



UNIVERSITI TUNKU ABDUL RAHMAN

STUDENT LOAN APPLICATION

UTAR Student Loan

UTAR – Toh Kim Eng Student Loan

UTAR – Leong Khai Cheong Student Bridging Loan

UTAR – Tan Sri Dato' Kam Woon Wah Student Bridging Loan

Please tick (✓) in **ONE** of the boxes above to indicate the loan that you are applying for.



**UNIVERSITI TUNKU ABDUL RAHMAN  
STUDENT LOAN APPLICATION FORM**

*Recent  
Photo*

**SECTION A – PERSONAL INFORMATION**

*(Please read the **Instructions for Student Loan Application** attached before completing the application form.)*

1. Name: \_\_\_\_\_ I.C. No: \_\_\_\_\_  
(as in Identity Card)
2. Faculty: \_\_\_\_\_ Programme: \_\_\_\_\_ Sex: Male/Female\*
3. Intake Year (e.g. May 2011) \_\_\_\_\_ Student Reg. No: \_\_\_\_\_
4. Date & Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_
5. Home Address: \_\_\_\_\_ 6. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ Tel. No: \_\_\_\_\_ Tel. No: \_\_\_\_\_
- E-mail: \_\_\_\_\_ Handphone No: \_\_\_\_\_

**SECTION B – ACADEMIC AND EXTRA-CURRICULAR INFORMATION**

7. **Certified true copies** of Examination Result:- SPM, STPM, College Certificate/ Diploma/ University Degree **MUST** be attached.
8. Have you ever received any academic award or Book Prizes? If so, describe (with dates and amount).  
\_\_\_\_\_
9. List all participation in extra-curricular activities in previous schools/college and University and position held. \*\*  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION C – FAMILY INFORMATION**

10. Details of Parents'/ Guardian's financial circumstances. (If possible give documentary evidence):

	Name	Age	Occupation	Single/Married/ Separated/Divorced/ Widowed	Monthly Income (RM)	Income From Other Sources (RM)
<b>Father</b>						
<b>Mother</b>						
<b>Guardian</b>						

11. Details of sibling(s):

Name	Relationship	Age	If working		If studying	
			Occupation	Monthly Income (RM)	Level	Name of School/ Institution/ College/ University

*\*Delete whichever not applicable*

*\*\* If there is insufficient space in this form, please attach additional sheets of paper*

**SECTION D – FINANCIAL INFORMATION**

12. List sources of financial support for your studies in the University and indicate amount:

Source(s)	Amount (RM)

13. Do your parents own a house? Yes / No\*. If yes, specify type and address e.g. double-storey, etc.

\_\_\_\_\_

14. Have you **APPLIED** to any other source for financial assistance for the current year?  
*Please circle appropriately:*                      1. YES                      2. NO

If Yes, specify: \_\_\_\_\_  
 \_\_\_\_\_  
*(State name of scholarship/ loan/ award and when applied)*

15. Have you ever been **AWARDED** any bursary, scholarship/ loan or financial assistance from the University or any government or other sources? *Please circle appropriately:*                      1. YES                      2. NO

If Yes, specify: \_\_\_\_\_  
 \_\_\_\_\_  
*(State name of scholarship/ loan/ award and when awarded)*

**SECTION E – LOAN AMOUNT REQUIRED PER YEAR OF STUDY**

16. Please tick ONE only:

RM5,000    
  RM6,000    
  RM7,000    
  RM8,000    
  Other Amount (Please specify) \_\_\_\_\_

**SECTION F - OTHERS**

17. If you were unsuccessful in obtaining a scholarship from the University, how do you propose to finance your studies?\*

\_\_\_\_\_

\_\_\_\_\_

18. State any other facts / information in support of your application.\*\*

\_\_\_\_\_

19. State if you have any criminal records.

\_\_\_\_\_

\_\_\_\_\_

**SECTION G – REFEREES**

20. Names and addresses of two referees, from whom information about you may be obtained. Please refer to **Section II** in the **Instructions for Student Loan Application** attached.

i) Name: _____ Relationship: _____ Occupation: _____ Address: _____ _____ Tel. No: _____	ii) Name: _____ Relationship: _____ Occupation: _____ Address: _____ _____ Tel. No: _____
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\*Delete whichever not applicable

\*\* If there is insufficient space in this form, please attach additional sheets of paper

**SECTION H – DECLARATION BY STUDENT**

21. I affirm that the above information is complete, true and correct, and understand that if I am offered the loan, the University reserves the right to withdraw the offer when at any stage, it is found that the information given is incorrect or if, in the opinion of the University, I have failed to make satisfactory progress in my studies or disciplinary action has been taken against me by the University.

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

\_\_\_\_\_  
Signature of Applicant

**INCOMPLETE APPLICATION FORM WILL NOT BE PROCESSED!**

**SECTION I – CHECKLIST FOR APPLICANT**

- One (1) recent passport size photo
- One (1) certified true copy of Identity Card
- Certified true copy of examination results (e.g. SPM/STPM/A-Level)
- Latest certified true copy of University examination results, if any
- Certified true copies of letters/certificates/testimonials of participation/achievement in extra-curricular activities
- Certified true copy of parents'/guardian's income tax form
- Certified true copy of current student bill (for UTAR Student Bridging Loan)
- Others

**SECTION J – FOR OFFICE USE**

Date Received:	Complete and Processed:	Incomplete: <ul style="list-style-type: none"> <li><input type="checkbox"/> One (1) recent passport size photo</li> <li><input type="checkbox"/> One (1) certified true copy of Identity Card</li> <li><input type="checkbox"/> Certified true copy of examination results (e.g. SPM/ STPM/ A-Level)</li> <li><input type="checkbox"/> Latest certified true copy of University examination results, if any.</li> <li><input type="checkbox"/> Certified true copies of letters/ certificates/ testimonials of participation/achievement in extra-curricular activities</li> <li><input type="checkbox"/> Certified true copy of parents'/guardian's income tax form</li> <li><input type="checkbox"/> Certified true copy of current student bill</li> <li><input type="checkbox"/> Others</li> </ul>
Name of Staff-in-charge:		Date:
Remarks:		

<b>Universiti Tunku Abdul Rahman</b>			
Form Title: <b>STUDENT LOAN APPLICATION FORM</b>			
Form Number : <b>FM-DEAS-204</b>	Rev No : 1	Effective Date: 01/05/2012	Page No : <b>5 of 6</b>

**UNIVERSITI TUNKU ABDUL RAHMAN**  
**UTAR STUDENT LOAN & UTAR – TOH KIM ENG STUDENT LOAN**

**Instructions for Student Loan Application**

*(Please read the following instructions before you complete the application form.)*

**I. Application Form**

The student should complete 1 **set** of Scholarship Application Form, and **enclose** the following documents:

- 1) One (1) recent passport size photo;
- 2) One (1) certified true copy of Identity Card;
- 3) Certified true copies of examination results (e.g. SPM/STPM/A-Level);
- 4) Latest certified true copy of University examination results, if any;
- 5) Certified true copies of Letters/Certificates/Testimonials of participation/achievement in extra curricular activities;
- 6) Certified true copy of parents'/guardian's income tax form.

**II. Referees**

Names of referees are required to be given by each applicant. One should be an academic reference who is able to comment on the applicant's academic abilities while the other should be able to comment on the applicant's financial circumstances.

Referees should preferably be **Malaysian citizens** not related to the applicant but are able to provide information on the applicant. **Names of referees who are fellow students or students from other institutions will not be accepted.**

**III. Submission of Application**

Completed application form must be returned to the **Division of Examinations, Awards and Scholarships within 2 weeks after the commencement of a new long trimester.**

**IV. Loan Approval & Documentation**

- The loan amount awarded is subject to the discretion of the University.
- The loan application normally takes about 2 months to process.
- If successful, the applicant is then required to complete and submit the following loan documents within 2 weeks from the date of offer letter.
  - a) Loan Agreement  
It must be signed by the applicant & 2 guarantors.
  - b) Certified photocopies of the following documents:
    - Identity cards of guarantors (two guarantors)
    - Latest Income Tax Form, EA form or B form or 3 months payment slips of guarantors (two guarantors)

**V. Notification of Status of Loan**

For enquiry on the status of loan, please refer to Division of Examinations, Awards and Scholarships.

**VI. Loan Disbursement**

- Loan will only be disbursed after **ALL** the loan documents have been received by UTAR.
- The loan will normally be released in 2 payments within one academic year or will be used to pay the outstanding tuition fees.

<b>Universiti Tunku Abdul Rahman</b>			
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**UNIVERSITI TUNKU ABDUL RAHMAN  
UTAR STUDENT BRIDGING LOAN**

**Instructions for Student Loan Application**

*(Please read the following instructions before you complete the application form.)*

**I. Application Form**

The student should complete 1 **set** of Scholarship Application Form, and **enclose** the following documents:

- 1) One (1) recent passport size photo;
- 2) One (1) certified true copy of Identity Card;
- 3) Certified true copies of examination results (e.g. SPM/STPM/A-Level);
- 4) Latest certified true copy of University examination results, if any;
- 5) Certified true copies of Letters/Certificates/Testimonials of participation/achievement in extra curricular activities;
- 6) Certified true copy of parents'/guardian's income tax form;
- 7) Certified true copy of current student bill.

**II. Referees**

Names of referees are required to be given by each applicant. One should be an academic reference who is able to comment on the applicant's academic abilities while the other should be able to comment on the applicant's financial circumstances.

Referees should preferably be **Malaysian citizens** not related to the applicant but are able to provide information on the applicant. **Names of referees who are fellow students or students from other institutions will not be accepted.**

**III. Submission of Application**

Completed application form must be returned to the **Division of Examinations, Awards and Scholarships**.

**IV. Loan Approval & Documentation**

- The loan amount awarded is subject to the discretion of the University.
- The loan application normally takes about 2 months to process.
- If successful, the applicant is then required to complete and submit the following loan documents within 2 weeks from the date of offer letter.
  - a) Loan Agreement  
It must be signed by the applicant & guarantor.
  - c) Certified photocopies of the following documents:
    - VII.** Identity card of guarantor
    - VIII.** Latest Income Tax Form, EA form or B form or 3 months payment slips of guarantor

**V. Notification of Status of Loan**

For enquiry on the status of loan, please refer to Division of Examinations, Awards and Scholarships.

**VI. Loan Disbursement**

- Loan will only be disbursed after **ALL** the loan documents have been received by UTAR.
- The loan will be disbursed in one payment.

For more information on the criteria for UTAR Student Loans, please visit <http://www.utar.edu.my/deas>

The application form must be completed in the applicant's own handwriting.  
**INCOMPLETE Application Form will NOT be PROCESSED!**

**Only successful applicants will be notified.**