UTHM
Universiti Tun Hussein Onn Malaysia

STUDENT ACTIVITY APPLICATION FORM
INTERNATIONAL STUDENTS

1. Application form must be submitted within 30 days prior to the tentative date of the activity.
2. The maximum cost of each activity must be less than RM100. The application approval is highly dependent upon the allocated funding to international office fund and type of program/ activity proposed.
3. Each program/ activity must meet the aim towards developing international students' skills.
4. Applicant should submit a complete paperwork with clear justification on objective(s) of the program, tentative date, location of activity, list of participants (with matric number), invited speaker(s), tentative, list of committee and cost of program.
5. For activities that cost less than RM100, kindly attach Appendix A only and state *Tabung Aktiviti Pelajar Antarabangsa* on the student allocations section.

ACTIVITY DETAILS

Name of Activity :

Date :

Venue :

Time :

Total Budget :

APPLICANT DETAILS

Name :

Matric No. :

Position :

Faculty / Centre :

Telephone No. (H/P) :

APPLICANT DECLARATION

I hereby agree and understand that the student activities to be organized are subject to the conditions and regulations that are in force as follows:
1. Act 30 (Amendment) 2009;
2. Universiti Tun Hussein Onn Malaysia Management, Finance and Treasury Circulars;
3. Guidelines and regulations for organizing international student activities;
4. Instructions and rules given from time to time by the University

_____   _____
Signature   **Date**

REVIEW BY THE ADVISOR/ COORDINATOR OF UGS

Remarks:

_____   _____
(Signature & Official Stamp)   **Date**

ENDORSSEMENT/ APPROVAL BY THE DIRECTOR OF INTERNATIONAL OFFICE

Remarks:

_____   _____
(Signature & Official Stamp)   **Date**

BUDGET REVIEW BY THE BURSARY
(Budget allocation > RM 1,000.00)

Remarks:

_____   _____
(Signature & Official Stamp)   **Date**

APPROVAL BY THE DEPUTY VICE CANCELLOR (STUDENT AFFAIRS AND ALMUNI)
(Budget allocation > RM 1,000.00)

Remarks:

_____   _____
(Signature & Official Stamp)   **Date**

Appendix A
(Only applied for activities that cost less than RM100)

PROGRAM DETAILS

Program Name:	
Program Objectives:	
Benefit to International Students:	
Date of Program:	
Venue / Medium Online:	
Budget:	
Details of Expected Guess (tick as many choices necessary)	☐ VIP (Please attach the list) ☐ Speaker (Please attach CV) ☐ Campus community ☐ General Public ☐ Other invited guess (Please attach the list) Expected number of participants _____
Supporting Document	

CLUSTER PROGRAM

EXPLAIN IN DETAIL HOW YOUR PROGRAM WILL RELATE WITH FOLLOWING CLUSTER. YOU MAY TICK MORE THAN 1 BOX.

CLUSTER	TICK BOX	DESCRIPTION
Entrepreneurship		
Student development		
Skills development		
Community social responsibility		
International engagement		
Unity and races integration		
Industrial engagement		
Alumni engagement		
Sustainable campus		

TENTATIVE PROGRAM

DATE	TIME	ACTIVITY

BUDGET COST ESTIMATION

NO	DESCRIPTION	UNIT COST (RM)	QUANTITY	TOTAL (RM)	NOTES

SOURCE OF INCOME

NO	SOURCE	TOTAL (RM)	NOTES
GRAND TOTAL (RM)			

COMMITTEE MEMBER

NO	NAME	MATRIC NO.	POSITION