Year 2011 Application Guidelines for International Students, New Era College

Admission Requirements
1. Completion of High School studies or equivalent, or
2. Cambridge GCE Ordinary Level or equivalent qualification, or
3. Cambridge GCE Advanced Level or equivalent qualification
4. Proficiency in the four skills (listening, speaking, reading and writing) in either the English or Chinese Language as required. Language requirements:
   i. Chinese Language HSK examination certificate Grade 5 or above for those who wish to apply for programmes related to Chinese Language & Literature, Media Studies, Drama & Visuals, Guidance & Counseling Psychology and Education.
   ii. Internationally recognized English Proficiency tests, IELTS band 5.0/ TOEFL 500 or above for those who wish to apply for programmes related to Business Studies, Information Technology, and Art & Design.
   iii. Applicants who fail to meet the above requirements will be required to first enroll in the New Era College Intensive Language Programme until they meet the minimum language requirements.
5. Good health and character.

Intake and Application Deadline
Year 2011 August Intake:   By 1st June 2011
Year 2012 April Intake:  By 1st February 2012

Application Procedures
All completed application forms, together with supporting documents, should be submitted in person or by post to:
REGISTRAR’S OFFICE (INTERNATIONAL STUDENT APPLICATION)
Lot 5, Seksyen 10, Jalan Bukit,
43000 Kajang, Selangor Darul Ehsan,
Malaysia.

Documents to be submitted with the Application:
1. A copy of the completed Application Form;
2. 10 passport-sized photographs (with white background and name written on the reverse sides of the photographs);
3. A certified photocopy of the high school/ GCE O-Level/ GCE A-Level original certificate;*
4. A certified photocopy of the high school/ GCE O-Level/ GCE A-Level original academic transcript;*
5. A photocopy of Chinese Language examination certificate or IELTS / TOEFL transcripts (as may be required by the relevant programme);
6. Other supporting documents or portfolio (if any);
7. A full-set photocopy of passport (including pages with personal particulars and all blank pages, photocopy on A4 papers);
8. A photocopy of national identity card;
9. Application fee of RM500 (non-refundable) and Accommodation booking fee of RM100.

*Note: Referred to items 3 to 4 above. If the language of the transcripts and certificates are using languages other than Bahasa Melayu or English, these documents should be translated into English by the school attended or any legal translating institutions, and they must be duly certified.

Payment Methods
1. Applying locally: Please use cheque or bank draft made payable to “NEW ERA COLLEGE”. Payment by cash can only be made at college counter.
2. Applying from overseas: Please use either one of the methods below. DO NOT send any cash.
   i. Bank draft in US dollars made payable to “NEW ERA COLLEGE”. Please attach the bank draft with the application form.
   ii. Telegraphic transfer (TT). Please attach the original copy of payment slip with the application form.

Bank account details:
Beneficiary: NEW ERA COLLEGE
Beneficiary Account No.: 706-103710-6
Beneficiary with Bank: OCBC Bank (Malaysia) Berhad
Beneficiary Bank Address: 4&5, Jalan Raja Haroun, 43000 Kajang, Selangor Darul Ehsan, Malaysia
Swift Code: OCBCMYKL
Telephone: +603-8317 5200

1 The admission results will be posted on-line at http://www.newera.edu.my.
2 The offer pack containing offer letter, fee schedule and other related documents will be sent to each student individually.

Notification of Admission
All students who have been offered a place should register by the designated date. Applicants who fail to complete the registration procedures are regarded to have given up their applications.

Documents needed for registration:
1 The original educational certificate(s) obtained;
2 The original academic transcript(s);
3 The original Chinese Language HSK examination certificate or IELTS/ TOEFL transcripts (as may be required by the relevant programme).

Registration and Enrollment
1 The applicant may apply for more than one programme, but he/she could register for only ONE programme of study.
2 The College has the right to withdraw the offer of a place to any applicant found to have been involved in any fraudulent transaction of the admission documents.
3 Should the documents submitted for application be found to have been forged or altered, the application shall be revoked and/or the student dismissed from the college. Should the fraudulence be discovered after graduation, the student will be instructed to return the graduation certificate(s) to the College for revocation purposes, and followed by official announcement of the cancellation of his/her qualification.

Important Notes for Applicants
If you have any queries regarding the application or admission into our programmes, please do not hesitate to contact our staff from the Public and International Relations Office Department.
Telephone: +603-8739 2770 Ext: ext 300 / 301 / 302
Fax: +603-8733 6799
Email: international@newera.edu.my

Course Enquiries
Office Hours (Malaysian Time)
Mondays to Fridays: 8.30am-5.00pm
Saturdays: 8.30am-12.30pm
The office is closed on Sundays and public holidays.