

Universiti Tunku Abdul Rahman

Form Title : **Application for UTAR Student Mobility Sponsorship for Outbound Student Programmes (Overseas)**

Form Number : FM-DSA-SSU-008	Rev No: 3	Effective Date: 12/06/2019	Page No: 1 of 4
------------------------------	-----------	----------------------------	-----------------

Application for UTAR Student Mobility Sponsorship for Outbound Student Programmes (Overseas)

Student Exchange
One Semester and above

Internship in Overseas
Universities

Study Tour / Field Trip

1. PERSONAL PARTICULARS

Full Name			
Current Programme Enrolled at UTAR		Faculty / Institute	
Level of Study	Bachelor / Master / PhD Year: _____ Trimester: _____	Student ID No.	
I.C. No.		Contact No.	
Passport No.		Date of Expiry	
Postal Address		Email	
Monthly Household Income (RM)	<i>(applicable for B40 applicant - please provide parent's / guardian's payslip or any relevant financial document)</i>		

2. INFORMATION ON HOST INSTITUTION

Name of Host Institution		Country	
Full Address (city and country)			

3. PARTICULARS OF STUDY AT HOST INSTITUTION

Name of Programme: _____	Faculty: _____
Date of Commencement: _____	Date of Completion: _____

Subject Code	Subject / Programme	Subject Code	*Matching UTAR Subject

** Please state the subjects you are requesting for credit transfer*

Universiti Tunku Abdul Rahman

Form Title : **Application for UTAR Student Mobility Sponsorship for Outbound Student Programmes (Overseas)**

Form Number : FM-DSA-SSU-008

Rev No: 3

Effective Date: 12/06/2019

Page No: 2 of 4

4. ACADEMIC / ACTIVITIES ACHIEVEMENT

A. Are you currently/formerly holding any position(s) pertaining to Student Representative Council, Class/Course Representative, Clubs and Societies Committee, Event Organising Committee or UTAR Ambassadorship Programme(s)? If yes, please name those positions.

B. If you have completed or are currently undergoing any UTAR Ambassadorship Programme(s), please name the programme(s) and state the service hours contributed.

C. Current CGPA:

D. Are you a recipient of Dean's List / President's List / Certificate of Merit for MBBS Programme? Please specify.

E. Did you represent UTAR or the country / state in any international or national events? If yes, please provide details on this.

F. Do you participate in the UTAR Undergraduate Research Programme? If yes, please state the number of hours of engagement for the following:

Research Training Workshop: _____ hours Project: _____ hours

G. Current accumulated points earned for USSDC (UTAR Soft Skills Development Certificate):

*The above academic / activities achievements MUST be supported with relevant documents.

H. DECLARATION

I declare that so far I have not received any forms of financial assistance / scholarship / sponsorship for this outbound programme from UTAR, local or overseas institutions, including free accommodation, and that the information I have given on this form is true and correct.

Signature of Applicant: _____ Date: _____

Universiti Tunku Abdul Rahman

Form Title : Application for UTAR Student Mobility Sponsorship for Outbound Student Programmes (Overseas)			
Form Number : FM-DSA-SSU-008	Rev No: 3	Effective Date: 12/06/2019	Page No: 3 of 4

CHECKLIST

The following documents MUST be submitted together with the application form. Please tick (✓) in the appropriate boxes.

1. Certified copy of parent's / guardian's latest payslip / EPF statement / B/e-Tax form with tax payment receipt / audited Financial Statements (for B40 applicants)
2. One (1) Certified copy of UTAR's latest examination transcript / notification of results by respective FGO
3. Verification for activities and positions from DSA for SRC or Clubs and Societies / Faculty for Class or Course Representative / DPP for UTARambassador / UTAR Green Campus Committee for UTAR Green Campus Ambassador / Principal Investigator of respective project(s) for UTAR Undergraduate Research Scheme
4. Relevant document(s) as proof of applicants involvement in any international / outbound events
5. Verification from DSSC on the number of DSSC points earned

For students who are applying for the Student Exchange or Internship in overseas Universities are also required to submit the following additional documents. Please tick (✓) in the appropriate boxes.

1. Letter of Recommendation including approval for UTAR Credit Transfer (if relevant) from the Dean or appropriate authority
2. One photocopy of approved leave of absence application form (if relevant)
3. Student Exchange Application Form (Outbound)
4. Evidence of visa approval (if relevant)

Please return completed application to:

Outbound Student Programmes One Stop Centre at the Department of Student Affairs

Kampar Campus: Room C113, Ground Floor, Student Pavilion 1,
 Jalan Universiti, Bandar Barat, 31900 Kampar, Perak, Malaysia.
 Tel: 605 468 888 Ext: 2280
 Email: kharcy@utar.edu.my , phoonsw@utar.edu.my , oule@utar.edu.my

Sungai Long Campus: Room KB006, Ground Floor, KB Block,
 Jalan Sungai Long, Bandar Sungai Long, 43000 Cheras, Kajang, Malaysia.
 Tel: 603 9086 0288 Ext: 818 / 829
 Email: dsa@utar.edu.my

Universiti Tunku Abdul Rahman

Form Title : **Application for UTAR Student Mobility Sponsorship for Outbound Student Programmes (Overseas)**

Form Number : FM-DSA-SSU-008	Rev No: 3	Effective Date: 12/06/2019	Page No: 4 of 4
------------------------------	-----------	----------------------------	-----------------

For Office Use Only

Submission of Completed Form to Outbound Student Programmes One Stop Centre at the Department of Student Affairs

Received by	Name:	Date:	
	Signature:		

Vetted by	Name:	Date:	
	Signature:		

Recommendation

Recommended under Sponsorship Category: _____ with an amount of sponsorship RM: _____
 Not Recommended

Kindly state the reason(s) if the application is not recommended:

Approval by Vice President (Internationalisation and Academic Development)

Approved
 Not Approved

Comment:

Signature		Date	
-----------	--	------	--