

**PUTRA BUSINESS SCHOOL**

43400 UPM Serdang, Selangor

Malaysia

Tel: 603-8946 7441 Fax: 603-89421584

E-mail : studentcentre@putrabs.edu.my

Website: www.putrabusinessschool.edu.my

APPLICATION FOR STUDY ABROAD (OUTBOUND – STUDENT EXCHANGE PROGRAMME)

A. APPLICANT PERSONAL DETAILS

Name (Mr. / Mrs. / Ms.)			
Identity Card Number/ Passport Number		Student Matric Number	
Programme		Current Semester / Trimester	
Advisor / Supervisor Name (if applicable)			
Current CGPA		Expected Year of Graduation	
Date of Birth			
Place of Birth		Religion	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single
Citizenship/ Nationality			
Home Address			
Email Address		Contact Number	
Next of Kin Name		Contact Number	

B. EDUCATION AT HOST UNIVERSITY

Name of University	
Address (include ZIP Code)	
Period of Study	Commencing from _____ to _____

Transfer of Credits Required	<p>Proposed courses to be taken at Host University:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>Total credits : _____</p> <p>*Please enclosed the course outlines.</p>
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C. ACHIEVEMENTS

Academic awards obtained (please specify name of award, organiser & date received and attach the related documents):

Co-curriculum activities (please specify the details and attach the related documents):

Special skills :

D. FINANCE

How would you intend to finance your programme?

Please specify details of sponsorship (Sponsoring Body/Institution/Association):

E. LANGUAGE

Language Proficiency	English	<input type="checkbox"/>	Proficient	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Weak
	Others (specify)	<input type="checkbox"/>	Proficient	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Weak
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I hereby declare that I shall be a normally registered student in Putra Business School during the whole period of exchange mobility.

I hereby declare that all information provided in this form is true. I acknowledge that Putra Business School reserves the right to vary or reserve any decision regarding application made on the basis of the given information.

Signature : _____

Date: _____

Name : _____

APPLICATION CHECKLIST

Incomplete application form will not be processed. Please ensure that you have read and fully understood the application guidelines before submitting your application. Please enclose with the following items:

- Copy of related certificates/documents
- A copy of your IC
- A copy of Passport inclusive of all pages (for International Student)

For office use:

<p>Application Approved/ Not Approved</p> <p>Remarks:</p> <p>Name :</p> <p>Signature & Stamp:</p> <p>Date:</p>
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