

ACCOMMODATION APPLICATION FORM

Accommodation Type :

Unit No :



Center for Student Services
 UNIVERSITI TUN ABDUL RAZAK
 Capital Square, Block C & D,
 No. 8, Jalan Munshi Abdullah,
 50100 Kuala Lumpur.
 Tel : +603 7627 7074
 Fax : +603 7627 7077

Photograph

How to complete the form:

1. Please write in **BLOCK LETTERS**.
2. Please attach:-
 - i) Two (2) passport-size color photograph.
 - ii) One (1) copy of students' **IC or INTERNATIONAL PASSPORT**.
 - iii) Bank draft for **UNIVERSITI TUN ABDUL RAZAK SDN BHD/INSPIRASI TEGUH HIJRAH ENTERPRISE**

STUDENT PARTICULARS

Name:

Matric No: Course:

Sex: M / F IC No (New): Passport No:

Date of birth: Nationality: Race: Religion:

Hand phone No: Email:

Permanent address:

Medical History (if any):

Father: (H/Phone No.) (Hse/Office No.)

Mother: (H/Phone No.) (Hse/Office No.)

EMERGENCY CONTACT

Name: Relationship:

(H/Phone No.) (House No.) (Office No.)

GENERAL CONDITIONS OF ACCOMMODATION BOOKING

1. Rooms are allocated on a **first-come-first-serve** basis.
2. Booking confirmations is equivalent to the **1st payment** listed in the accommodation table attached payable at least one (1) month in advance to the appointed accommodation agents, failing which the university will not be able to guarantee the accommodation requested.
3. Last minute bookings during official registrations or less than one month will be at students' own risk of having to pay higher rental cost if they are placed at alternative temporary accommodations.
4. The booking fee is only refundable if the applicant gives written cancellation notice at least **one week** before the REGISTRATION DATE or the applicant's visa application is rejected by the Immigration Department of Malaysia, otherwise, the booking would be deemed cancelled and **all payments forfeited**.
5. Payment may be made by :-
 - i) **Telegraphic Transfer** to the university's **CIMB BANK account number : 1426000036109** Swift Code: CTBMYKL, OR
 - ii) **Bank Draft** make payable to : **UNIVERSITI TUN ABDUL RAZAK SDN BHD OR INSPIRASI TEGUH HIJRAH ENTERPRISE**
 - iii) **CASH** at the payment counter.
6. All applicants are required to sign a tenancy agreement for a minimum period of **one (1) calendar year (12 months)**.

Declaration

1. I understand and accept the general conditions of booking stated.
2. I declare that the particulars in this application form are true to the best of my knowledge and belief, and I have not willfully suppressed and material fact. Any misrepresentation or omission of information will render me ineligible for student accommodation.
3. I undertake to abide by the **Tenancy Agreement** and Accommodation Rules & Regulations of the student accommodation or risk expulsion or suspension, if my application is successful.

Signature

Date

For Housing Unit

Check-in Date:

Total Payment: RM

Authorize signature:

Receipt No:

Remark: