



LIMKOKWING SIERRA LEONE

Application for Admission

SIERRA LEONE —

Please read **SECTION 7** before completing form and ensure that the form is completed correctly.

SECTION 1 Preliminary Information

- 1) Please complete in BLOCK LETTERS
2) Tick (✓) where applicable

Course

Semester		Intake	
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How do you know about us?

☐ Advertisement ☐ Open Day ☐ Walk-ins ☐ Education Fair: _____

☐ Introduced by friends ☐ Telemarketing ☐ Others: _____

Student No.

[illegible]

* FOR OFFICE USE ONLY

SECTION 2 Personal Information

[illegible][illegible]

Place of Birth		Nationality	
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Race		Religion	
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Date of Birth		Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married
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Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	
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Current Address			
		P.O.Box	

Telephone No.			Email	
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Country/Area Code

Permanent Home Address			
		P.O.Box	

Telephone No.			Email	
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Country/Area Code

SECTION 3 Parent Information

[illegible][illegible]

Telephone No.			Email	
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Country/Area Code

Company Name & Address			
		P.O.Box	

Occupation		Mobile No		
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Country/Area Code

Email		Office Tel. No		
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Country/Area Code

SECTION 4 Emergency Contact Details

[illegible]

Relationship	
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Occupation		Mobile No		
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Country/Area Code

Email		Office Tel. No		
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Country/Area Code

SECTION 5 Academic/Professional Qualifications

Please list all School/College/Professional qualifications that you have taken from Age 16 and their results.

Date of Examination	Name of Examination	Name of School/College	Results

Please give details of any English Language qualifications you have obtained e.g. IELTS or TOEFL

Date of Examination	Name of Examination	Results

SECTION 6 Medical Details

☐ Yes ☐ No

If yes, please provide details below:

For international students, visa application will be denied if you are found to have medical issues, and you will be required to leave the country within fourteen (14) days.

SECTION 7**Terms and Conditions****1.0 Fees**

- 1.1 All fees must be paid within 7 days of the commencement date of each new semester. Please do not send cash payments through post.
- 1.2 Cheques should be made payable to
LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY INTERNATIONAL SDN. BHD.
- 1.3 With regard to payment by installment, the following apply:
 - A nominal surcharge on course fees will be levied on late payment.
 - Fee payment by installment as specified by the Finance Office will attract a nominal surcharge.
- 1.4 Registration fees are not transferable, refundable and cannot be deferred.
- 1.5 Failure to settle outstanding fees within the prescribed period may result in exclusion from the University.
- 1.6 Any refund of fees or deposit, where applicable, will be at the discretion of the University's Finance office.

2.0 Withdrawal

- 2.1 Students must inform the Registrar in writing if they are withdrawing from a course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is USD200.
- 2.3 Please note that in the event of a student withdrawing from the University to a different educational institution after registering and receiving the University's visa approval, the administrative charge is not obliged to be returned to the student.

3.0 Deferral

- 3.1 The student must apply to the Registrar in writing. Please note that this can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of the new semester.
- 3.2 In the event a deferral is granted, a deferral fee of USD200 is payable.
- 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

4.0 Transfer between Courses

- 4.1 A student may transfer from one course to another within the University only with the agreement of the appropriate authorities. No transfer will be allowed after 14 days from the commencement date of the new semester.

5.0 Add/Drop Module(s)

- 5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from Programme Leaders.

6.0 Rules and Regulations

- 6.1 All students must abide by the University Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the University premises will be reported to the relevant authorities.
- 6.3 The University and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the University.
- 6.4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The University reserves the right to revise the University Rules and regulations without prior notice.

7.0 The University reserves the right to accept or reject any application without assigning any reason.**8.0 Fees quoted in USD will be revised as and when the need arises from the fluctuation of the currency exchange rate.****9.0 Scratch card for WASSCE results.****SECTION 8****Declaration**

We confirm that, to the best of our knowledge, the information provided by us in this form is correct and complete. We have read and understood the instructions clearly and abide by all the terms and conditions as stipulated in Section 6.

Applicant's Signature

Parent/Guardian's Signature

Date

Date

SECTION 9

Admission Procedure

Please enclose the following when you submit your application

Check List

For Office Use

- 1 Complete Application Form.
- 2 Certified copies of Academic Results relevant to entry requirements.
- 3 Proof of English Language Proficiency e.g. IELTS or TOEFL, if applicable.
- 4 Photocopy of Identity Card (Sierra Leone students only).
2 Passport copies including all blank pages (clear color for Identification Page).
- 5 3 Passport size photographs with name written on the reverse (Sierra Leone Students only).
6 Photographs with white background. Size 3.5cm x 5cm (International Students only).
- 6 Portfolio consisting of 3 pieces of Original Artwork, if applicable.
- 7 Scratch card for WASSCE results.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

FOR OFFICE USE ONLY

Application Accepted

☐

Full Offer

☐

Conditional Offer

Semester Admitted

1	2	3	4	5	6	7	8	9	10
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Conditions

Exemptions

English Requirements

Remarks

Counselled by

Name in Full

Date

Enrolled by

Name in Full

Date

Please send the completed form to:

University of Innovation
The Global University of Malaysia
University for Edu-Tourism
University of Global Peace



— SIERRA LEONE —

University of Transformation
University of Societal Innovation
University of Digital Innovation

Official recognitions by the Government of Malaysia