

**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 certified copy of school leaving certificate
- 1 certified copy of SPM certificate
- 1 certified copy of STPM/UEC/ CAT certificate (as applicable)

- ACCA: Passed SPM with 5 credits including English and Mathematics, MUET Band 2.0 and above AND 2 Principal passes in STPM or UEC or CAT

-CAT: Passed SPM with 5 credits including English and Mathematics

-LCCI: Passed SPM with 2 credits including English and Mathematics

-DIA: *Passed SPM or its equivalent with a minimum of 3 credits including Mathematics, and a pass in English*

- If financed by scholarship/study loan, please attach documentary evidence
- No exemptions may be obtained with effect from September 2013 on MQA compulsory subjects previously attempted across different programmes.
- 1 copy each of all completion certificates issued by any 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: . .....