

Application Notes of Guidance

Application Form

The application form should be completed **IN FULL** in typescript or block capitals.

Ensure all relevant sections of the form are completed even if you are enclosing a separate CV or supporting statements.

Forms which are not fully completed will not be processed.

Supporting Documents

The following documents **must** be submitted with your application:

- Registration fee of RM500 payable to below bank account
- 2 recent passport sized photographs (with blue background)
- Certified copy of IC (Applicable for Malaysians only)
- Certified and if applicable, translated copies of award certificates and transcripts for each year of study
- Evidence of English language proficiency (if English is not your first language)
- Proof of employment
*(A letter from applicant's employer confirming length of service and job title.
These should be provided on **original** company letterhead, addressed to
Heriot-Watt University Malaysia, signed and dated by employer.)*

Additional Support Documents for foreign students

- Approval Letter from employer
- Certified copy of Passport for Dependant Visa or Working Pass.

English Language

If English is not your first language you must provide evidence of English Language proficiency equivalent to IELTS 6.5, Pearson PTE 62 or Cambridge CAE grade C.

Bank Details

- Payable to : **HERIOT-WATT UNIVERSITY MALAYSIA SDN BHD**
- Account No : 5140-1102-2817
- Bank Name : Malayan Banking Berhad (Maybank)
- Bank Address : Floor 8, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia
- Swift Code : MBBEMYKL

Admission Procedure

You should submit your application form and supporting documents below to:

Assistant Programme Administrator
Edinburgh Business School
Heriot-Watt University Malaysia
No 1, Jalan Venna P5/2, Precinct 5, 62200, Putrajaya. Malaysia.

Applications are considered throughout the year with intake sessions in January and September of each year. Where all the necessary information and supporting documentation have been supplied, a decision will be reached within two weeks of the application being received. You will be notified in writing of the decision.

Enquiries

If you have any enquiries regarding the admission procedure or your application please contact the Assistant Programme Administrator at the address above or by:

Tel: +603-8894 3683/ 3684 Fax: +603-8894 3999

Email: malaysiaMBA@ebs.hw.ac.uk