

## APPLICATION PROCEDURE FOR ADMISSION INTO POSTGRADUATE PROGRAMMES

1. Two completed sets of application forms to be returned to:  
AUN/SEED-Net Secretariat  
(Master's Program)  
Room 109-110, Building 2, Faculty of Engineering  
Chulalongkorn University, Bangkok, 10330 Thailand  
E-mail: grad@aun-seed.net, Tel: +66 2218 6419-21, Fax: +66 2218 6418
2. Please include the following in the application form in order to avoid unnecessary delay in processing:
  - (a) Two recent passport-size photographs.
  - (b) Certified academic transcripts, degree and professional qualifications. Please provide English translation if the transcripts are not in Bahasa Malaysia or English.
  - (c) A processing fee of RM20.00 or USD10 in postal or money order payable to the Bursar, University of Malaya.
  - (d) A stamped, self-addressed reply slip.
  - (e) A letter of guarantee from your sponsor (for those holding scholarships/sponsorships).
  - (f) Research proposal (for Master by Dissertation/Doctor of Philosophy/Doctor of Medicine). Please follow the "Guideline to Writing Research Proposal" enclosed.
  - (g) Two certified copies of TOEFL / IELTS test scores.
3. Two recommendation forms to be delivered to two referees. The referees must complete the forms and return them to us under "Confidential" cover. These recommendations must reach the Admissions Unit as soon as possible.
4. ***International students following Postgraduate programmes in the University of Malaya are required to attend and pass the Bahasa Melayu course.***
5. Section H is to be filled by the candidates applying to the relevant Faculties only.
6. ***Please note, incomplete application forms may delay the processing of the forms. The University reserves the right to cancel, restructure or change the programmes offered for specific reasons.***

### **TRANSCRIPT**

1. The transcript should include:
  - i. Date of enrollment.
  - ii. A list of all subjects taken (with dates), and the grades obtained for each subject.
  - iii. Interpretation or explanation of the grades, marks or scores.
  - iv. Title of degree awarded and date of conferment.
2. If the transcript is in a language other than Malay or English, provide an official translation.
3. If you are a recent graduate and an official transcript is not available, provide details of your undergraduate and Master's examinations.

UNIVERSITY OF MALAYA



REFEREE'S REPORT (CONFIDENTIAL)

POSTGRADUATE DEGREE APPLICATION  
LETTER OF RECOMMENDATION

**Part A: To be completed by the applicant before sending to the referee**

Name : .....

Degree applying for :  Masters: .....  Ph.D.

Academy/Institute/Faculty : .....

Proposed area of research : .....

Name of referee : .....

Signature of applicant : ..... Date: .....

**Part B : To be completed by referee. Completed report should be mailed to the following address in a sealed envelope. Please mark 'CONFIDENTIAL' on the envelope**

AUNSEED-Net Secretariat  
(Master's Program)  
Room 109-110, Building 2, Faculty of Engineering  
Chulalongkorn University, Bangkok, 10330 Thailand  
E-mail: [grad@aun-seed.net](mailto:grad@aun-seed.net), Tel: +66 2218 6419-21, Fax: +66 2218 6418

The candidate bearing this form is applying for admission for postgraduate study at the University of Malaya and has given your name as a referee. We will appreciate your evaluation of the applicant and look forward to a quick response.

1. How long have you known the applicant? .....

In what capacity? .....

2. Please tick (✓), as appropriate:

	Outstanding Top 10%	Above average Next 20%	Average Next 20%	Below average Bottom 50%	Unable to comment
Academic ability					
Originality					
Diligence					
Self-reliance & independence					

3. Please tick (✓), as appropriate:

I strongly recommend this applicant for the Ph.D./M.D./Masters programme

I recommend this applicant for the Ph.D./M.D./Masters programme

I do not recommend this applicant for the Ph.D./M.D./Masters programme

Additional comments: .....

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Name : .....

Position : .....

Address : .....

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Signature : ..... Date : .....



**B. SOURCE OF FINANCIAL SUPPORT**

You must have sufficient financial support for your studies. If you are in receipt of a scholarship, provide evidence.

**C. PAST ADMISSION IN UNIVERSITY OF MALAYA POSTGRADUATE PROGRAMME**

Have you followed any postgraduate programme in this University? YES/NO

If yes, state:

Year of study: ..... Programme followed: .....

Reasons for leaving the University:

- Completed course    
  Withdrawn (Date ..... )    
  Candidature lapsed (Date ..... )  
 Fail out (Date ..... )    
  Candidature terminated (Date ..... )

**D. ACADEMIC QUALIFICATIONS**

Tertiary Education — University, college and other tertiary institutions attended:

From (Year & month)	To	Institution	Qualifications obtained (give the year and class of honours)

Other professional qualifications (if any): .....

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Research and relevant experience (attach a separate sheet if space is insufficient):

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Publications, if any (provide complete citations; attach a separate sheet if space is insufficient):

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**E. TOEFL / IELTS SCORES**

TOEFL .....  IELTS .....

**F. LANGUAGE PROFICIENCY**

List the languages which you know and indicate for each language your degree of proficiency (provide documentary evidence wherever possible):

E = Excellent  
G = Good  
P = Poor

	Malay			English			Others (.....)		
	E	G	P	E	G	P	E	G	P
Reading									
Oral									
Written									

In what language(s) were you taught in your previous degree or diploma course? .....

Please tick (✓) the language in which your thesis/dissertation shall be written:

Malay

English

**G. POSITIONS HELD AND RESPONSIBILITIES**

(Most recent first, continue on separate sheet if necessary):

Date/Duration	Position	Responsibilities

If you are employed, please state Employer: .....

*To be filled by the Head of Department for those working in the Government and Statutory Authorities only.*

This is to notify that ..... has informed me of his/her intention to follow a Postgraduate Programme in the University of Malaya. I support / do not support this application.

Signature: ..... Date: .....

Name: ..... Position: .....

Department: .....

**REFEREES:** Please send the two recommendation forms to your referees. Give their names and addresses below. They must be able to comment on your academic capabilities.

1. ....  
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 Tel. : .....  
 Fax : .....  
 E-mail : .....

2. ....  
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 Tel. : .....  
 Fax : .....  
 E-mail : .....

**H. DECLARATION**

**For international applicants only:**

1. I understand that as a foreigner in Malaysia, I will require a Work Permit from the appropriate Malaysian Authorities in order to be engaged in any form of employment in Malaysia. I also understand that such a work permit is not issued to foreigners who are in Malaysia under a Student Visa/Pass and that the University of Malaya does not provide any financial assistance to its foreign students.

**For all students:**

2. I declare that all the information stated in this application form is true and correct. I understand that if at any time the information or part thereof stated in this declaration is found contrary to facts, the University has the authority to disqualify or, if I am already admitted, to terminate my candidature.

Applicant's signature: ..... Date: .....

**For Academy / Institute / Faculty Use**

Comment by the proposed supervisor(s):

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(2) .....  
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Signature: .....

Signature: .....

Comment by Head of Department or Dean:

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Signature: .....

**I. SPECIAL REQUIREMENTS OF ACADEMY/INSTITUTE/FACULTY**

***FACULTY OF DENTISTRY***

A candidate applying for the Master in Community Dentistry programme is required to submit an essay of about 200 words on the proposed area of research and indicate the reasons (attach a separate sheet or use the space provided overleaf).

*Language Requirements for International Students:*

“International students whose native language is not Malay or English or who have not obtained a degree from a university where Malay or English is the primary language of instruction will be required to demonstrate competence in the language in which they intend to write their dissertation. For this purpose, one of the following tests of language proficiency will be required of international students: Test of Malay Language proficiency conducted by the University of Malaya, a minimum of Band 6 of IELTS (International English Language Testing Service) or a minimum TOEFL (Teaching of English as a foreign language) score of 500 or equivalent.”

***FACULTY OF EDUCATION***

Do you have a Diploma in Education?

Yes

No (State any equivalent qualification .....

Please provide evidence of school teaching experience to be certified by the School Principal.

***FACULTY OF BUILT ENVIRONMENT***

Master of Science (Architecture) — by dissertation

A candidate applying for a programme in this department is required to state his research interest in the architectural field and other supplementary information (not more than 200 words; attach a separate sheet or use the space provided overleaf).

***FACULTY OF LANGUAGE AND LINGUISTICS***

Please state your teaching experience in any Language Subject and the place of work (attach a separate sheet or use the space provided).

***FACULTY OF ECONOMICS AND ADMINISTRATION***

A candidate applying for the Master in Public Administration programme is required to submit an essay of about 300 words on “how this programme will contribute towards his personal and career development” (attach a separate sheet or use the space provided).

