students received BRIM - Maximum loan based on PTPTN rate.</p> <p><RM8,000 - 75% loan only } Monthly Income</p> <p>>RM8,000 - 50% loan only</p>
7) Contact Details	Majlis Amanah Rakyat (MARA) Tingkat 2 & 3, Bahagian Penganjuran Pelajaran Medan MARA, Jalan Raja Laut 50609 Kuala Lumpur.	Pegawai Eksekutif Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) Tingkat GF, Menara Park (Blok D) Megan Avenue II No 12 Jalan Yap Kwan Seng 50450 Kuala Lumpur
8) Officer In –Charge (IUUKL)	Sakinah Kamarudin Email: sakinahk@iukl.edu.my	Phone no ~ 03-8926 6993 ext.: 813 Fax no. ~ 03-8925 1940

* The above information is correct at the time uploaded as of January 2016 and is subject to change without prior notice

PAYMENT OF FEES

Payment of fees can be made by :

1. Online payment

- a) Financial Processing Exchange (FPX); pay fees online from “Student Portal”
- b) maybank2u.com.my under the Payee Corporation Name “Infrastructure University Kuala Lumpur”
- c) cimbclicks.com.my under the Biller “Ikram Education Sdn Bhd”

Please send the Payment Slip via e-mail to bursary@iukl.edu.my and kindly state your name, student ID No., I/C or Passport No. and the amount paid (RM).

2. Bank-in or deposit to our CIMB Bank Accounts as follows :

- a) Account No. : 8002883456
- b) Account Name/Payable To : IKRAM EDUCATION SDN BHD

Please send the Payment Slip via e-mail to bursary@iukl.edu.my and kindly state your name, student ID No., I/C or Passport No. and the amount paid (RM).

3. Telegraphic Transfer :

- a) Account No. : 8002883456
- b) Account Name/Payable To : IKRAM EDUCATION SDN BHD
- c) Bank Address : No.1, Persiaran Sinar Pagi,
Country Heights,
43000 Kajang, Selangor Darul Ehsan,
Malaysia.
- d) Swift Code : CIBBMYKL

Please send the Payment Slip via e-mail to bursary@iukl.edu.my and kindly state your name, student ID No., I/C or Passport No. and the amount paid (RM).

4. Cash, Cheque, Credit/Debit Card at Bursary’s Office Payment Counters.

Our Operation Hours are as follows :-

Monday to Friday : 9:00am to 4:30pm

FEE REGULATIONS AND PROCEDURES

Fee Procedures

All fees and deposits are subject to change.

1. **Tuition Fee** : Payment of tuition fee must be made before or at the time of registration. By accepting an offer to study at IUKL, a student enters into a contract to pay the tuition fee by the due date as determined by IUKL. Students are allowed to pay the minimal payable fees within five (5) days, from the date the semester commences. If the fee payments are not received by IUKL before/on the due date, the students' enrolment into the respective programme will be terminated. Student will not be permitted to re-enroll in their current course or in another course at IUKL at anytime until all outstanding fees are paid in full. The students will not be permitted to be on campus.
2. **Deposit** : Payable by all new students together with the first semester tuition fees. This deposit is refundable after deductions are made for the charges of damage or loss, and the costs incurred for repairs and purchase of library books, lab apparatus, equipment, furniture, etc.
3. **Full refund of deposit** : The deposit is fully refundable after the student has completed his/her duration of studies at IUKL, or has withdrawn from the whole programme. Application for refund of deposit can be made by completing the appropriate form, and submitting the original receipt of payment.
4. **Withdrawal from the academic programme** :
 - 6.1 Students who withdraw from their programmes or courses should complete the appropriate withdrawal form, which is available at the Registrar's office.
 - 6.2 Payment for breakage/damage to equipment, library books, or any other apparatus which belongs to the university, must be made, if the costs incurred for repair and purchase exceed the deposit.
 - 6.3 The student is required to settle the payment of all fees incurred before the withdrawal is approved.
 - 6.4 All students must attain official approval from the administration of IUKL before withdrawal.

5. **Refund of Tuition Fee :**

7.1 Please refer to Refund Policy for Foundation, Diploma and Bachelor Programmes and Short Courses

6. **Registration Status :** A student is deemed as fully registered when he/she has paid the deposit and fees in full for the semester.

7. **Requirement to sit for the semester and final exams :** Students are eligible to sit for the semester and final exams only after all fees are paid for the semester.

8. **Withdrawal Status :** Upon withdrawal from the programme, the student is not allowed to use the facilities of the university, since he/she is no longer a registered student of the university.

9. **Change in Programme :**

11.1 The student must fill up the form for change of programme.

11.2 Change of programme is subject to the university's approval.

11.3 The tuition fees that have been paid by the student for his first programme is transferable protractedly if the application is made within four (4) weeks after the commencement of the semester. If the transfer is made after the fourth week of the semester, no transfer of tuition fees is allowed.

REFUND POLICY

For Foundation, Diploma and Bachelor Programmes And Short Courses

REFUND

1. Processing Fee is payable upon submitting the completed application form and is non-refundable.
2. Registration Fee, International Fee, Visa Processing Fee, Medical Insurance/Insurance, Student Card, Orientation Fee, Laboratory/Workshop, Library and Student Club are payable upon registration and are non-refundable and non-transferable.
3. The balance of an Initial Payment, if any, shall be refunded to a student upon completion of the programme or when he/she leaves the institution (It is only applicable to International Students).
4. Tuition Fee is neither refundable nor transferable except when a completed Withdrawal/Add Drop/Postponement/Transfer Form is received and approved by the University's Management. The amount of refund is subject to the following circumstances: -
 - a) **Withdraw**
If a student submits the Withdrawal Form within the first fourteen (14) days after 1st day of registration of each intake, he/she is eligible for a 60% refund of his/her Tuition Fee for the long/short semester. If a student applies for withdrawal before 1st day of registration, he/she is eligible for a 80% refund of his/her Tuition Fee for that long/short semester. In both cases, the refund is applicable only when full payment of the Tuition Fee has been made.
 - b) **Refund for Withdrawal / Postponement**
 - Bachelor Programmes

Period to submit withdrawal form		Refund (%)
Long Semester	Short Semester	
Before Friday, week 5	Friday, week 3	100%
Before Friday, week 7	Friday, week 4	50%
Week 8 onwards	Week 5 onwards	NO

Note :

- i) Refund is calculated based on the number of credit hours of the dropped/withdraw courses.
 - ii) The refund is only applicable to those students who have registered for minimum of 6 or 12 credit hours (after net of the dropped subjects) for the short semester or long semester respectively. However, students who have registered with less than required credit hours due to being in the final semester or in cases where no other required subject is offered for that long semester or short semester, the refund is allowed and based on the criteria in 4(b) in the table.
- c) **Postponement**
Tuition Fee can be carried forward and utilized for the following semester if a student postpones his/her studies within the stipulated time. However, after the above mentioned time frame, any request for the Tuition Fee to be carried forward shall only be permitted on medical grounds, verified by medical officers from the Government or Private Hospitals.
- d) **Transfer**
A student who transfers to another programme within the University will be eligible for a pro-rated Tuition Fee to be transferred to the new programme if the approval obtained from the University's Management is made within two (2) weeks (short semester) / four (4) weeks (long semester) after the commencement of the semester and no transfer of fees are allowed after that period. However, Caution Fee/Deposit is transferable to the new programme.
5. If a student is required to leave the programme for the National Service because his/her request for National Service Deferment is denied, he/she will be eligible for a full refund of all fees paid.
 6. If a student is required to leave the programme due to non-fulfillment of entry requirement upon official announcement of examinations results, will be eligible for a pro-rated refund of Tuition Fee due and paid.
 7. Caution Fee/Deposit is refundable upon submission of the Withdrawal Form or clearance form after graduation. IUKL reserves the right to recover any outstanding amount owing by the student and utilize the Caution Fee/Deposit for part or full settlement of any outstanding amount.

III NO REFUND

1. A student who is expelled from the University due to disciplinary cases shall not be eligible for any refund except for refundable Caution Fee/Deposit.

IV PAYMENT OF REFUND

1. Any refund will be paid to the student or his/her parents/guardians or the person whose name appears on the receipts. If a refund is to be paid to any other person, an authorized letter from the student is required.

CREDIT TRANSFER and EXEMPTION POLICY

A. Definitions:

Credit Transfer means the acceptance of a student's previous academic record at IUKL or another college/university, in whole or in part, as either identical to or the equivalent of a part of IUKL course, for which appropriate Credit Hours are granted by IUKL at its sole discretion. When a student is granted **credit transfer for a course**, the student will be exempted from taking a similar course offered by the University and he/she will be granted with equivalent credits.

Course Exemption means the student will be exempted from taking a course offered by the University based on previous qualification and/or on the recognised academic work or any related work experience. However, credits are not granted, and he/she needs to take another course to make up for the total number of credits required for the purpose of graduation.

B. Credit Transfer (Vertical):

- i. Credit Transfer (Vertical) may be considered for students with a Certificate who want to pursue their studies for a Diploma or for students with a Diploma who want to pursue their studies for a Bachelor's Degree.
- ii. The maximum allowable Credit transfer must not be more than 30% of the total credits required for the conferral of the Degree.
- iii. Credit transfer is accepted only for courses completed with satisfactory grades C (or better).
- iv. The syllabus contents of the courses must equivalent to at least 80% of those of the corresponding courses at IUKL.
- v. The credit value of the courses to be transferred must be the same or more than the credit value of the subject offered by IUKL
- vi. Only courses of accredited/recognized programmes by MQA or the awarding country can be considered for credit transfer.
- vii. Credit transfer from a higher level program to a lower level programme is not allowed.
- viii. Credit transfer for MPU subject is not allowed.
- ix. Courses that have been granted credit transfer will not be included in the GPA/CGPA calculation. The credits for these courses will contribute to the graduation requirements of the programme pursued.
- x. Credit transfer is not allowed for industrial training, practicum, final year project, dissertation and thesis. Credit transfer is only applicable for taught courses.
- xi. No credit transfer will be considered for student with an 'academic dismissal' status (i.e failed and terminated from his study)

- xii. The University reserves the right to test the aptitude of any student in coursework transferred from other institutions and to disallow credit in courses in which the student cannot demonstrate acceptable aptitude.
- xiii. The University reserves the right to deny credit for courses that are not equivalent with those offered in IU KL.

C. Credit Transfer (Horizontal / Lateral):

- i. Horizontal/Lateral Credit Transfer allows the transfer of credits at the same level of studies, i.e., a diploma to a diploma, a bachelor's to another bachelor's, Master to Masters and PhD to PhD programmes. It is applied through the mapping of courses (aka subject to subject mapping) by the university.
- ii. There is no maximum limit for the transfer but students are subject to residential requirements as stipulated in IU KL Academic Regulations.
- iii. Credit transfer is accepted only for courses completed with satisfactory grades C (or better) for the undergraduate courses and grade B (or better) for the postgraduate courses.
- iv. The syllabus contents of the courses must equivalent to at least 80% of those of the corresponding courses at IU KL.
- v. The credit value of the courses to be transferred must be the same or more than the credit value of the subject offered by IU KL
- vi. Only courses of accredited/recognized programmes by MQA or the awarding country can be considered for credit transfer.
- vii. Courses that have been granted credit transfer will not/will be included in the GPA/CGPA calculation. The credits for these courses will contribute to the graduation requirements of the programme pursued.
- viii. Credit transfer is not allowed for industrial training/practicum/final year project /dissertation/ thesis. Credit transfer is only applicable for taught courses.
- ix. Credit transfer for MPU subject is allowed.
- x. No credit transfer will be considered for student with an 'academic dismissal' status (i.e failed and terminated from his study)
- xi. The University reserves the right to test the aptitude of any student in coursework transferred from other institutions and to disallow credit in courses in which the student cannot demonstrate acceptable aptitude.
- xii. The University reserves the right to deny credit for courses that are not equivalent with those offered in IU KL.

D. Course Exemption

- i. Course Exemption may be considered based on previous qualification and/or on the recognised academic work or any related work experience. However, credits are not granted, and he/she needs to take another course to make up for the total number of credits required for the purpose of graduation.
- ii. Applicants are required to compile a portfolio of evidence that demonstrates they possess the knowledge and skills they would otherwise achieve through a formal training program
- iii. An application for exemption must relate both to the content of the program and the specific competency elements.
- iv. Student with credit in Bahasa Kebangsaan at SPM level (or Pass in Bahasa Kebangsaan SPM **and** Principal Bahasa Kebangsaan at STPM) can be exempted from taking Bahasa Kebangsaan A

E. Application Procedure:

- i. Duly filled the Credit Transfer Application Form
- ii. All applications must be received during the first semester of study. No credit transfer will be considered for application after the first semester.
- iii. An application for credit transfer must be accompanied by an official academic record.
- iv. Applicants from other institutions must provide their previous full academic transcripts, course descriptions (syllabuses) and MQA approved documents on the programs of studies.
- v. The Deans of Faculty have the discretion to grant credit transfer based on the guidelines stipulated in the IUKL credit transfer policy.

F. Processing Fee

A Non Refundable Credit Transfer processing fee for the approved courses is as follows:

- i. Applicants from IUKL student:
 - Vertical Transfer/Exemption: **RM10.00 per Approved Course**
 - Horizontal Transfer: **No Charge**
- ii. Applicants from Other Institutions:
 - Vertical or Horizontal Transfer/Exemption: **RM100.00 per Approved Course**

OUR LOCATION

IUKL's lush 100-acre campus is nestled in the vicinity of Kajang town, which is located strategically between Kuala Lumpur, the commercial capital of Malaysia and Putrajaya, the administrative capital of Malaysia. Our campus is easily accessible via the North-South Highway and is only a 35-minute drive from Kuala Lumpur city.

HOW TO REACH IUKL

IUKL can be reached via one of the following ways :-

- North-South Highway (PLUS Highway) – exit Kajang
- Lebuhraya Damansara Puchong (LDP)
- KTM Commuter – from the Serdang station
- LRT STAR – from Bandar Tasik Selatan Station interchange
- IUKL shuttle service – from KTM Serdang station or Sg. Besi LRT station.



FORMS TO BE SUBMITTED DURING REGISTRATION DAY

Name : _____

Address : _____

Email : _____

Phone : _____

Date : _____

To,
The Office of Registrar
Infrastructure University Kuala Lumpur (IUKL)

ACCEPTANCE OF ADMISSION

- I accept the offer of admission to IUKL as specified in the 'Offer Letter'.
- I accept the offer of admission to IUKL but I wish to change my semester of entry from
Semester: _____ *Year:* _____ to *Semester :* _____ *Year:* _____
- I do not accept the offer of admission, and I request that my application be withdrawn.

Declaration

- I have read and accept the conditions outlined in the *Offer of Admission*.
- I have read and accept the conditions outlined in the *Enrolment Guide for students*.
- I understand that my *Confirmation of Admission*, is subjected to the approval of a Student Visa by the Immigration Department of Malaysia and clearance from the health authority of Malaysia (for international students only).
- I shall also abide by the statutes, ordinance and regulations of the university in force from time to time
- I declare that my personal information provided is correct. I am fully aware that IUKL reserves the right to reject my admission or terminate my study if the information given is incorrect.

Student's Signature

Date:

General Consent Clause/Disclaimer

English – By submitting this document to the Company, you hereby agree and give your consent to the Company to collect, obtain, access, store and process your personal data provided herein for the purposes and in the manner as described in this document and/or the Company's Personal Data Protection and Privacy Policy, a copy of which is available for viewing at the Company's website.

Bahasa Melayu – Dengan menyerahkan dokumen ini kepada Syarikat, anda dengan ini bersetuju dan memberi kebenaran kepada Syarikat untuk mengumpul, mendapatkan, mengakses, menyimpan dan memproses data peribadi anda yang dibekalkan di dalam ini untuk tujuan dan dengan cara sebagaimana yang dinyatakan dalam dokumen ini dan/atau dalam Dasar Perlindungan Data Peribadi dan Privasi Syarikat, di mana satu salinan yang sama boleh didapati di laman web Syarikat.

HEALTH DECLARATION FORM

Name : _____ Matric no. : _____

Programme : _____ Intake : _____

Mobile No. : _____ Tel No. (House) : _____

Name and contact no. : _____
(In case of emergency)

Relationship : _____

Please indicate if you have ever suffered from or experienced or received treatment for the following diseases or conditions: (Please tick () in the respective box)

	Yes	No		Yes	No
Diabetes Mellitus	<input type="checkbox"/>	<input type="checkbox"/>	Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>
Bronchial Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric Illness	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Problem	<input type="checkbox"/>	<input type="checkbox"/>	HIV / AIDS	<input type="checkbox"/>	<input type="checkbox"/>

Others : _____

If YES, please specify.

Have you been hospitalized in the past 5 years? (If YES, please specify)

DECLARATION

I declare that the above information given by me is true and complete. I hereby authorize Infrastructure University Kuala Lumpur to verify information about me from whichever source you consider appropriate.

Signature

Date : _____

PLEDGE BY THE STUDENT AND THE PARENTS / GUARDIAN / SPONSOR

With reference to the 'Offer Letter of Admission' to Infrastructure University Kuala Lumpur, dated, I,

as the *father/mother/guardian/sponsor of

hereby agree to bear the costs of all fees and deposits for *my child/this student, to enroll in the programme (please specify) at

Infrastructure University Kuala Lumpur, subject to the following terms and conditions :-

(a) **Fee Structure and Payment Procedure** : I have carefully read the fee structure and payment procedures and I understand, as well as agree to obey all the terms and conditions applied. I understand that if *my child's/the student's fees are not made payable to IUKL for a particular semester, he/she will not be allowed to sit for the final examination of that semester.

(b) **Entry Requirement** : I understand that *my child / the student must retain the minimum requirement for admission, subject to IUKL's regulations. (All certified copies of certificates to be given to IUKL).

IUKL will require *my child/the student to show the original certificates required for admission during registration. In the event of discrepancy between the original and certified copies, IUKL reserves the right to withhold the offer letter of admission from *my child/the student.

(c) **Rules and Regulations of IUKL** : I will ensure that *my child/the student shall obey all the rules and regulations in IUKL.

(d) **Attendance Policy** : I will ensure that *my child/the student shall attend all lectures and tutorials as scheduled. I understand that IUKL reserves the right to bar *my child/the student from taking the final examination, if his/her attendance for lecturers/tutorials/lab/fieldwork is less than 80% in a particular semester.

(e) **Student Dress Code** : I will ensure that *my child/the student shall obey all the regulations and dress code as specified by IUKL.

(f) **Change of address** : I understand that it is my responsibility as the *parent/guardian/sponsor, together with *my child/the student to inform IUKL of any change in address and telephone number.

Name of student :

I.C / Passport No :

Mailing Address:

.....

Telephone Number (home) : (Mobile)

E-Mail :

Name of parent/guardian/sponsor :

I.C No. /Passport No :

Occupation :Relationship :

Home Address :

.....

Telephone Number (home) : (Mobile)

E-Mail :

Office Address :

Telephone Number (home) : (Mobile)

.....
Student's Signature :

Date :

**Please delete where appropriate*

.....
Signature of Parent/Guardian/Sponsor

Date :

General Consent Clause/Disclaimer

English – By submitting this document to the Company, you hereby agree and give your consent to the Company to collect, obtain, access, store and process your personal data provided herein for the purposes and in the manner as described in this document and/or the Company's Personal Data Protection and Privacy Policy, a copy of which is available for viewing at the Company's website.

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