Section E: Essay and Applicant's Declaration

Please explain why you wish to pursue the course and how the learning experience and qualification are likely to benefit you in your career and personal development. Please use an attachment, if necessary.

I (applicant's name) _____ *hereby submit my application for admission into the course as stated in this form, together with the application fee payable to* ***HELP UNIVERSITY SDN BHD.*** *I declare that the information given is true and correct, and that, on course commencement and progression, I shall comply with all the governing conditions, and rules and regulations of HELP University. I acknowledge that any false or misleading information given may result in the non-acceptance of my application or my exclusion from the course and the university. I authorise HELP University to obtain evidence from any third party as is necessary for confirmation of the information that I have provided for the purpose of this application.*

I also confirm my choice of Course Fee Payment Scheme: _____

I nominate the following individuals who agree to provide references in support of my application:

Name of Referee	1.	2.
Position and Organisation		
Contact Information: Addresses, Tel. No., E-mail Address, etc.		

Signature of Applicant: Date:

THIS SECTION FOR OFFICE USE ONLY

Course Admission Approved By:
(Name and Signature)

HELP Student I.D. No

Date/Comments:

Course Admission Letter Issued: Processed By: Date:

HELP University
university of achievers

HELP University Sdn Bhd (Co No: 84963-D)
ELM Graduate School
BZ-2 Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia
Tel: 603-2094 2000 Fax: 603-2095 7100 Visit us at: www.help.edu.my E-mail: marketing@help.edu.my
Registration No: KPT/JPT/DFT/US/W 09

To help people succeed in life and live a life of significance through education

ELM GRADUATE SCHOOL

ELM GRADUATE SCHOOL
Admission Application

GUIDELINES FOR COMPLETING THE FORM:

1. *Please indicate the course and intake you are applying for on this page.*
2. *Provide information requested in Section A to E as completely as possible for the timely processing of your application. Answer applicable questions by marking ✓ against the boxes.*
3. *Enclose certified copies of national I.D./passport and qualification documents. If non-certified copies are submitted, the original documents shall be presented for the university's verification before course commencement.*
4. *This application, together with required documentation submitted, shall remain the confidential property of ELM Graduate School & HELP UNIVERSITY.*

Applicant's Name		Application Date	

Course Applied For (tick (✓) in box against course OR write name of course if not listed below)

	Master of Business Administration		Masters in Counselling
	Master of Entrepreneurship		Master of Clinical Psychology
	Master of Accounting and Finance		Master of Applied Psychology in Coaching
	Master of Executive Management		Master of Education Teaching and Learning
	Master of Project Management		Master of Education (TESL)
	Master of Corporate Governance		Doctor of Business Administration
	MSc in Economic Crime Management		Graduate Certificate in Accounting
	Master of Managerial Psychology		

Intake (April or October/Month of commencement and Year)

HELP Unverisity values your decision to pursue your course of choice. The Admissions Committee will consider applications on the basis of the applicant's academic, professional and other qualifications, in terms of the admissions policy.

HELP University will issue a letter of course admission to successful applicants, normally within seven (7) working days. Please note that your course commencement and progression is subject to settlement of applicable course fees and other requirements stated in the course admission letter.

Our mission is to help people succeed in life and live a life of significance through education. We are confident candidates will find the learning and networking experience interesting and invaluable for their career advancement and personal enhancement.

For more information or clarification, please visit/contact the following School/Dept/Centre at
Wisma HELP, Jalan Dungun, 50490 Kuala Lumpur tel. 603 2711 2000:

ELM Graduate School
Level 10 Wisma HELP
Fax No: 603 2711 2331

Dept. of Psychology
Level 8 Wisma HELP
Fax No: 603 2711 2236

Institute of Crime and Criminology
Level 11 Wisma HELP
Fax No: 603 2711 2215

Section A: Personal Information

(Please provide legal name as in national ID/passport)

First Name(s)

Surname/Family Name

(Please attach or enclose passport sized photograph - 6 copies for International students - 1 copy for Malaysians)

Nationality		NRIC/Passport No.	
Date of Birth *(dd/mm/yy)*		Place of Birth	
Gender (please mark ✓ in box)	Male	Female	Marital Status:

Correspondence Address

City	Country	Postcode
Tel. No.	Mobile Tel. No.	
Fax No.	E-mail Address:	

Business/Home/Permanent Address

City	Country	Postcode
Tel. No.	Mobile Tel. No.	
Fax No.	E-mail Address:	

Person to contact in event of emergency (name, contact information and relationship to applicant)

PLEASE UPDATE ELM GRADUATE SCHOOL IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION

THIS SECTION FOR INTERNATIONAL APPLICANTS ONLY

Name of Recruitment Agent	*Eduction Advisor*
Nearest Malaysian Consulate	
If you have previously held or are holding a Malaysian student visa, please provide details here or on attachment	

Section B: Academic and Professional Qualifications and Career

If space is not sufficient, please use an attachment.

Tertiary Education

Academic Institution	Award (degree, diploma, etc.)	Date of conferment of award

Professional and other Qualifications

Professional Body/Institution	Qualification	Membership/Admission Date

Career

CURRENT OCCUPATION-EMPLOYER)/Appointment Date/Nature of Business

Responsibilities and Duties

PREVIOUS EMPLOYMENT

Organisation/Nature of Business	Position/Duration	Responsibilities and Duties

Section C: Application for Credit Transfer (Exemption)

No		Yes	

Please mark ✓ in appropriate box above. Applicants who wish to apply for credit transfer for the course based on previous qualifications should submit relevant documentation such as the award certificate, transcripts, course syllabus and assessment method.

Exemptions are normally only granted on the basis of qualification at postgraduate level.
A fee is chargeable for each credit transfer granted.

Details of Credit Transfer Application

Section D: Other Information, if any