



ALBUKHARY INTERNATIONAL UNIVERSITY

## Guidelines to Complete Albukhary International University (AIU) Online Application

### 1. Visit <https://apply.aiu.edu.my>

Please ensure the below documents are ready in PDF / Jpeg / Png version:

No.	Type of Document *Required (Use for AIU Admission)	No.	Type of Document *Optional (Use for Scholarship Committee)
1.	Original copy of your Passport / MYKAD ✓	8.	Original copy of your father's passport or death certificate or Original copy of English translated of father's death certificate (Only if death certificate not in English Language) ✓
2.	Original copy of High School Academic Certificate or Original copy of English translated of High School Academic Certificate (Only if your original academic certificate not in English Language) ✓	9.	Original copy of your mother's passport or death certificate or Original copy of English translated of mother's death certificate (Only if death certificate not in English Language) ✓
3.	Original copy of High School Academic Transcript or Original copy of English translated of High School Academic Transcript (Only if your original academic transcript not in English Language) ✓	10.	Original copy of your father's income slip or Copy of English translated copy of your father's income slip (Only if income slip not in English Language) ✓
4.	Original copy of Highest Academic Certificate or Original copy of English translated of Highest Academic Certificate (Only if your original academic certificate not in English Language) ✓	11.	Original copy of your mother's income slip or Copy of English translated copy of your mother's income slip (Only if income slip not in English Language) ✓

5.	Original copy of Highest Academic Transcript or Original copy of English translated of Highest Academic Transcript (Only if your original academic transcript not in English Language)	✓	12.	Copy of utility bill (electricity or water bill) or Copy of English translated copy of utility bill (electricity or water bill)	✓
6.	Original copy of English Proficiency Qualification or Copy of original Release Letter from previous institution (Only if you are studying in any institution and transferring to AIU)	✓	13.	Verification letter by one of the referees (The verification letter to clarify your parent's occupation, amount of monthly income and household living conditions. Verification Letter must be in English Language)	✓
7.	Copy of original scholarship letter (Only if you are sponsored by other party except from AIU)	✓			

## 2. Account Login for New User

All new users are required to register in the online application system to set their username (email address) and password before applying. This can be done at the ‘First Time Login?’ link stated in homepage.

Albukhary International University

## ONLINE APPLICATION

REGISTER NEW USER

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No file chosen

\*Passport size in jpeg or png format with *WHITE* background

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### 3. Forgot Password

Applicant who forgot the login password, may retrieve it from the “Forgot Password” link (in homepage)

Albukhary International University

## ONLINE APPLICATION

FORGOT PASSWORD

Enter your registered email address.  
A link / password will be sent to this email address to allow you to access AIU Online Application form.

Enter Your Registered Email Here

Home Submit

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### 4. Login

Applicants who have successfully completed the registration process in AIU Online Application System (# 2) may log into the system using the applicant’s user name (email address) and password at the homepage.

Albukhary International University

## ONLINE APPLICATION

Address :  
Albukhary International University  
Jalan Tun Abdul Razak  
05200, Alor Setar, Kedah Darul Aman

Contact Number :  
+604-7747392

Email Address :  
apply@aiu.edu.my

Already Have Your Account? Login Here

Enter Email Here...

Enter Password Here...

First Time Login?  
Forgot Password?  
Download User Manual

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## 5. Programme Application

The first step in the Online Application is to complete the programme application in AIU.

The screenshot displays the 'AIU Online Application System' interface. At the top, a message reads: 'Congratulation norhafizah mddesa. You have successfully login as Foreign applicant. Login (Email Address) : norhafizah123@gmail.com Status : Incomplete'. Below this is the 'Programme Details' section, which includes several dropdown menus: 'Programme (1)', 'Programme (2)', 'Programme (3)', 'Programme (4)', 'Programme Intake', and 'Mode of Studies' (set to 'Full-Time'). At the bottom of the form are 'Reset' and 'Save and Proceed' buttons.

## 6. Basic Info

Next step in the Online Application is to complete the “Basic Information” section as below. Please fill in all required field(s). Save and Proceed after filling up each transaction.

The screenshot shows the 'BASIC INFORMATION' section of the application. It is divided into three main parts: 'i. Personal Details', 'ii. Personal Statement', and 'iii. Passport Details'.  
**i. Personal Details:** Includes fields for Address, City, Country, Religion, Birthdate, Current Age, Number of Sibling(s), and Skype i.d / Account.  
**ii. Personal Statement:** Contains questions such as 'Are you transferring from other institution in Malaysia?', 'Do you wish to stay in Hostel?', 'Do you have any disability, impairment or long-term medical condition which will affect your studies?', and 'Do you have allergies which will affect...'. Each question has a corresponding 'Answer' dropdown menu.  
**iii. Passport Details:** Includes fields for Date of Issue \*Passport, Date of Expiry \*Passport, Place of Issue, and a question 'Are you holding any type of Malaysian Immigration Pass now?'.  
At the bottom of the form are 'Reset' and 'Save and Proceed' buttons.

## 7. Academic Qualification

Applicants is required to complete all academic information at the “Academic Qualification” tab. If there is any mistakes or errors, applicant can edit and save the correct information in the system.

- i. High School Qualification (\*Mandatory)
- ii. Highest Academic Qualification (Applicant may skip this field if he/she applying Foundation Programme)
- iii. English Proficiency Qualification (Applicant may skip this field if he/she applying Foundation Programme)

The screenshot shows the 'ACADEMIC QUALIFICATION' tab in an online application system. The interface includes a navigation bar with 'BASIC INFORMATION', 'ACADEMIC QUALIFICATION', 'FINANCIAL INFORMATION', and 'UPLOAD DOCUMENT'. The main content area is titled 'PART B : ACADEMIC QUALIFICATION' and contains three sections: I. High School Qualification, II. Highest Academic Qualification, and III. English Proficiency Qualification. Section I includes fields for Level, Start Year, End Year, School/Institution Name, and School/Institution Address, along with subject grade entry options for English and Mathematics. Section II includes fields for Certificate, Course Name, CGPA/Score, School Start From, School/Institution Name, School Complete, and School/Institution Address. Section III includes a field for National Language. At the bottom, there are 'Reset' and 'Save and Proceed' buttons.

**BASIC INFORMATION**   **ACADEMIC QUALIFICATION**   FINANCIAL INFORMATION   UPLOAD DOCUMENT

**PART B : ACADEMIC QUALIFICATION**

\* Fill in all required entry fields

**I. High School Qualification**

Level \* : Level   Start Year \* : 2019  
End Year \* : 2019

School / Institution Name \* : Enter School / Institution Name

School/Institution Address \* : Enter School / Institution Address (I.e: Street, Road, Postcode, State, Country)

Please enter your subject grade as follows

English : Enter Score / Grade

Mathematics : Enter Score/Grade

**II. Highest Academic Qualification**

Note : You may skip this field if you're applying foundation programme

Certificate : Select Academic Qualification

Course Name : Enter Your Course Name

CGPA / Score : Enter Your CGPA / Score   School Start From : dd/mm/yyyy

School / Institution Name : Select Institution   School Complete : dd/mm/yyyy

School/Institution Address : Enter Institution/School Address

**III. English Proficiency Qualification**

Note : You may skip this field. If you're applying for Foundation Programme

National Language : Select National Language Status

Reset   Save and Proceed

## 8. Financial Information

At the “Financial Information” tab, for those applicant who want to apply Albukhary Scholarship Programme, he/she must click “YES” button to proceed the scholarship application as below:

The screenshot displays the 'FINANCIAL INFORMATION' tab of the online application system. The page is titled 'PART C : FINANCIAL INFORMATION' and contains the following sections:

- Scholarship Criteria**
  - Important !** The set of criteria explains the measures set by the University to identify candidates who lack access to education and are in need of AIU scholarship. Attached to the set are the guidelines followed by AIU to assess and evaluate the relative financial conditions of each candidate according to their countries.
  - Academic (40%) :** The academic qualification for particular programme is based on minimum entry requirements
  - Financial Background (30%) :** Underprivileged and targeted at B40 group (local student) and monthly family's income below USD300 (international student).
  - Living condition (20%) :** War-torn country, Muslim minority country, orphans
  - Involvement (10%) :** The level of involvement in community/societies or sports related

The main question is: "1. Do you wish to apply *Albukhary Scholarship Programme*?" with two buttons: "Yes" (highlighted with a red circle) and "No".

A pop-up window provides the following information:

Please prepare the following documents that will be required to be uploaded in this section. The Scholarship process involves a lot of information as follows:

1. Original copy of your father's passport or death certificate
2. Original copy of your mother's passport or death certificate
3. Original copy of your father's income slip
4. Original copy of your mother's income slip
5. Copy of utility bill (electricity or water bill)
6. Verification letter by one of the referee(s)

The pop-up window includes an "OK" button.

**Financial Information** ✕

1. Why should the Albukhary Foundation sponsor you? \* Applicant should describe financial need.  
Please write your statement here. Your statement should contain at least 150 words

2. How will the scholarship impact your future? \* Applicant should describe future aspiration.  
Please write your statement here. Your statement should contain at least 150 words

3. What makes you a suitable and good candidate - any relevant skills, experience or achievement gained from education, work or other activities.  
Please write your statement here. Your statement should contain at least 150 words

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**Upload Document**  
Find out more at [Uploading Instructions](#).

Original copy of your father's passport or death certificate or Original copy of English translated of father's death certificate (Only if death certificate not in English Language)	Choose File   N...
Original copy of your mother's passport or death certificate or Original copy of English translated of mother's death certificate (Only if death certificate not in English Language)	Choose File   N...
Original copy of your father's income slip or Copy of English translated copy of your father's income slip (Only if income slip not in English Language)	Choose File   N...
Original copy of your mother's income slip or Copy of English translated copy of your mother's income slip (Only if income slip not in English Language)	Choose File   N...
Copy of utility bill (electricity or water bill) or Copy of English translated copy of utility bill (electricity or water bill) (Only if income slip not in English Language)	Choose File   N...
Verification letter by one of the referees (The verification letter to clarify your parent's occupation, amount of monthly income and household living conditions. Verification Letter must be in English Language)	Choose File   N...

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**Parents / Legal Guardian Information**

**Marital Status\*** : Select Your Parent's Marital Status

**Name (Father / Guardian I)\*** : Enter your father's name / legal guardian I name

**Identity Number\*** : I.e: MyKad number or Passport Number

**Nationality\*** : Select Country

**Phone Number\*** : I.e: 01234567890      **Occupation Type\*** : Select Occupation Type

**Relationship\*** : Select Type      **Salary\*** : USD

Convert your local currency into USD. Click [HERE](#)

**Name (Mother / Guardian II)\*** : Enter your mother's name / legal guardian II name

**Identity Number\*** : I.e: MyKad number or Passport Number

**Nationality\*** : Select Country

**Phone Number\*** : I.e: 01234567890      **Occupation Type\*** : Select Occupation Type

**Relationship\*** : Select Type      **Salary\*** : USD

Convert your local currency into USD. Click [HERE](#)

Reference : [Multicultural NEW | Demographic Resources](#)

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**Referees / Appraisers**  
Name two persons you are asking to supply a confidential refrence about you and your financial background

**Referee 1**

**Name \*** : Enter Referee (I) Name      **Contact Number \*** : I.e : 01234567890

**Relationship \*** : I.e : Lecturer/Employeer or etc.      **Email \*** : I.e : refereeemail@xxxx.com

**Address \*** : I.e : Office Address / Permanent Address

**Referee 2**

**Name \*** : Enter Referee (II) Name      **Contact Number \*** : I.e : 01234567890

**Relationship \*** : I.e : Lecturer/Employeer or etc.      **Email \*** : I.e : refereeemail@xxxx.com

**Address \*** : I.e : Office Address / Permanent Address

Reset    Save and Proceed

Applicants are advised to provide detailed information, such as referees information, parents or legal guardian information, personal statement and require to upload all supporting documents. If there is any mistakes or errors, applicants can edit / update the correct information in the system.

## 9. Upload Document

Applicants are advised to check the list of upload document and he/she must upload in the correct file format. (Only upload the requested documents).

Note: Please make sure all your supporting documents are attached as listed below. Otherwise the online application will not be processed. If you have any enquiry pertaining to the upload document, please drop an email to [apply@aiu.edu.my](mailto:apply@aiu.edu.my)

BASIC INFORMATION		ACADEMIC QUALIFICATION		FINANCIAL INFORMATION		UPLOAD DOCUMENT		
<b>Upload a Required Document</b>								
You need to provide all relevant documents in each of the following document categories ( * required document)								
<b>Important!</b> When you click on <i>Save and Proceed</i> , all files that were attached during your session will be uploaded at the same time. You should also know that as soon as one or more files have been uploaded in a given document category, you will no longer be able to subtract, add files or modify files to that category (only can view / View files).								
Bil.			Required Documents				Upload Documents	
1.	Original copy of your Passport / MYKAD			<input type="button" value="Choose File"/>		No file chosen		
2.	Original copy of High School Academic Certificate or Original copy of English translated of High School Academic Certificate (Only if your original academic certificate not in English Language)			<input type="button" value="Choose File"/>		No file chosen		
3.	Original copy of High School Academic Transcript or Original copy of English translated of High School Academic Transcript (Only if your original academic transcript not in English Language)			<input type="button" value="Choose File"/>		No file chosen		
4.	Original copy of Highest Academic Certificate or Original copy of English translated of Highest Academic Certificate (Only if your original academic certificate not in English Language)			<input type="button" value="Choose File"/>		No file chosen		
5.	Original copy of Highest Academic Transcript or Original copy of English translated of Highest Academic Transcript (Only if your original academic transcript not in English Language)			<input type="button" value="Choose File"/>		No file chosen		
6.	Original copy of English Proficiency Qualification or Copy of original Release Letter from previous institution (Only if you are studying in any institution and transferring to AIU)			<input type="button" value="Choose File"/>		No file chosen		
7.	Copy of original scholarship letter (Only if you are sponsored by other party except from AIU)			<input type="button" value="Choose File"/>		No file chosen		
<input type="button" value="Reset"/>		<input type="button" value="Save and Proceed"/>						



## 10. Statement of Declaration

Please select “Agree” to submit your application.

**Statement of Declaration By Applicant**

**Important !** As soon as declaration have been made, you will no longer be able to modify this Statement of Declaration form.

Select ▼ I here by confirm that I have personally filled in this Application Form and the information contained herein is complete and accurate the the best knowledge.

I understand that withholding or giving false information will make me ineligible for admission and future enrollment.

I have read and understand the Personal Data Protection Notice published in the AIU website and consent to the processing of my personal data as defined in the Data Protection Act 2010.

I further understand that I may be required to appear for an interview or to undergo such test as requested by the university as a condition for admission to the programme of study for which I have applied.

I further confirm that I have never been charge and found guilty in a court of law in any jurisdiction for any illegal of criminal wrongdoing.

I understand all statement above that AIU has the right to decide on eligible candidates. Any decision made by sponsor and AIU are final.

Save and Submit

Note : Once you hit “Submit”, your status will automatically change from “Incomplete” to “Submitted”. Your application will be processed shortly by Albukhary International University Admission.

**AIU Online Application System**

Congratulation norhafizah mddesa. You have successfully login as Foreign applicant.  
Login (Email Address) : **norhafizah123@gmail.com**  
Status : **Submitted**

### Programme Details

\* Please note that any selected programme will not be shared with other programme/group or any school board members in AIU.

Programme Applied	Programme Intake	Mode of Study	Application Date	Statement of Declaration	Action
1. Bachelor of Elementary Education (Hons)	September 2019/2020	Full-Time	2019-10-16	Submitted 2019-10-16 16:32:25	
2. Bachelor of Early Childhood Education (Hons)					
3. Bachelor of Business Administration (Hons)					
4. Bachelor of Business Administration (Hons)					