

FEALAC University Discovery Year (FUDY)



Universiti Brunei Darussalam

Form Ex/NG-01
Application for Exchange /
Non-Graduating Programme

Please return your completed form to the following address :-

Office of Admissions and Student Records

Mezzanine Floor, Chancellor Hall

Universiti Brunei Darussalam

Jalan Tungku Link

Gadong, BE 1410

NEGARA BRUNEI DARUSSALAM.

Tel : +673-2-463001 Ext 1186/1194/1196

E-mail : office.admission@ubd.edu.bn

Fax : 673-2-460062

URL : <http://www.ubd.edu.bn>

You are required to submit a set of the completed application includes: -

1. Completed application form (Ex/NG-01)
2. A copy of passport
3. Certified true copies of academic certificates, transcripts and English proficiency qualification
4. A security clearance letter from country of origin

NOTE : Certified English Translation must be submitted for supporting documents that are not in the English Language. Online application is currently not available.

SECTION 1 – PERSONAL DETAILS		[Please use BLOCK LETTERS]					
Name (as appears in your passport)							
Title (please tick where appropriate)	Miss	Ms	Mrs	Mr	Dr		
Date of Birth (dd/mm/yyyy)							
Gender							

SECTION 2 – ADDRESS DETAILS		[Please use BLOCK LETTERS]					
Contact Address (for Correspondence)							
Address (Line 1)							
Address (Line 2)							
City, State/Province							
Country							
Postcode/Zip Code							
Telephone (with country + area code)							
E-mail address							
Permanent Home Address							
Address (Line 1)							
Address (Line 2)							
City, State/Province							
Country							
Postcode/Zipcode							
Telephone (with country + area code)							
E-mail address							

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SECTION 3 – PERIOD OF STUDY / SOURCE OF FUNDING [Please tick the appropriate box]			
Semester I	Semester II	Full Year	
August - December	January - June	<input type="checkbox"/>	August-June
M.O.U Grant (Waiver of Tuition Fees)	Self-Funding	<input type="checkbox"/>	Scholarship, please state :

SECTION 4 – PASSPORT DETAILS		[Please use BLOCK LETTERS]	
Your passport must be valid for at least six months after the completion of this programme			
Passport Number			
Place of Issue			
Issue date (dd/mm/yyyy)			
Expiration date (dd/mm/yyyy)			

SECTION 5 – ENGLISH LANGUAGE PROFICIENCY			
IELTS score :	Test date :	TOEFL score :	Test Date :
GCE 'O' Level English Language, grade :		IGCSE English as a Second Language, grade :	
Others, please state :			

SECTION 6 – DISABILITIES		[Please tick the appropriate box]	
Please inform us of any disabilities that may necessitate special arrangements, facilitates or treatment. All information will be treated with the strictest confidence. Please tick the appropriate box(s).			
Dyslexia	<input type="checkbox"/>	Visually Impaired/Partially Sighted	<input type="checkbox"/>
Hair Impairment	<input type="checkbox"/>	Wheelchair User/Mobility Difficulties	<input type="checkbox"/>
Personal Care Support	<input type="checkbox"/>	Multiple Disabilities	<input type="checkbox"/>
Unseen Disabilities, e.g. Diabetes	<input type="checkbox"/>		<input type="checkbox"/>
If you have a disability not listed above, please give brief details :			
If support is required, please give brief details :			

SECTION 7 – CURRENT / MOST RECENT EDUCATIONAL INSTITUTION		[Please use BLOCK LETTERS]	
Name of Current/Most Recent Institution			
Month and Year of Entry (mm/yyyy)			
Month and Year of Leaving (mm/yyyy)			
Year of Study			
Degree			
Cumulative GPA			
Major			
Minor			

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SECTION 10 – REFEREE DETAILS

[Please use BLOCK LETTERS]

Applicant must provide one academic reference (e.g. professor) to support your application and who is able to assess whether Exchange/Study Abroad is suitable for you. Please attach the letter of reference from the Referee to this application.

Name	
Occupation/Relationship to Applicant	
Address (Line 1)	
Address (Line 2)	
City, State/Province	
Country	
Postcode/Zipcode	
Telephone (with country + area code)	
E-mail address	

SECTION 11 – CRIMINAL CONVICTIONS

[Please tick the appropriate box]

If you have a relevant criminal conviction, please tick the box			
Have you previously been refused admission to study, or continuation of study, other than on academic grounds?	Yes	No	

SECTION 12 – PERSONAL STATEMENT & DECLARATION

Please enter below a personal statement by yourself which could include details of your aptitude for study; details of any relevant practical experience, responsibilities, or previous study abroad or exchange; outside interest; reasons for wishing to study at the Universiti Brunei Darussalam; reasons for wishing to visit Brunei, etc. [Please continue on a separate sheet if necessary]

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DECLARATION

I certify that the information given in this application is correct and complete. If I am admitted to the University I undertake to observe the University's Regulations and to ensure payment of tuition fees and other financial liabilities to the University. I agree that the Universiti Brunei Darussalam may process personal data contained in this form, or other data that the University may obtained from me or other people whilst I am an applicant and student, for purposes connected with my application or for any other legitimate reason

Signature of Applicant :	Date :
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Dear International Exchange Partners,
Greetings from Universiti Brunei Darussalam.

We are pleased to announce that nomination for Academic Year 2015-2016 is now open. Please find the information on the student exchange application process as follows:

Contact Person(s):

Dr Abby Tan
Director of Global Relations
Office of Assistant Vice-Chancellor (Global Affairs)
Office telephone number: +673-2463001 ext.2112/1277
Fax number: +673-2463015/3062
Email: office.gr@ubd.edu.bn or abby.tan@ubd.edu.bn

APPLICATION

Application deadline for Semester 1 (August to December): **June 15th**
Application deadline for Semester 2 (January to May): **November 15th**
Scanned copies of application forms (including supporting documents) can be emailed to the Director or Global Relations.

Eligibility:

1. Completed at least one year full-time study at one of UBD's partner universities;
2. Nominated by the international office of home university;
3. Achieved a minimum of GPA 2.5 (out of 4.0) or 3.0 (out of 5);
4. Meet the language requirements of the modules offered.

Procedure:

1. Complete the application form;
2. Provide a copy of passport;
3. Provide certified true copies of academic certificates, transcripts, English proficiency qualifications including academic references;
4. Provide a copy of valid health insurance.

Visa Requirement and Procedure:

Two (2) documents required: **a) Student Visa, and b) Student Pass**

1. UBD's International Student Centre (ISC) will assist all exchange/non-graduating student to apply for student visa and student pass. All successful applicants only need to submit scanned copies of their passport to UBD at least 2 months before their arrival. Successful visa applicants will initially be issued entry visa-on-arrival. Thereafter, ISC will proceed to convert this visa-on-arrival to student visa and student pass.

Note:

1. Once their studies have ended in UBD, all exchange/non-graduating students must cancel both the student visa and student pass prior to leaving the university (Student Central can assist on these matters). The cancellation process can take up to two (2) weeks therefore students must plan their departure date accordingly.

ARRIVAL

Exchange/non-graduating students are expected to arrive a few days before the Freshers' Week (orientation):

Semester 1 – 3rd August to 5th December 2015

Semester 2 – 4th January to 15th May 2016

Airport transfer:

Global Relations Office will arrange airport transfer for exchange/non-graduating students (do let us know the arrival times and date at least 2 weeks in advance).

Insurance:

All exchange/non-graduating students are expected to have a valid international medical insurance for their entire study period in Universiti Brunei Darussalam.

Tuition Fees and other fees:

1. Tuition fees are waived during the exchange period
2. Other expenses (including accommodation) will be borne by the student.

Estimated Living Cost:

US\$ 450 to US\$ 550 per month for living expenses (excluding accommodation costs)
BN\$ 1 = US\$ 1.35 (subjected to changes)

ACADEMIC SCHEDULE

Important Dates:

Semester 1: 3rd August to 5th December 2015

Semester 2: 4th January to 15th May 2016

Available Modules:

Please peruse through the individual academy/faculties/school at: <http://www.ubd.edu.bn/study-ubd/undergraduate-study/>

Note:

- All exchange/non-graduating students will not be allowed to enroll for any graduate modules;
- Non-Malay speaking exchange/non-graduating students are not encouraged to enroll in any Malay language or Malay-taught modules.

Average Course Load per semester:

Minimum: 16 modular credits

Maximum: 20 modular credits

Transcripts:

Exchange/non-graduating students are encouraged to collect their transcripts prior to leaving UBD (if transcripts are already available). However, if students leave prior to the availability of their transcripts, then Global Relations Office will mail the documents to the International Office of the student's home university (scanned copies will also be emailed).