|  |  |
| --- | --- |
| **utm international** | Block S19, Universiti Teknologi Malaysia81310 UTM Johor Bahru, Johor, MalaysiaTel : +607-553 6845/ +607-55 6843Email : globaleducation@utm.myWebsite : [www.utm.my/international](http://www.utm.my/international) |

**APPLICATION FOR SHORT TERM PROGRAM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Checklist :**

|  |  |
| --- | --- |
|  | *Cover Letter by faculty (Supporting letter)* |
|  | *1 color passport sized photograph*  |
|  | *Latest Result Slip (except for GOP applicant)* |
|  | *Copy of IC/ Passport* |
|  | *Copy of bank account (passbook or bank slip)* |
|  | *Supporting document (refer to Section F)* |
|  | *Sponsored Letter (if any)* |
|  | *Parental/ Guardian Consent Letter* |

***Note: Handwritten is permissible only for section F and G.*** |
| 1. **TYPE OF PROGRAM *(Tick () either one)***
 |
|  | Global Outreach Program | 7 to 14 days academic based program to experience various cultures in other countries. It includes immersion elements such as research & academic activities, social responsibility, cross cultural activities and international event participation |
|  | International Invitation Program | Students participating in programs organized by international institutions/ organizations i.e. : seminars, conference, competition, exhibition |

|  |
| --- |
| 1. **APPLICANT DETAILS**
 |
| Leader Name :  | Contact Number : |
| List of participant :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Matric. No.** | **IC. No.** | **Year/ Program** | **Phone No.** | **Email** | **Signature** |
|  |  |  |  |  |  |  |  |

* *Note : Participants must not more than 20 persons/ group*

*Verified by :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Dean/ Deputy Dean / Advisor**Designation Stamp :* |
| 1. **MOBILITY PROGRAM INFORMATION**
 |
| Program Name : | Program Date : |
| University/ Institution/ Organizer : | Country : |
| * Program Background may contains as below :

*(For GOP application, please describe specific details on your case studies/ issues used to develop topic)*

|  |
| --- |
|  |

* Objectives

*(Objectives of organizing/ participating in the program must be specifically elaborated)*

|  |
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|  |

*Verified by :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Dean/ Deputy Dean / Advisor**Designation Stamp :* |
| 1. **LIST OF ACTIVITIES**

*(Please list all main academic activities (i.e.: activities at university, industrial visit, service learning etc.)* |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Detail** | **Venue** | **Expected Outcome** |
|  |  |  |  |  |
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|  |  |  |  |  |

*Note : Please insert row for more activities (For GOP, program must consist a total of 3 days academic program)* |
| 1. **PROGRAM SCHEDULE**
 |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Program/ Activities** | **Remark/ Elaboration** |
|  |  |  |  |

*Verified by :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Dean/ Deputy Dean / Advisor**Designation Stamp*  |
| 1. **FINANCIAL**
 |
| * List of expected financial sources
* List of Entrepreneurship activities
* Expected Income Earn/ Sponsored

|  |  |  |
| --- | --- | --- |
| **No.** | **Sources** | **Amount** |
|  |  |  |
| **Total of Income** |  |

* Costing

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Expenditure** | **Total** |
| 1. | Program fee/ Registration fee (if any) |  |  |
| 2. | Transportation |  |  |
| 3. | Accommodation |  |  |
| 4. | Meal |  |  |
| 5. | Others* Souvenir
* Official program outfit
* Etc
 |  |  |
| 6. | Contingency |  |  |
| **Grand Total** |  |

 |
| **F. SUPPORTING DOCUMENT** |
| Note:Supporting document must be attached with the application form (i.e : acceptance letter, approval letter, communication email etc.) which shows that the host university/ institution/ organizer agreed/ approved the student’s participation. |
| **G. HOME FACULTY APPROVAL (DEAN/ DEPUTY DEAN/DEPUTY REGISTRAR)** |
| **Approved/ Disapproved**Comments :

|  |
| --- |
|  |
|  |
|  |

 |
| Signature :Date : | Designation Stamp : |

\*Please add more column for home faculty approval if applicant from various faculties

**APPENDIX I**

**SURAT KEBENARAN IBU / BAPA / PENJAGA PELAJAR**

***(Borang ini MESTI disertakan bagi peserta berumur 21 tahun kebawah sahaja)***

Pengarah

UTM International

UTM, Johor Bahru

Adalah saya : No. K/P:

Ibu /bapa /penjaga mahasiswa bernama yang menuntut di Universiti Teknologi Malaysia (UTM) di tahun/kursus :

dengan ini memberi kebenaran kepada anak jagaan saya untuk turut serta dalam aktiviti :

bertempat di : pada tarikh dan hari:

Saya faham bahawa pihak universiti akan mengambil langkah-langkah keselamatan yang sewajarnya. Dengan ini saya memberi pengakuan bahawa saya tidak akan membuat apa-apa tuntutan atau mengambil apa-apa tindakan undang-undang / mahkamah terhadap pihak universiti ataupun sesiapa yang ada kaitan dengan program / aktiviti ini atas apa-apa kemalangan, kecacatan, kematian dan sebarang kecederaan terhadap anak jagaan saya semasa dan sepanjang program ini berjalan.

Saya dengan ini memberi kebenaran kepada pihak universiti atau wakilnya memberi apa-apa rawatan atau pertolongan cemas kepada anak jagaan saya jika didapati perlu.

**Yang Benar, Disahkan oleh,**

Tandatangan dan cop rasmi

Pengarah Kanan , UTM International

Tandatangan ibu / bapa / penjaga pemohon

Nama :

Tarikh :

***Saya mengesahkan bahawa maklumat pada borang ini adalah benar dan saya telah mendapatkan kebenaran ibu/ bapa/ penjaga saya untuk menyertai program diatas.***

*Tandatangan pemohon/ pelajar*

*\* Sila kembalikan surat kebenaran ini ke Pejabat UTM International beserta borang permohonan*

**APPENDIX II**

**PHOTOS OF EACH PARTICIPANT**

(Please place one sized photograph of each participant in this form)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Photo** | **Name** | **No.** | **Photo** | **Name** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Note: Please insert row for more photos**