

# ISBA (UK) Thinking Skills ACADEMY

## STUDENT APPLICATION FORM

Please tick [  ] To Select The INSTITUTION

[  ] ISBAUK Thinking Skills ACADEMY RAWANG

Section A: To be completed by applicant

### PERSONAL INFORMATION

1. Name (as in NRIC): \_\_\_\_\_
2. Chinese Name: \_\_\_\_\_
3. NRIC No: \_\_\_\_\_
4. Nationality: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_  
(Date/Month/Year)
6. Gender: \_\_\_\_\_
7. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_ State: \_\_\_\_\_
8. Contact No.: \_\_\_\_\_ (H/O) Mobile No.: \_\_\_\_\_
9. E-Mail Address: \_\_\_\_\_
10. Race.: \_\_\_\_\_
11. Religion: \_\_\_\_\_
12. Do you suffer from any physical disability or illness? If so, please specify the nature of these conditions. Otherwise, state "None".

### COURSE APPLICATION DETAILS

PROGRAMMES				
CERTIFICATE & DIPLOMA IN COMPUTER SYSTEM (SIJIL & DIPLOMA SISTEM KOMPUTER)			Full Time ( <input checked="" type="checkbox"/> )	Part Time ( <input checked="" type="checkbox"/> )
IT020_34072017	Level 3	Computer System Operation (Operasi Sistem Komputer)		
	Level 4	Computer System Administration (Pentadbiran Sistem Komputer)		
IT020_3072017	Level 3	Computer System Operation (Operasi Sistem Komputer)		
IT020_4072017	Level 4	Computer System Administration (Pentadbiran Sistem Komputer)		

PROGRAMMES				
CERTIFICATE & DIPLOMA IN OFFICE ADMINISTRATION (SIJIL & DIPLOMA PENTADBIRAN PEJABAT)			Full Time (✓)	Part Time (✓)
FB02481_234072017	Level 2	Office Administration (Pentadbiran Pejabat)		
	Level 3	Office Administration Supervision (Pejabat Pentadbiran Penyeliaan)		
	Level 4	Information System Administration (Pentadbiran Sistem Maklumat)		
FB024_2072017	Level 2	Office Administration (Pentadbiran Pejabat)		
FB024_3072017	Level 3	Office Administration Supervision (Pejabat Pentadbiran Penyeliaan)		
FB081_4072017	Level 4	Information System Administration (Pentadbiran Sistem Maklumat)		
FB02481_34072017	Level 3	Office Administration Supervision (Pejabat Pentadbiran Penyeliaan)		
	Level 4	Information System Administration (Pentadbiran Sistem Maklumat)		

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### ACADEMIC QUALIFICATION

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1. **Last School / Institution Attended**

a) Name of School / Institution: \_\_\_\_\_

b) Address of School / Institution: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. **Qualification**

a) SPM / Others: \_\_\_\_\_

(Please specify)

NO	SUBJECT	GRADE
1		
2		
3		
4		
5		
6		
7		

b) STPM / A-Levels / SAM / CPU / Others: \_\_\_\_\_

NO	SUBJECT	GRADE
1		
2		
3		
4		
5		
6		
7		

c) Other Qualification: \_\_\_\_\_

<i>Name of Institution</i>	
<i>Level of Study</i>	
<i>Name of Award</i>	
<i>CGPA / Grade</i>	

3. **English Language Proficiency:** (Please fill in your grade)

1	<i>IELTS</i>	
2	<i>TOEFL</i>	
3	<i>ENGLISH 119 / O-LEVEL</i>	
4	<i>MUET</i>	

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### CO-CURRICULUM ACTIVITIES

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1. Sports: \_\_\_\_\_

2. Uniform: \_\_\_\_\_

3. Clubs / Societies: \_\_\_\_\_

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### PARTICULARS OF PARENT / GUARDIAN

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1. Name (as in NRIC): \_\_\_\_\_

(Parent / Guardian)

2. Chinese Name: \_\_\_\_\_

3. NRIC No: \_\_\_\_\_

4. Nationality: \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_

6. Gender: \_\_\_\_\_

(Date/Month/Year)

7. Correspondence Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

State: \_\_\_\_\_

8. Relationship: \_\_\_\_\_

9. Occupation: \_\_\_\_\_



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**OTHER CONTACTS**

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In case of emergency, the person to contact:

1. Name: \_\_\_\_\_
2. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_
3. Relationship: \_\_\_\_\_
4. Contact No.: \_\_\_\_\_ (H/O)      Mobile No.: \_\_\_\_\_
5. E-Mail Address: \_\_\_\_\_

**SECTION B: For Office Use**

<b>Date Received :</b>	<b>Complete and Processed:</b>	<b>Incomplete:</b> ..... Processing fee of RM 100.00 ..... Certified true copy of SPM / STPM / A-Levels / SAM / CPU results. ..... Certified true copy of School Leaving Certificate. ..... Certified true copy of Birth Certificate / Identity Card. Others: _____
<b><u>Prepared &amp; Enroll By:</u></b> Staff-in-charge: _____ Date: _____ Remarks : _____		
<b><u>Student Introduce Fees Claims:</u></b> Student Name: _____ NRIC No. : _____		

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## APPLICATION INSTRUCTIONS

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**Completed application form must be submitted together with the following documents:**

1. Certified true copy of actual / forecast SPM / Other equivalent results.
2. Certified true copy of actual / forecast STPM / A-Levels / SAM / CPU / UEC / Other equivalent results.
3. Certified true copy of School Leaving Certificate.
4. Certified true copy of Birth Certificate.
5. Certified true copy of Identity Card.
6. Certified true copy of MUET (**compulsory for STPM holders**)

If you are using other equivalent qualification(s), for example, Diploma or Advanced Diploma from a ACADEMY / Institution / Polytechnic, you are also required to submit together with the application form:

1. Certified true copy of Certificate of Awards.
2. Official Academic Transcripts.
3. Course structure and syllabi.
4. Official letter from Private ACADEMY / Institution of Higher Learning on the Standard Minimum / Accreditation from the National Accreditation Board (LAN); and
5. All relevant information and materials related to your previous studies from SPM onwards.

**Applications submitted without the above documents will be processed for normal admission without any consideration for credit transfer.**