

Family Good Home



## Accommodation Application Form

### Green View Residence, Sungai Long

#### **Criteria:**

- Candidate must enrol in full-time Foundation or Undergraduate programmes at UTAR.
- Parent monthly total income is less than RM5,000.
- High sense of responsibility in maintaining the unit's cleanliness.
- Good personality.
- Capable of reaching a compromise with other housemates.

**CHECKLIST FOR APPLICANT (COMPULSORY):**

Please tick (v) the checklist:

	<b>Part I: Applicant/Student Information</b>
	One (1) certified true copy of Identity Card (Front and Back)
	UTAR offer letter
	<b>Part II: Family Information</b>
	Copy of parent/guardian IC (front and back)
	<p><b><u>Self-Employed</u></b> Parent/Guardian's latest year of income tax.</p> <p><b><u>Under Employed</u></b> The latest three-months' pay slip .</p> <p><b><u>Declaration Letter, Certify by Commission of Oaths / Jabatan Angkat Sumpah</u></b> If the parent is without income or unable to provide supporting document as required.</p>
	Other supporting documents (if any), such as Divorce Certificate, OKU card, Death certificate, etc.
	<b>Part III: Financial Situation</b>
	Letter / Award Letter / Agreement of bursary or financial aid (eg: PTPTN)
	Cost of family member is on long term medication (if any), need to provide supporting document such as medical report / receipt
	Latest 3 consecutive months of water bills and electricity bills

**SECTION A – PERSONAL INFORMATION**

(Please make sure all columns are fill up with necessary information)

1. Name: \_\_\_\_\_ I.C. No: \_\_\_\_\_  
 (as in Identity Card)
2. Faculty: \_\_\_\_\_ Programme: \_\_\_\_\_ Sex: Male/Female\*
3. Intake Year (e.g. May 2011) \_\_\_\_\_ Student Reg. No: \_\_\_\_\_
4. Date & Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_
5. Home Address: \_\_\_\_\_
6. Correspondence Address: \_\_\_\_\_
- Tel. No: \_\_\_\_\_ Headphone No: \_\_\_\_\_
- E-mail: \_\_\_\_\_

**SECTION B – FAMILY INFORMATION**

7. Details of Parents’ / Guardian’s financial circumstances. (To submit supporting document as listed in the checklist)

	Name	Age	Occupation	Single/Married/ Separated/Divorced /Widowed	Monthly Income (RM)	Income from Other Sources (RM)
<b>Father</b>						
<b>Mother</b>						
<b>Guardian</b>						

8. Details of sibling(s):

Name	Relationship	Age	<i>If working</i>		<i>If studying</i>	
			Occupation	Monthly Income (RM)	Level	Name of School/ Institution/ College/ University

**SECTION C – FINANCIAL INFORMATION**

9. List sources of financial support for your studies in the University and indicate amount:

	Education	Living Allowance
<b>Relationship</b>		
<b>Amount</b>		
<b>Frequency</b>		

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10. Have you **apply / plan to apply** any other source for financial assistance for the **CURRENT YEAR**?

Please tick appropriately:  YES  NO

If Yes, please specify:

Name of Scholarship/Loan	Month of Application	Status of Application

11. Have you ever been **AWARDED** any bursary, scholarship/ loan or financial assistance?

Please tick appropriately:  YES  NO

If Yes, please specify:

Name of Scholarship/Loan being Awarded	Duration [eg: 2019-2020]	Packages of the Scholarship / Loan [eg: 100% tuition fee, RMXXX monthly allowance etc]	Status of the Scholarship/Loan as at today	Remark (if any)
			<input type="checkbox"/> On-going <input type="checkbox"/> Ended	
			<input type="checkbox"/> On-going <input type="checkbox"/> Ended	
			<input type="checkbox"/> On-going <input type="checkbox"/> Ended	

**SECTION D - OTHERS**

12. Property (Currently Staying with Family):

Do your parents own a house?  YES  NO

If Yes, please specify:

Item	Type of property (Example: Single/Double Terrace house/ Apartment /Flat)		
	Type:	Type:	Type:
Monthly Installment / Rental			
Year of Purchased			
Year of Installment			
Name of owner			
Relationship with Applicant			
Number of members staying in the house (including you)			

13. Vehicle(s) Record Own by Family Member(s)

Category	Model of Vehicle (1)	Model of Vehicle (2)	Model of Vehicle (3)
	Year of Purchased		
Price of Vehicle			
Year of Installment			
Owner of the Vehicle			
Monthly Installment			
User			

14. Health Condition of Family member(s)

Relationship	Sickness	Treatment Cost	Treatment Frequency

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15. Utility Cost Record of the Family (Currently Staying with Family):

	Latest 3 consecutive months of Electricity Bill			Latest 3 consecutive months of water bills		
<b>Amount</b>						
<b>Month</b>						

16. Part Time Job Experience (if any):

Year	Duration	Role	Range of Salary Earning	Status	Remark (if any)
				<input type="checkbox"/> Ended <input type="checkbox"/> On-going	
				<input type="checkbox"/> Ended <input type="checkbox"/> On-going	
				<input type="checkbox"/> Ended <input type="checkbox"/> On-going	

17. Family Monthly Expenses (in average)

Category	Monthly Cost (RM)	Remark (if any)
Property		
Vehicle		
Food		
Education		
Medication/Treatment		
Utilities (Water & Electricity)		
Others		
<b>TOTAL</b>		

**SECTION F – JUSTIFICATION**

19. Please state your opinion about “give back to the community”.

**SECTION G – DECLARATION BY STUDENT**

20. I affirm that the above information is complete, true and correct, and understand that if my application is successful, the University reserves the right to withdraw the offer when at any stage, it is found that the information given is incorrect or if, in the opinion of the University, I have failed to make satisfactory progress in my studies or disciplinary action has been taken against me by the University.

Date: \_\_\_\_\_

\_\_\_\_\_ Signature of Applicant

**INSTRUCTIONS FOR APPLICATION**

*(Please read the following instructions before you complete the application form.)*

**I. Application Form**

All necessary supporting documents must be submitted along with the application form.

**II. Submission of Application**

Completed application form must be submitted with all supporting documents to **dsa@utar.edu.my**, with subject “**Accommodation Application (full name)**”.

**III. Application Approval & Documentation**

- The application normally takes about a month to process.
- The decision is subject to the approval of the sponsor.

**IV. Notification of Status of Application**

Only shortlisted candidates will be notified to attend the interview session. Status of application will be notified by the Department of Student Affairs via email.

*For more information, please email [dsa@utar.edu.my](mailto:dsa@utar.edu.my)*

**INCOMPLETE SUBMISSION WILL NOT BE ENTERTAINED**