

## APPLICATION RECORD SHEET

(To be completed by your home institution)

Please complete and send this sheet together with your supporting documents

<b>Application Details</b> Name of Applicant: _____ Home Institution: _____ Proposed Admission Status: _____ Proposed Study Period: _____ Admission Type: _____ Online Form Submitted on: _____
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<b>Accommodation Preference (Please tick as appropriate)</b> <input type="checkbox"/> The applicant will live On-Campus <input type="checkbox"/> The applicant will live Off-Campus
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<b>Student VISA Application (Please tick as appropriate)</b> <input type="checkbox"/> The applicant will need to apply for a student visa <input type="checkbox"/> The applicant does not need to apply for a student visa
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<b>Submission of Supporting Documents</b> The following supporting documents are enclosed for the application: (Please select as many as appropriate) <input type="checkbox"/> First Academic Recommendation <input type="checkbox"/> TOEFL/IELTS Score Report (if applicable) <input type="checkbox"/> Second Academic Recommendation <input type="checkbox"/> Score Report from Achievement Tests (if applicable) <input type="checkbox"/> Official Transcript(s) <input type="checkbox"/> Application fee (For study abroad students only) <input type="checkbox"/> A photocopy of the identification/particular page of your national passport
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**Endorsement (Must be completed by Exchange/Study Abroad Programme Coordinator of the applicant's home institution)**  
 NOTE: If the applicant is applying as a study abroad student without any financial or administrative support from home institution, it is unnecessary to complete this section (\* Please check the boxes as necessary)

Delivery of Admission Documents\*      Acceptance Package       Send to the applicant directly       Send to home institution for forwarding

If the package(s) should be sent to home institution, please provide us the address and name of the contact person below: (Note: P.O.Box is not acceptable.)

<u>Issuance of Bills*</u>	Bedding Fee	<input type="checkbox"/> Bill applicant	<input type="checkbox"/> Bill home institution
	Administration Fee	<input type="checkbox"/> Bill applicant	<input type="checkbox"/> Bill home institution
	Visa Application Fee	<input type="checkbox"/> Bill applicant	<input type="checkbox"/> Bill home institution
	Hostel Fees	<input type="checkbox"/> Bill applicant	<input type="checkbox"/> Bill home institution
	Hostel Deposit (Refundable)	<input type="checkbox"/> Bill applicant	<input type="checkbox"/> Bill home institution
	Caution Money (Refundable)	<input type="checkbox"/> Bill applicant	<input type="checkbox"/> Bill home institution
	Programme Fee (For study abroad students only)	<input type="checkbox"/> Bill applicant	<input type="checkbox"/> Bill home institution

If the bills should be sent to home institution, please provide us the address and name of the contact person below:

I confirm that the applicant is nominated/supported by the home institution to participate in the Student Exchange/ Study Abroad Programme for the period indicated. The application has been reviewed and discussed with the applicant. All required information and documents are enclosed herewith.

Full Name of the Exchange/Study Abroad Programme Coordinator: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel. no: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks (if any): \_\_\_\_\_