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| **utm international** | Block S19, Universiti Teknologi Malaysia  81310 UTM Johor Bahru, Johor, Malaysia  Tel : +607-553 6845/ +607-55 6843  Email : [globaleducation@utm.my](mailto:globaleducation@utm.my)  Website : [www.utm.my/international](http://www.utm.my/international) |

**APPLICATION FOR SHORT TERM PROGRAM**

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| **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 |

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| 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)*   |  | | --- | |  |   *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** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   *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** |
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**Note: Please insert row for more photos**