RECENT

PASSPORT

SIZE PHOTOGRAPH

**PUSAT BAHASA TEIKYO**

**APPLICATION FORM**

# for ADMISSION（web）

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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 |  |  |  |  |  |
|  |  |  |  |  |

HIGHEST QUALIFICATION OBTAINED :

　SPM IGCSE 　 UEC 　 STPM A-LEVEL

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

**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. COURSE:

　PREPARATORY COURSE FOR STUDIES TO JAPAN -**12** MONTHS COURSE  **(STANDARD CLASS)**

　PREPARATORY COURSE FOR STUDIES TO JAPAN -**12** MONTHS COURSE  **(EXPRESS CLASS)**

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

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

　JAPANESE LANGUAGE SPECIALIZED COURSE **-12** MONTHS COURSE **(STANDARD CLASS)**

　JAPANESE LANGUAGE SPECIALIZED COURSE **-12** MONTHS COURSE **(EXPRESS CLASS)**

　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(BACHELOR) 　 COLLEGE 　VOCATIONAL SCHOOL

　UNIVERSITY(MASTER, PhD) 　WORK IN MALAYSIA 　OTHERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**E. QUESTIONNAIRE I**

1. HAVE YOU EVER BEEN TO JAPAN BEFORE?

YES NO

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?

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

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

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

WEBSITE FACEBOOK EXHIBITION NEWSPAPER

FRIENDS & FAMILY SCHOOL TEACHER JASSO JLPT

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

**CURRENT OR FORMER STUDENT(S) OF PUSAT BAHASA TEIKYO**  **( PLEASE PROCEED TO ‘7.’ BELOW ; )**

7. PLEASE STATE THE STUDENT’S DETAILS.

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

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

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

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

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

**（Entry Requirement）**

**<Preparatory Course for Studies to Japan – 12 months course (Standard Class) >**

**<Japanese Language Specialized Course – 12 months course (Standard Class) >**

1. Malaysian Nationality.

2. Completed 11 years of formal education.

3. SPM/ IGCSE/ O-Level/ UEC/ STPM/ A-Level/ Diploma/ Degree holders are required.

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

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

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

**\*Conditional offers are made to applicants who sat for the previous year’s SPM.**

\***Failing to meet the minimum requirements in the actual previous year’s SPM results shall result in the conditional offers being rescinded thus leading to expulsion.**

**<Preparatory Course for Studies to Japan – 12 months course (Express Class) >**

**<Japanese Language Specialized Course – 12 months course (Express Class) >**

1. Malaysian Nationality

2. Completed 12 years of formal education.

3. UEC / STPM / A-Level holders are required.

4. For UEC candidates, **5Bs(including Mandarin, English and Advanced Mathematics or Advanced Mathematics(I)**)

with maximum **16 Points** is mandatory.

For STPM or A-Level candidates, **2B and 1C (B including Mathematics)** is mandatory.

5. Open to any races with **Chinese education background**.

6. 18 years old or older by the time of admission into University/College/Vocational School in Japan.

**<Preparatory Course for Studies to Japan – 20 months course (Art Stream) >**

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

1. Malaysian Nationality.

2. Completed 11 years of formal education.

3. SPM /IGCSE /GCE /O-Level /UEC /STPM /A-Level /Diploma /Degree holders are required.

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

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 Studies to Japan – 20 months course (Science Stream) >**

1. Malaysian Nationality.

2. Completed 11 years of formal education.

3. SPM/ IGCSE/ GCE/ O-Level/ UEC/ STPM/ A-Level/ Diploma/ Degree holders are qualified.

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

Passing Chemistry and Physics is mandatory as well.

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.

**(Procedure for Admission)**

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

due date.

1. Upon meeting the minimum entry requirements, applicants are to remit the payments before the due date.
2. 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 either 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 **five (5) Grade (A, B, C, D, E).**

**(RE-Examination)­**

Those with the conditions stated below will be considered as failing the semester examinations and are require to sit for

Re-Examination if necessary.

1. Grade **“D” or “E”** for Japanese Language in each semester examination.
2. Grade **“E”** for Mathematics, Social Science, Geography/History, Politics/Economics, Physics, and Chemistry in each semester examination.
3. Absent on the day of examination due to unavoidable circumstances such as illness.

**(Measures for Re-Examination candidates)**

1. Based on results in Re-Examination, students may be required to change the course or facing expulsion or suspension from the school.
2. Students who got grade **“E”** for Japanese Language in each semester examination may be required to change the course or facing expulsion or suspension from the school without consideration for result in Re-Examination.

**（Payment）**

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

2. Students wish to pay more in advance are accepted.

3. Upon admission, “**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 “**Payment Schedule**”.

5．Midway Admission Tuition Fees will be fixed separately.

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

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

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,

or Conditional Offer Letter of Admission.

2. Tuition fee paid for the term that has started will be not be refunded under any condition. However, students who quits 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 got expelled by the school will have part 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**G. 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**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

Fax : 03-2272 5322 Website : www.teikyomy.com

|  |  |  |  |
| --- | --- | --- | --- |
| **For Office Use Only** | | | |
| ( Course / Class )  12 months / 20 months  Preparatory / Japanese  Standard / Express  Arts / Science  Regular / Midway  F Class  Enrollment Date:  / / 20 . | (Course Fees)  Cash / Cheque / Bank In / Online  Amount: RM 　 .  Ref. No: 　 .    Date: 　 .  Amount: RM 　 .  Ref. No: 　 .    Date: 　 . | (Qualification)  SPM / IGCSE / O-Level /  UEC / STPM / A-Level /  Diploma / Degree /  Others .  \*Conditional offer　　.  (Documents)  Mykad / Photos / S.L.C /  Form 4 & 5 score report / | (Note) |

\*Printed in JAN 2018