



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

**Universiti Brunei Darussalam**

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

Fax : 673-2-460062

E-mail : [office.admission@ubd.edu.bn](mailto:office.admission@ubd.edu.bn)

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.**

<b>SECTION 1 - PERSONAL DETAILS</b>		<b>[Please use BLOCK LETTERS]</b>								
Name (as appears in your passport)										
Title (please tick where appropriate)	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Dr	<input type="checkbox"/>
Date of Birth (dd/mm/yyyy)										
Gender										

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

SECTION 3 - PERIOD OF STUDY / SOURCE OF FUNDING [Please tick the appropriate box]			
<b>Semester I</b> August - December		<b>Semester II</b> January - June	
M.O.U Grant (Waiver of Tuition Fees)		Self-Funding	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 :	
GCE 'O' Level English Language, grade :		TOEFL score :	
		Test Date :	
		IGCSE English as a Second Language, grade :	
Others, please state :			

SECTION 6 - DISABILITIES		[Please tick the appropriate box]	
<b>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).</b>			
Dyslexia		Visually Impaired/Partially Sighted	
Hair Impairment		Wheelchair User/Mobility Difficulties	
Personal Care Support		Multiple Disabilities	
Unseen Disabilities, e.g. Diabetes			
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			



SECTION 10 – REFEREE DETAILS		[Please use BLOCK LETTERS]	
<b>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.</b>			
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
<b>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]</b>

DECLARATION	
<b>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</b>	
Signature of Applicant :	Date :