DOCUMENT CHECKLIST
APPLICATIONS : LCCI, CAT, ACCA & DIPLOMA IN ACCOUNTING
(separate set of documents is required for scholarship applications)

HAVE YOU INCLUDED EVERYTHING?

Please read the following carefully to ensure that you have sent us everything we need to process your application without delay.
Please DO NOT send original documents - we do not guarantee that they will be returned. Please use ONE staple to attach certified true copies of the following documentations:

☐ 4 passport-sized photographs with your name and identity card number clearly written on the back

☐ 1 certified copy of birth certificate

☐ 1 certified copy of NRIC

☐ 1 copy of school leaving certificate

☐ 1 certified copy of SPM certificate

☐ 1 certified copy of STPM / UEC / CAT certificate (as applicable)

- Exemption of MQA compulsory subject - Bahasa Melayu must be credit

- ACCA : Passed SPM with 5 credits including English and Mathematics AND 2 principal passes in STPM or UEC or CAT

- CAT: Minimum of 5 credits including English and Mathematics

- LCCI: Minimum of 2 credits including English and Mathematics

- DIPLOMA IN ACCOUNTING : Minimum of 3 credits
  - Must pass English, Mathematics, Bahasa Melayu

- Passed BM in SPM

☐ 1 certified copy of MQA transcript (must be certified by your college where the transcript was issued)

☐ 1 copy each of all completion certificates issued by the awarding body

☐ 1 copy each of official transcripts, issued by the awarding body, listing the subjects passed to gain your qualification(s)

☐ Other documents   (*pls state*) _____

Issued by : _____

Date   : _____