



INSTITUTE OF SCIENCE AND MANAGEMENT

TB 900, MILE 3, JALAN CHONG THIEN VUN, 91000 TAWAU, SABAH, MALAYSIA.

TEL: +6089-779623

FAX: +6089-752745

Email: enquiry@ism.edu.my

APPLICATION FORM (MALAYSIAN STUDENT)

INSTRUCTIONS

Please write in BLOCK LETTERS (in BLACK or BLUE ink only).

All sections must be completed.

- ① A non-refundable application fee of RM100 is imposed for every application.
- ② Attach four (4) passport-sized photographs with light blue background.
- ③ Attach one (1) set of certified true copy of actual or forecast results/academic qualifications.
- ④ Attach one (1) copy of IC.
- ⑦ Other supporting documents for your application (optional).
- ⑧ For outstation applicants, please bank-in or telegraphic transfer application fee to "INSTITUT SAINS DAN PENGURUSAN" (Public Bank Account No.: 3064605019), and attach the original bank-in slip as proof of payment with the application form.
- ⑨ ISM reserves the right to accept or reject any application at its discretion.

* Failure to comply with the above may result in a delay in processing the application.

Current Passport-sized Photograph

1. PROGRAMME APPLIED FOR

Centre for Foundation Studies

GCE 'A' Level (Science)

GCE 'A' Level (Arts)

Centre for Business Studies

Diploma in Business Studies

Diploma in Accounting

Diploma in Agribusiness Management

English Short Courses

Intensive English Program

IELTS Preparatory Course

Intake: M M M / Y Y Y Y

2. PERSONAL DETAILS

Full Name:

(As in NRIC)

Chinese Name:

(If any)

Gender:

 Male Female

Marital Status:

 Single Married

Date of Birth:

 D D / M M / Y Y Y Y

Place of Birth:

NRIC No.:

Nationality:

Race:

 Chinese Malay India Others:

_____ (Please Specify)

Religion:

 Buddhism Christianity Islam Hinduism Others:

_____ (Please Specify)

Mobile No.:

House Tel No.:

Email Address:

3. PERMANENT ADDRESS

Address:

City/Town:

Postcode:

State:

Country:

4. MAILING ADDRESS

Please tick if mailing address is the same as your permanent address.

Complete the section below if your mailing address is different from your permanent address.

Address:

City/Town:

Postcode:

State:

Country:

5. DETAILS OF PARENTS

Name of Father:

Name of Mother:

NRIC/Passport No:

NRIC/Passport No:

Nationality:

Nationality:

Occupation:

Occupation:

Mobile No.:

Mobile No.:

Note: You will be included in ISM WhatsApp Group and will receive future information from ISM regarding events, invitation to graduation ceremony, programs update, marketing materials and etc. If you do not want to receive any information from ISM, please tick the 'opt out option'.

(Father) Opt out of future information from ISM

(Mother) Opt out of future information from ISM

6. DETAILS OF GUARDIAN (OPTIONAL)

Full Name:

Address:

Mobile No.:

Passport/NRIC No:

Relationship:

Note: You will be included in ISM WhatsApp Group and will receive future information from ISM regarding events, invitation to graduation ceremony, programs update, marketing materials and etc. If you do not want to receive any information from ISM, please tick the 'opt out option'.

Opt out of future information from ISM

7. LAST ACADEMIC RECORD

School/College/

University Name:

Address:

Name of Highest
Qualification:

Degree

A-Level

UEC

STPM

Pre-U/Cert

Diploma

O-Level

SPM

Others:

_____ (Please Specify)

Result:

Actual

Forecast

Year Completed:

8. EXTRA-CURRICULAR ACTIVITIES

Societies	Position Held	Level (School, State, National, International)	Year

9. ACCOMMODATION (APPLICABLE TO OUTSTATION STUDENTS ONLY)

Required * Not Required

* If required, please complete the Accommodation Application Form and attach it with this application form.

10. DECLARATION

- ① I undertake that I will comply with all policies, rules and regulations of Institute of Science and Management.
- ② I declare that the information given on this form is true and correct. I acknowledge that the provision of incorrect information or false documentary evidence may result in my removal from the course.
- ③ I understand that I am liable for payment of all fees and that failure to pay any outstanding fees by the due date may lead to cancellation of my enrolment.
- ④ I hereby permit Institute of Science and Management to release details of my attendance report, examination results and progress at ISM to my parent(s), guardian and/or sponsor.
- ⑤ I hereby permit Institute of Science and Management to release my personal details retained by ISM to government, and bodies, whether in Malaysia or in my country of origin / nationality, as a result of a legal requirement stipulated under any written law currently in force in Malaysia or in my country of origin / nationality, or pursuant to any legal investigation in Malaysia or in my country of origin / nationality.

Name of Applicant: _____

Signature of Applicant:

Date:

D	D
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 /

M	M
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 /

Y	Y	Y	Y
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Name of Parent/Guardian: _____

Signature of Parent/Guardian:

Date:

D	D
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 /

M	M
---	---

 /

Y	Y	Y	Y
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11. GENERAL INFORMATION

How did you know about Institute of Science and Management (ISM)?

Please tick and name the source of publicity. You may tick more than one.

Newspapers: _____

Banners: _____

Magazines: _____

Billboard: _____

School Talk: _____

Counselors: _____

School Fair: _____

Agent: _____

Online Source: _____

Friends: _____

Brochures/Leaflet: _____

Family Members: _____

ISM Alumni: _____

Others: _____

FOR AGENT OR COUNSELOR USE ONLY

Name of Agent/Counselor: _____
Email: _____
Address: _____

Contact No.: _____
Signature: _____
Date:

D	D	/	M	M	/	Y	Y
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FOR OFFICE USE ONLY

Information and Student Services Centre:

Application checked by: _____
Designation: _____
Remarks: _____

Signature: _____
Date:

D	D	/	M	M	/	Y	Y
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Student-Introduce-Student: Yes No

Name of Student: _____
Contact No.: _____
Programme: _____
Intakr/Year: _____

Signature of Student: _____
Date:

D	D	/	M	M	/	Y	Y
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Registry:

Application received by:
Name: _____

Date Received: _____

Application approved by:
Name: _____

Designation: _____

Type of Offer: Unconditional Offer Conditional Offer Reject (see comment)

English Requirement: Yes No

Offer Letter No.: _____

Signature: _____
Date:

D	D	/	M	M	/	Y	Y
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Comments: _____
