**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.

## 3. Forgot Password

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



## 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.

## 5. Programme Application

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



## 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.

## 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)

## 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:

**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

**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 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... |

**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 NSW | Demographic Resources

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

**Referee I**

| | | | |
|---|---|---|---|
| Name * | Enter Referee (I) Name | Contact Number * | i.e : 01234567890 |
| Relationship * | i.e : Lecturer/Employeer or etc. | Email * | i.e : refereeemail@xxxxx.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@xxxxx.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

## 10. Statement of Declaration

Please select "Agree" to submit your application.



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.