**PUSAT BAHASA TEIKYO**

**APPLICATION FORM**

# for ADMISSION (2021)

 NOTE: Use **BLOCK LETTERS** only to complete this form and tick ( ✓ ) where necessary.

 **A**. **APPLICANT’S PARTICULARS I**

1. FULL NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(As stated in MyKad / passport)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. DATE OF BIRTH : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. MYKAD NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. NATIONALITY : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. SEX : MALE FEMALE

6. PERMANENT ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 7. MAILING ADDRESS　　 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. MOBILE PHONE NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. HOUSE PHONE NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. E-MAIL ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **B. ACADEMIC INFORMATION I**

|  |  |  |  |
| --- | --- | --- | --- |
|  | NAME OF SCHOOL | DATE FROM | DATE TO |
| MONTH | YEAR  | MONTH | YEAR  |
| PRIMARY SCHOOL |  |  |  |  |  |
|  |  |  |  |  |
| SECONDARY SCHOOL |  |  |  |  |  |
|  |  |  |  |  |
| OTHERS |  |  |  |  |  |
|  |  |  |  |  |

1. HIGHEST QUALIFICATION OBTAINED :

 　SPM IGCSE 　 UEC 　 STPM A-LEVEL

 　DIPLOMA DEGREE OTHERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. CHINESE EDUCATIN BACKGROUND:

 　ABOVE 6 YEARS IN FORMAL EDUCATION NO BACKGROUND OR LESS THAN 6 YEARS

 **C. JAPANESE LANGUAGE EDUCATION INFORMATION I**

1. HAVE YOU LEARNED JAPANESE LANGUAGE BEFORE? YES NO

 IF YES, PLEASE STATE THE NAME OF SCHOOL(S) YOU HAD ATTENDED AND DURATION OF STUDY.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF SCHOOL | LOCATION | DATE FROM | DATE TO |
| MONTH | YEAR  | MONTH | YEAR  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2. DO YOU HAVE ANY JAPANESE LANGUAGE EDUCATION QUALIFICATION? YES NO

IF YES, PLEASE STATE THE NAME OF THE QUALIFICATION OBTAINED, LEVEL PASSED AND YEAR OF EXAMINATION.

|  |  |  |  |
| --- | --- | --- | --- |
| JAPANESE LANGUAGE PROFICIENCY TEST | LEVEL N \_\_\_\_\_  | JULY　/DECEMBER　　 | YEAR |
|  OTHERS ( ) | LEVEL / POINT | MONTH | YEAR  |

 **D. STUDY PLAN I**

1. EXPECTED COURSE:

 　PREPARATORY COURSE FOR STUDY TO JAPAN - **20** MONTHS COURSE (ARTS)

 　PREPARATORY COURSE FOR STUDY TO JAPAN - **20** MONTHS COURSE (SCIENCE)

 　JAPANESE LANGUAGE SPECIALIZED COURSE-**20** MONTHS COURSE

2. EXPECTED DATE OF COMMENCEMENT:

***(APPLICABLE TO THOSE WHO INTEND TO GAIN “MID-WAY ADMISSON” ONLY)***

 DAY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MONTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. PLEASE STATE PLANS UPON COMPLETION OF PUSAT BAHASA TEIKYO.

 　UNIVERSITY(DEGREE) 　 COLLEGE (DIPLOMA) 　WORK IN MALAYSIA

 　OTHERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. PREFERRED FIELD OF STUDY IN JAPAN. (PLEASE STATE IF YOU HAVE DECIDED. ex: ANIMATION)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **E. INTERNET ACCESSBILITY I**

1. DO YOU HAVE A COMPUTER AND WI-FI CONNECTION IN YOUR HOUSE?

 YES NO, ONE WILL BE PREPARED PRIOR TO ENROLMENT

 **F. QUESTIONNAIRE I**

1. DO YOU HAVE ANY OTHER NATIONALITY? ( ex; JAPANESE )

 YES NO

IF YES, PLEASE STATE THE NATIONALITY. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. HAVE YOU EVER BEEN REJECTED ENTRY INTO JAPAN?

 YES NO

IF YES, PLEASE STATE THE REASON. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. DO YOU HAVE A MEDICAL CONDITION THAT REQUIRES YOU TO HAVE REGULAR VISITS TO A HOSPITAL OR CLINIC?

 YES NO

IF YES, PLEASE STATE THE NAME OF THE ILLNESS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. FROM WHERE WILL YOU COMMUTE TO PUSAT BAHASA TEIKYO?

 OWN HOUSE　　 RELATIVE’S HOUSE 　 RENTED UNIT 　 OTHERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. HOW WILL YOU COMMUTE TO PUSAT BAHASA TEIKYO?

 TRAIN　　 　 BUS CAR （SELF DRIVEN ）\* VEHICLE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CAR (SENT BY PARENTS / FRIENDS) ON FOOT 　 OTHERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. HOW DID YOU GET TO KNOW PUSAT BAHASA TEIKYO?

 WEBSITE Facebook / Instagram EXHIBITION SCHOOL FAIR

 FRIENDS & FAMILY　 SCHOOL TEACHER JASSO

 OTHERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. REWARD SYSTEM (If you are recommended by a current / former student of Pusat Bahasa Teikyo, kindly fill out details.)

 **CURRENT OR FORMER STUDENT OF PUSAT BAHASA TEIKYO**

**\*FULL NAME** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*CONTACT NO.**  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*COURSE COMMENCEMENT DATE** : MONTH \_\_\_\_\_\_\_\_\_\_\_\_ YEAR \_\_\_\_\_\_\_\_\_\_\_\_

 **G. Extracts from ‘PUSAT BAHASA TEIKYO RULES & REGULATIONS ‘**

Students are advised to read the policies and the terms and conditions covering the admission to PUSAT BAHASA TEIKYO, and the student’s continued enrolment as a student of PUSAT BAHASA TEIKYO, as set out below.

**（Entry Requirement）**

**All applicants are required to have a computer and set-up Wi-FI connection for online classes.**

**<Preparatory Course for Study to Japan – 20 months course (Arts Stream) >**

**<Japanese Language Specialized Course – 20 months course >**

1. Malaysian Nationality.

2. Completed 11 years of formal education.

3. SPM /IGCSE /O-Level /UEC /STPM /A-Level /Diploma /Degree holder(s).

4. -For SPM/ IGCSE/ O-Level candidates, **3Cs (including Mathematics)** are mandatory.

 SPM 2020 Trial available (Form 5 in 2020).

-For UEC candidates, **3Bs** is mandatory.

5. 18 years old or older by the time of admission into University/College/Vocational School in Japan.

**<Preparatory Course for Study to Japan – 20 months course (Science Stream) >**

1. Malaysian Nationality.

2. Completed 11 years of formal education.

3. SPM/ IGCSE// O-Level/ UEC/ STPM/ A-Level/ Diploma/ Degree holder(s).

4. -For SPM/IGCSE/O-Level candidates, **5Cs and above including English, Additional Mathematics, Physics**

 **and Chemistry** are mandatory.

SPM 2020 Trial available (Form 5 in 2020).

-For UEC Holders, **4Bs** and above for any subject, with course completion of Physics & Chemistry.

5.18 years old or older by the time of admission into University/College/Vocational School in Japan.

 \*If you are interested in Biology, please contact us for further information.

**Should you have any further enquiries, please contact Pusat Bahasa Teikyo for details.**

 **(Procedure for Admission)**

1. Applicants are required to submit the application form along with the rest of the required documents by the

due date.

2. Upon meeting the minimum entry requirements, applicants are to remit the payments by the due date.

3. Those who have been declined entry to Japan in the past may be rejected from admission into Pusat Bahasa Teikyo.

**（Midway Admission）**

Those who gain midway admission into one of the respective courses upon successfully passing in the placement test are to meet the minimum prerequisites stated in the **‘PUSAT BAHASA TEIKYO RULES & REGULATIONS’** in order to complete the course and obtain the certificate.

**（Course Completion Requirements）**

In order to receive the course completion certificate, students are to complete the stipulated subjects and semester examination with at least 80% and above attendance in all the subjects in either one of the respective courses taken.

**However, those under Preparatory Course for Study to Japan (20 months course) with reasonable further studies purpose, are allowed to be exempted from taking certain subjects designated.**

**（Evaluation）**

Evaluation is indicated by the semester examination results through **(7) Grade (A+,A, B, C, D, E,F).**

Based on the result of semester examination, the following regulations are imposed to students who gained grade E or F.

Those who got grade F in Japanese language, Mathematics, Physics, Chemistry and Social studies shall not be allowed to continue the subject(s).

And, those who got grade E in the same above shall be subject to warning, and those who did the same (got grade E) two times or more in the same subject(s) may not be allowed to continue to take the subject(s) after that. In this context, the grade of Japanese language is measured by the total score of it, and not by each subject such as kanji, vocabulary, and so on.

Evaluation criteria in semester examinations are as follows;

90 above: A**+**80 - 90: A 70 – 80: B 60 – 70: C 50 – 60: D 40 -50 :E 40-below : F (Fullmark: 100 points)

**（Payment）**

1. Tuition Fees will be charged every 3 months as shown in the “**Enrolment Guide**”.

2. Tuition Fees may be paid in advance.

3. Upon admission, a “**Payment Schedule**” will be issued.

4. Regardless of the student attendance, tuition fees for the next term must be promptly settled by the end of

the previous month as shown in the “**Payment Schedule**”.

5．Midway Admission Tuition Fees will be fixed separately.

**（Late Payment, Arrears / Default in Payment）**

1. Late payments will result in a penalty of **RM10.00**.

2. In case any tuition fee is unpaid for more than **30 days**, school shall have the right to expel him/her from it.

**(Refund Policy)**

1. Admission fee paid shall not be refunded, except for the case that the school issues neither a Letter of Admission,

nor Conditional Offer Letter of Admission.

 2. Tuition Fees paid for the term that has started will not be refunded under any condition. However, students who quit the school before the commencement of the next term can get refunds for the paid tuition fee.

 3. Those who request for a refund are required to apply for the necessary procedures.

 4. Students who are academically dismissed by the school will have a portion of the tuition fee refunded.

**I THE UNDERSIGNED, HEREBY DECLARE AND CONFIRM THAT THE PARTICULARS PROVIDED ARE TRUE AND CORRECT AND SHALL ABIDE BY THE RULES AND REGULATIONS AS PER SET BY PUSAT BAHASA TEIKYO.**

**SIGNATURE OF APPLICANT : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **H. PARENT’S / GUARDIAN’S PARTICULARS I**

1. FULL NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(As stated in MyKad / passport)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. DATE OF BIRTH : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. MYKAD NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. NATIONALITY : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. SEX : MALE FEMALE

6. RELATIONSHIP : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. OCCUPATION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. MAILING ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9. MOBILE PHONE NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 10. HOUSE PHONE NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. E-MAIL ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. PAYMENT REMITTER’S NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I THE UNDERSIGNED, HEREBY DECLARE AND CONFIRM THAT THE PARTICULARS PROVIDED ARE TRUE AND CORRECT**

**AND I GIVE MY FULL CONSENT TO MY CHILD / WARD TO STUDY AT PUSAT BAHASA TEIKYO.**

**SIGNATURE OF PARENT / GUARDIAN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Completed original application forms are to be submitted to

**PUSAT BAHASA TEIKYO**

No.2, Jalan 1/86, off Jalan Taman Seputeh, 58000 Kuala Lumpur, Malaysia

 Tel : 03-2272 5311 E-Mail : enquiry@teikyomy.com

|  |
| --- |
| **For Office Use Only** |
| ( Course / Class ) 20 monthsPre- U / JLSC Arts / ScienceRegular / MidwayF ClassEnrollment Date: / / 20 .   | (Course Fees)Amount: RM 　 .Ref. No: 　 .　Date: 　 .Amount: RM 　 .Ref. No: 　 .　Date: 　 . | (Qualification)SPM / SPM Trial / IGCSE / UEC STPM / A-Level / Diploma / Degree /Others . \*Conditional offer　　.　　　　(Documents)Mykad / Photos / S.L.C / Form 4 & 5 score report  | (Note) |

**Date of Submission / /20**

\*Printed in December 2020