



To All Applicants Graduate Studies Programme Universiti Utara Malaysia

Thank you for choosing Universiti Utara Malaysia as your centre for excellence.

While filling in the form, please pay attention to the following:

- Fill in the form in block letters using a black pen or a typewriter;
- All sections must be filled in. State “not applicable” wherever necessary.

The completed application form must be submitted with the following documents:

- i) Proof of payment for processing fee of RM100.00 (for Malaysian applicants)/ USD35.00 @ RM125.00 (for ASEAN applicants)/ USD50.00 @ RM175.00 (for NON ASEAN applicants). Payment can be made by the following method:
 - a. Online payment via e-commerce (e-com) link on the web www.uum.edu.my . Choose payment mode credit card (Mastercard/Visa) or FPX (if you are an internet banking user). Attach the printed receipt to the application form; or
 - b. at any branch of Bank Islam Malaysia Berhad (BIMB) use the using Bill Payment Slip. Specify payee code **340** in the column “pay for” in the Bill Payment Slip;
 - c. Where there is no BIMB branch, payment can be made by Money Order in favour of **Bendahari Universiti Utara Malaysia**.
 - d. Any payment from outside Malaysia can be made through Telegraph Transfer as below:

Bank name	: Bank Islam Malaysia Berhad
Account number	: 02093010000010 (there are 14 digits)
Bank branch/address	: Bank Islam Malaysia Berhad (BIMB) UUM Branch Universiti Utara Malaysia 06010 Sintok, Kedah, Malaysia
Swift code	: BIMBMYKL
Bank’s tel. no.	: 604-9246271
- ii) Certified copies of Degree/equivalent qualifications, full Academics Transcripts, Malaysian University English Test (MUET)/Teaching English as a Foreign Language (TOEFL)/International English Language Testing System (IELTS), and professional certificates;
- iii) Certified copy of Identity Card;
- iv) Letter of undertaking for Scholarship/training award/study loan (if any);
- v) Letter of approval/official leave from employer/relevant authorities to pursue this programme (if any);
- vi) Copy of research proposal (for applicants doing full research only);
- vii) Two (2) copies of International passports (front page only) and four (4) copies of passport-sized coloured photographs (for international applicant);
- viii) A release letter from other Malaysian Higher Learning Institution for Immigration purposes (for international applicant who previously studied at other Malaysian Higher Learning Institution).

Please be informed that the acceptance letter will be posted through your e-mail. Only the completed form received before closing date will be processed. Please address your application to:

Assistant Registrar
Admission and Record Unit
Othman Yeop Abdullah Graduate School of Business
Universiti Utara Malaysia
06010 UUM Sintok, Kedah
Malaysia

We look forward to seeing you at UUM. Thank you.



OTHMAN YEOP ABDULLAH
GRADUATE SCHOOL OF BUSINESS
APPLICATION FOR GRADUATE ADMISSION

Recent
Photograph

Semester

Session

1

PROGRAMME DETAILS

Name of Programme (name one)

College

Mode of Studies *: Full-time Part-time

Programme Structure*: Research Coursework Coursework & Dissertation

Place of Studies*: UUM Sintok Branch Centre: _____

Information about UUM obtained from*: Agent
 Advertisement/ Media (newspaper, website etc.)
 Friend
 Others

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PERSONAL DETAILS

Full Name (As per I.C./Passport) : _____

Identity Card No. (NRIC): _____ Passport No: _____

Date of Birth : _____ Place of Birth : _____

Gender* : Male Female Age : _____

Religion: _____ Race : _____ Nationality : _____

Marital Status*: Single Married Widow

Permanent Address:

Mailing Address:

Postcode : _____

Postcode : _____

Town : _____

Town : _____

State : _____

State : _____

Country : _____

Country : _____

Tel. No : _____ (H) _____ (O) _____ (H/P)

E-mail : _____

* Note : Please tick (X) whichever applicable.

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FAMILY BACKGROUND

a. Name of Spouse : _____

Occupation: _____ Tel. No: _____

Employer's Name & Address : _____

Tel. No. : _____ No. of Children : _____

b. Person to be notified in case of emergency : _____

Address : _____

Tel. No. : _____ Relationship : _____

4

EMPLOYMENT DETAIL/EXPERIENCE*Current Position* : _____ *Date Held* : _____*Employer's Name and Address* : _____*Tel. No.* : _____ *Fax No.* : _____ *E-mail* : _____*Previous position (Working experience after obtaining First Degree, if any)*

<i>Name of Position</i>	<i>Employer's name and address</i>	<i>From – To</i>	<i>Length of Service</i>

5 ACADEMIC BACKGROUND

Name and address of Institution	Year Attended	Diploma/Degree Obtained	Date Of Graduation	Class/CGPA

6 PROFESSIONAL QUALIFICATION

Qualification	Year Awarded	Awarded by

7 ENGLISH LANGUAGE QUALIFICATION

Please indicate your English Language qualification:

- Malaysian University English Test (MUET) score: _____
 International English Language Testing System (IELTS) score: _____
 Test of English as a Foreign Language (TOEFL)
 () Paper Based Test score: _____
 () Computer Based Test score: _____
 () Internet Based Test score: _____

8

PROFESSIONAL PUBLICATION

Title of Book/Journal	Year of Publication	Name and location of Publication

9

FINANCIAL SUPPORT

Please indicate your source of financial support

- Employer / government
- Study loan fund
- Self-support

Name and address of person and organization paying your fees

10

ACADEMIC REFEREE (Name two [2])

The academic referees must comprise of those who know the applicant in terms of his/her academic performance [e.g.: Dean, Lecturer, Employer] and should not have any personal acquaintances or relatives

1) Name : _____

Address : _____

Tel. No : _____

Official Position: _____

2) Name : _____

Address : _____

Tel. No. : _____

Official Position : _____

11

Field of Research

(Applicant who wishes to pursue graduate study by full research must fill in this section)

Area of Research: _____

Proposed Research Title: _____

Aims/Objectives of Research: _____

Academic Staff whom you have met and discussed about your research, if any:

Intended research location

PLEASE ATTACH A COPY OF YOUR RESEARCH PROPOSAL

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DECLARATION

I hereby certify that the above information and documents enclosed is true and complete. Universiti Utara Malaysia reserves the right to reject this application if the information given is false and/or incomplete.

Applicant's Signature

Date

Please send complete application form with all the related documents to:

**Assistant Registrar
Admission and Record Unit
Othman Yeop Abdullah Graduate School of Business
Universiti Utara Malaysia
06010 UUM Sintok, Kedah
Malaysia**



REFEREE REPORT

This report is **CONFIDENTIAL** and must be sealed by the referees and forward the envelope to the applicant to be submitted together with the application form

PART A : TO BE COMPLETED BY THE APPLICANT

Name : _____

Programme of Studies : _____

Place of Studies : _____

Mode of studies * : Full- time Part-time Distance Learning

Programme Structure : Research Coursework Coursework & Thesis

PART B : TO BE COMPLETED BY THE REFEREE

Name : _____

Official Position : _____

Employer's name and address: _____

_____ Postcode : _____

Town : _____ State: _____ Country : _____

Tel. No. : _____ Fax No. : _____ E-mail : _____

a) How long have you known the applicant? _____

b) How do you know the applicant? _____

c) What is your relationship to the applicant? _____

d) Do you believe that the applicant is prepared for graduate work?

Yes No

e) What do you think are persona traits of the applicant that will enable him/her to pursue graduate study?

* Please tick (X) whichever appropriate

f) How do you rate the applicant on each of the following? Please tick ✓ whichever appropriate.

	Excellent	Very Good	Good	Average	Poor
i) Intellectual ability					
ii) Maturity and emotional stability					
iii) Motivation					
iv) General Knowledge					
v) Initiative					
vi) Ability to cooperate					
vii) Responsibility					

Your Recommendation

Recommended

Not recommended

Referee's Signature

Date



REFEREE REPORT

This report is **CONFIDENTIAL** and must be sealed by the referees and forward the envelope to the applicant to be submitted together with the application form

PART A : TO BE COMPLETED BY THE APPLICANT

Name : _____

Programme of Studies : _____

Place of Studies : _____

Mode of studies * : [] Full- time [] Part-time [] Distance Learning

Programme Structure : [] Research [] Coursework [] Coursework & Thesis

PART B : TO BE COMPLETED BY THE REFEREE

Name : _____

Official Position : _____

Employer's name and address: _____

_____ Postcode : _____

Town : _____ State: _____ Country : _____

Tel. No. : _____ Fax No. : _____ E-mail : _____

a) How long have you known the applicant?

b) How do you know the applicant? _____

c) What is your relationship to the applicant? _____

d) Do you believe that the applicant is prepared for graduate work?
[] Yes [] No

e) What do you think are persona traits of the applicant that will enable him/her to pursue graduate study?

* Please tick (X) whichever appropriate

f) How do you rate the applicant on each of the following? Please tick ✓ whichever appropriate.

	Excellent	Very Good	Good	Average	Poor
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iii) Motivation					
iv) General Knowledge					
v) Initiative					
vi) Ability to cooperate					
vii) Responsibility					

Your Recommendation

Recommended

Not recommended

Referee's Signature

Date

**OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS
UNIVERSITI UTARA MALAYSIA**

APPLICATION CHECK LIST

Please tick in the column for the documents which are enclosed

No.	Documents required	Tick <input type="checkbox"/>
1.	Proof of payment for processing fee payable to "Bendahari UUM"	
2.	Complete and signed application form.	
3.	Two (2) copies of recent colour photographs, and one is fixed to the application form	
4.	Certified copies of degree/equivalent qualifications, full academic transcripts, MUET/TOEFL/IELTS, and professional certificates.	
5.	Certified copy of Identity Card	
6.	Two (2) copies of referee form from two (2) referees.	
7.	A copy of your research proposal for applicants doing full research only (1,000 – 1,500 words for the masters, and 1,500 – 2,000 words for Ph.D).	
8.	Two (2) copies of international passport (front page only) and four (4) copies of passport-sized coloured photographs (for international applicant only).	
9.	A release letter from other Malaysian Higher Learning Institution for Immigration purposes (for applicant who has studied at other Malaysian Higher Learning Institution)	

NAME	
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PROGRAMME	
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COLLEGE	
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SIGNATURE	
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**OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS
UNIVERSITI UTARA MALAYSIA.**

ACKNOWLEDGEMENT

Dear Sir / Madam ,

Name :

NRIC / Passport no. :

Programme :

We wish to acknowledge that your application for the above programme has been received on the above date and it will be processed immediately. We will let you know the result after one (1) month of the closing date and if you have any inquires please contact us at :

Assistant Registrar
Admission and Record Unit
Othman Yeop Abdullah Graduate School of Business
Universiti Utara Malaysia
06010 UUM Sintok, Kedah
MALAYSIA
www.oyagsb.uum.edu.my

Tel. no. : 604-928 3923/3903
Fax no. : 604-928 5220

Please fold here

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Please affix
stamp here

To :

Sir / Madam

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