

OFFICE OF POSTGRADUATE STUDIES**WORKING EXPERIENCE DECLARATION FORM**

- This form is to be used to ensure accurate compilation and submission of past working experience-related evidence(s) and for the admission application to the postgraduate programmes of UCSI University.
- This original form should be kept in the Office of Postgraduate Studies (OPS) duly signed by all parties.

Section A: STUDENT DETAILS

Full Name: Title:

Identity Card/Passport Number:

Programme:

Mailing Address:

Contact Number: Email Address:

I am an international student: NO ☐ YES ☐ Nationality:

Section B: SUBMISSION CHECKLIST

The following documents are required for supporting your application to the postgraduate programmes in UCSI University. Incomplete and/or unauthentic documents may result in delayed evaluation or direct rejection.

No	Item	Tick (✓)
1	Detailed curriculum vitae. Applicants are required to submit a detailed curriculum vitae, which covers the important points listed below: I. Contact Information a) Full name b) Nationality b) Mailing address c) Contact No / Mobile HP No d) Email II. Education III. Employment History - a reverse chronological record of employment IV. Awards and Achievements V. Any other information	
2	Proof of working experience. Applicants are required to submit Letter-of-Employment as evidence for working experience. Multiple letters may be submitted if the applicant had multiple employment history. The letter must contain the following information: I. Name of company II. Company's official letterhead OR official stamp III. Contact details of the company (including webpage, if available) IV. Period of employment of the applicant V. All positions held by the applicant in the company VI. Professional certifications (if any) VII. Signed by the Company's Human Resource Director or Official Representatives.	

3	<p>Statement of purpose. (<i>*Only for admission to UCSI Graduate Business School PG programmes</i>)</p> <p>Applicants are required to submit a “statement of purpose”, maximum 1000 words, which covers the important points listed below:</p> <ul style="list-style-type: none"> I. Demonstration of strong business experience, and that you have held significant managerial responsibilities. II. Evidence of any achievements in your professional life, for example, consistently performing at a high level, consistent career progression and any impact that you have had on your organisation. III. Professional skills that you have developed, for example, team work, leadership, problem-solving, negotiating and analytical skills. IV. How you will contribute to your class and what experiences you can bring to the institution. 	
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Section C: DECLARATION OF APPLICANT

I have read and agreed to the above terms.

Applicant's signature: _____ Date: _____
(DD/MM/YYYY)

Applicant's full name: _____

Identity card/ Passport number: _____

Section E: APPROVAL OF THE DEAN / DIRECTOR OF FACULTY / INSTITUTE / SCHOOL

Received and verified by the Dean / Director of faculty / institute / school:

Name: _____

Signature: _____ Date: _____
& Stamp (DD/MM/YYYY)

Dean / Director's comments (if any):

Section F: ENDORSEMENT BY DIRECTOR OF OFFICE OF POSTGRADUATE STUDIES

Received and verified by the Director of Office of Postgraduate Studies:

Name: _____

Signature: _____ Date: _____
& Stamp (DD/MM/YYYY)