

Application Form

UTeM – Inbound / Outbound Research Attachment

(Please complete, attach a copy of all the relevant documents with this form and submit to the faculty)

Applicant – Personal Details		Please Attach Passport Sized Photo Here					
Full Name (same as passport)							
Date of Birth		Age					
Gender		Nationality / Citizenship					
Identification Card / Passport No Expired Date :		Marital Status					
Home Address							
State / Country		Disability: *YES / NO If YES, please state:					
E-mail		Mobile No					
		Emergency Contact:					
Application – Education / Working Background							
Current University / Company / Institution		Level of Study					
Current Position (if available)							
Language Proficiency – English Language			Proficient		Moderate		Weak
Research Title							
Research Area							
Application – Attachment Details							
Proposed Duration (Month / Year)							

Start of date	End of date
Propose Faculty / Institute	Person-In-Charge / Supervisor
Brief Research Title and Abstract	
Research Group	
Benefits of research collaboration	
Main aspects of the research which will be undertaken (Please attach the outline work plan / Gantt Chart / Project Planning together with the form)	
What costs are likely to be incurred? How are these to be covered? (Please give the formal approval from the university)	
Applicant – Inter-Office Communication (Home University) (Please include the contact person from the Home University (International Office / Student Exchange) who is responsible for correspondence)	
Name of Correspondence	
Position	
Office / Department	
Correspondence address	
Phone Number	Email
Signature	Official Stamp

Student Declaration

I hereby declare that the information provided in this form is true.

Signature:	
Name:	Date:

Note that incomplete application form will not be processed.

TO BE COMPLETED BY FACULTY / INSTITUTE / CENTRE	
Comments by Dean / Deputy Dean of Research	
☐ Recommended	☐ Not Recommended
Signature & Official Stamp:	
Date:	
RECOMMENDATION BY DIRECTOR / DEPUTY DIRECTOR OF CRIM UTeM	
Comments by Director / Deputy Director of CRIM UTeM	
☐ Recommended	☐ Not Recommended
Signature & Official Stamp	
Date:	

Document Checklist

The following document must be submitted with the application form:

- ☐ 1 Copy of Official Academic Transcript / Academic records (Certified true copy)
- ☐ 1 Copy of English Language Certificate (e.g: TOEFL / IELTS), OR Endorsement Letter from the home university on student English competency (Certified true copy)
- ☐ Letter of Recommendation from Home University
- ☐ 1 Copy of passport (First Page) (Certified true copy)
- ☐ 1 Copy of photo with size 4.5 cm x 5.0 cm (White background)
- ☐ Application for Residential College in UTeM (Optional)

Please email or send your completed application forms to:

Centre For Research and Innovation Management (CRIM),
Universiti Teknikal Malaysia Melaka
Hang Tuah Jaya
76100 Durian Tunggal,
Melaka, Malaysia

Email : crim@utem.edu.my