



# STRADFORD INTERNATIONAL COLLEGE

KP (BPSG) 5195/428(24)  
No. Perakuan Pendaftaran : DK183(P)  
2796, Jalan Chain Ferry, Taman Inderawasih, 13600 Prai, Penang. Tel : (+6) 04 - 390 4000 / 397 0000 / 657 2412 (+6) 019 - 446 0735 (Mobile)  
Fax : (+6) 04 - 390 3000 Email : admin@stradfordcollege.edu.my Website : www.stradfordcollege.edu.my

## REGISTRATION FORM

*For Office Use Only*

Registration Date	dd mm yyyy
Registration Fees	
Staff in Charge	
Registration No	

Please affix recent  
photograph  
(White Background)

*Participant is required to fill up completely information in Part A, B, C, D & E*

PART A	COURSE DETAILS			
Course Name		Session	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Payment Mode	<input type="checkbox"/> Full Payment <input type="checkbox"/> Yearly <input type="checkbox"/> Semester	Duration	____ Years ____ Months	

PART B	PERSONAL DETAILS					
Full Name (as in passport) please underline family name			Nationality		Religion	
Passport No / IC No		Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Address (Home Country)			Place of Issue			
	City	State	Passport Issue Date	dd mm yyyy		
	Postcode	Country	Passport Expiry Date	dd mm yyyy		
Address (Malaysia Country)			Date of Birth	dd mm yyyy		
	City	State	Country of Birth			
	Postcode	Country	Email Address			
Contact Person Emergency In Malaysia			Mobile Phone Number			
Correspondence Address			Relationship to Student			

PART C	ACADEMIC QUALIFICATION			
	School / College / University attended	Exam / Course	Result	Year
Secondary				
IPTS / College				
University				
Others				

PART D	EMPLOYMENT HISTORY (If Applicable)			
	Company / Employer Name	Company Telephone No	Position Held	Period
Present				
Previous				

PART E		OTHERS			
1	Do you need any hostel accomodation?	Yes / No	If No, please specify		
2	Have you experienced any physical / mental illness	Yes / No	If Yes, please specify		
3	Have you been convicted of any crimes	Yes / No	If Yes, please specify		
4	How did you come to know about this courses / college?	<input type="checkbox"/> Seminar	<input type="checkbox"/> Brochures	<input type="checkbox"/> Exhibition	
		<input type="checkbox"/> Exhibition	<input type="checkbox"/> Friends	Others - specify	
5	Any introducer? Kindly mention his / her name.	Name			
		Contact No		Email	

Please attach the following documents (All documents must be certified true copy)

- 1 4 photocopies of all pages of the passport. Passport must have at least one year validity.
- 2 4 photocopies of original academic transcripts.
- 3 9 Passport size photos. (3.5cm X 5.0cm White Background)
- 4 Health Examination Report (must attend medical screening at approved clinics in Malaysia)
- 5 Eligibility Letter / No Objection Certificate (only applicable for Sub-Saharan countries)

### DECLARATION

I hereby declare that all the information given above is true. I understand that it is my responsibility to provide all documentary evidence upon registration, and any other information needed by the College from time to time. I also agreed to abide by all the rules and regulations stated by the College.

NAME : \_\_\_\_\_

PASSPORT NUMBER : \_\_\_\_\_

CONTACT NUMBER : \_\_\_\_\_

DATE

### FOR OFFICE USE ONLY

This is application is

	Approved
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	Rejected
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Remarks : \_\_\_\_\_

Registrar to sign : \_\_\_\_\_ Name : \_\_\_\_\_

Approval under special cases by Head of the Department

Remarks : \_\_\_\_\_

H.O.D. to sign : \_\_\_\_\_ Name : \_\_\_\_\_

## RULES & REGULATIONS OF INTERNATIONAL STUDENT

1. Student Pass - Your acceptance to Stradford International College (Stradford) is subjected to the approval of your student pass application by the Malaysian Immigration Department. Stradford will submit the application on student's behalf but is not responsible for the time taken or delay in processing the application and if the application is rejected by the Immigration Department for any reasons.
2. Validity of Passport & Pass - You must hold a valid passport and student pass for the entire duration of your stay in Malaysia. You are responsible for the validity of any kind of immigration pass / visa / social pass and must abide by the rules and regulations imposed by Stradford and the Malaysian Immigration Department.
3. Report to Stradford - Upon your arrival in Malaysia, you must report to the International Office (IO), Stradford within three days to submit your passport and payment for the endorsement of student pass.
4. Payment of Fee - You are required to report to Admissions & Bursary Office to pay any balance/pending programme fees if any and present the original certificate(s) and supporting documents within seven days after the commencement date of the programme, failing which, Stradford reserves the rights to terminate the student and do the necessary action including shortening of the visa.
5. Payment of Student Pass & Visa - You shall bear all charges related to your student pass / visa / special pass or fines charged by the Immigration Department.
6. Employment - You are not allowed to engage in any kind of work or occupation in Malaysia while holding a student pass unless you have obtained the approval from the Immigration Department. However, the new rules allow you to work only during semester break subject to the rules and regulations set by Immigration Department.
7. Renewal/Extension of Student Pass - For Renewal/Extension of Student Pass you must fulfill the following condition :
  - a) You must have at least 80% attendance
  - b) You must attain minimum CGPA2.0 in academic results for the duration of the current student pass validity period.
  - c) You are required to pay at least one (1) semester of tuition fee in advance before applying to extend/renew your student pass. Your payment should be good & must not have any fee arrears. All application for student pass must be submitted to the International Office two months before the expiry date of your student pass.
8. Withdrawal - You must inform Stradford in writing if you wish to withdraw from the college and report to the International Office for cancellation of your student pass. Stradford reserves the right to forfeit the caution fee, any fee paid & claim any outstanding fee and also inform the Immigration Department to cancel your student passes if you fail to do a proper cancellation before leaving the country.
9. Inactive - If you have registered but failed to attend any classes one month after the commencement date without informing Stradford officially, you will be classified as withdrawn. All fees and security deposit will be forfeited and Stradford will inform immigration to cancel your student pass.
10. Refund of Fees - Refund of fees is subjected to Stradford's Bursary Policy (please refer to Stradford's Bursary Policy)
11. Deferment - You must obtain the written approval from your Head of Department if you wish to defer your study (terms and conditions applied).
12. Code of Conduct - You are required to abide by the Stradford Code of Conduct and Code of Discipline.
13. Medical Examination - You are required to undergo a medical examination at the Approved clinics stated by EMGS (Education Malaysia Global Services) within 7 days of arrival in Malaysia and subscribe a medical insurance programme recommended by EMGS.

## DECLARATION

I hereby declare that all the information given above and documents submitted are true and complete. I understand that any misrepresentation of information may result in revoking acceptance or terminating my enrolment in Stradford International College (Stradford).

I further agree to abide by the Stradford's Code of Conduct as stated in Student Handbook and understand that Stradford reserves the right to change policies, programmes and fees without notice. I understand that my study in Stradford is subject to the approval of my student pass by the Malaysian Immigration Department.

I hereby confirm that I have read, understood and agreed to all the above. I understand that by accepting this offer, I have to follow all the above terms and conditions as well as Stradford's Rules & Regulations. I fully understand and agree to abide by them.

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NAME : \_\_\_\_\_

PASSPORT NUMBER : \_\_\_\_\_

CONTACT NUMBER : \_\_\_\_\_

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DATE