



Please affix
Passport
Photograph

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) APPLICATION FOR SHORT COURSES IN MALAYSIA

FOR OFFICIAL USE ONLY

Reference no.:

Received:

Checked:

APPLICATION FORM (Typewriting or block letters)

TITLE OF COURSE :	Date of commencement:
NAME OF TRAINING INSTITUTION :	

1. PERSONAL DATA

Family name (surname)	Date of birth Day Month Year
First Name	Nationality (citizenship) :
Other names	Gender: Male / Female #
City and country of birth	Marital status: Single / Married / Divorced / Widowed #
Passport No:	Religion:

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address:			Applicant's Postal / Home Address:			
			Home telephone			
			Country	Area	Number	
Office telephone	Telefax		Email			
Country Area Number	Country	Area	Number			

Person to be contacted in case of emergency, name, telephone and address:

3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study: from - to	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars):	Salary per month (US Dollars):
Name of supervisor and title:	Name of supervisor and title:
Type of organization: Government / Semi Government / Private / NGO #	Type of organization Government / Semi Government / Private / NGO #
Main functions of organization:	Main functions of organization:
Total number of employees:	Total number of employees:

Delete accordingly

Description of your work including your responsibility:

Please continue on supplementary pages if necessary

8. DECLARATION

Have you ever been convicted by a Court of Law of any country ? <i>If yes, please give brief details:</i>	Yes / No #
<p>I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.</p> <p>If accepted for a training award, I undertake to:-</p> <ul style="list-style-type: none">(a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training;(b) Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train;(c) Refrain from engaging in political activities, or any form of employment for profit or gain;(d) Submit any progress reports which may be prescribed; and(e) Return to my home country promptly upon the completion of my course of study or training. <p>I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.</p> <p style="text-align: right;">Signature of applicant:</p> <p style="text-align: right;">Name:</p> <p style="text-align: right;">Date:</p>	

Delete accordingly

9. OFFICIAL DECLARATION (to be completed by the nominating government)

The Government of:	
nominates	
(name of applicant)	
For the course under the Malaysian Technical Cooperation Programme and certifies that:	
<ul style="list-style-type: none">(a) all information supplied by the nominee is complete and correct;(b) the nominee had adequate knowledge and was appropriately tested for English Language proficiency.	
Remarks:	
_____ (Name)	_____ (Signature of responsible Government official)
_____ (Designation)	Address of Department / Ministry: _____ _____
Official Seal / Stamp:	Office Telephone number: _____ Office Fax number : _____ E mail: _____
Date: _____	

Important: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the MTCP programme in your country. INCOMPLETE AND/OR UNENDORSED FORMS CANNOT BE PROCESSED.