

PSB University Application Form – Digital Filling Guide

Kindly ensure that all the information you enter is **correct, complete, and clearly readable**.

Please send the completed PSBU Admission Form to your ACT Coordinator of the following email addresses:

universityactcoordinator@gmail.com

universityactcoordinator01@gmail.com

Step 1: Personal Details

Let us begin with the **Personal Details** section.

Please enter your **Full Name** exactly as it appears on your passport or official identification document.

Next, enter your **Name with Initials**, if applicable.

Then enter your **Permanent Address**, including your **Postal Code**.

IMPORTANT: The details on your **National ID, Permanent Address, and Country of Permanent Residence must match**. Please enter the information exactly as shown on your National ID.

Provide your **Home Contact Details**, including your telephone number and mobile number.

Finally, enter your active **email address**.

Correspondence Address

Please leave this section blank. Do not enter any information here. All your address and personal details must be entered in the left-hand section under Personal Details.

Step 2: Further Details

Next, move to the **Further Details** section.

Select your **Gender – Male or Female**.

Enter your **Date of Birth** in the required format: **DD/MM/YY**.

If you have any disability or special needs, please provide the relevant information.

Then enter your:

- Country of Permanent Residence
- Country of Birth
- Nationality
- National ID Number
- Passport Number, if available

Please carefully check these details before moving to the next section.

Step 3: Course Details

Now, go to **Details of Course for which you wish to apply**.

First, select the **Level of Course Applied For**.

The form provides options such as:

- Bachelor's
- Master's
- PhD

Select the option that applies to your course.

Next, enter your **Start Date**.

Then provide your **1st Choice, 2nd Choice, and 3rd Choice**, as applicable.

Finally, mention **how you heard about the course**.

Please make sure that the course information matches the program for which you are applying.

Step 4: Fee Payment Arrangements

Please leave this section blank. Do not enter any information here.

Step 5: Disability or Medical Condition

In the next section, you will be asked about any **physical or other disability or medical condition that might require special arrangements or facilities**.

If applicable, provide the necessary information clearly.

If this section does not apply to you, follow the form instructions provided for the relevant field.

Step 6: Secondary School Qualifications

Next, provide details of your **secondary school qualifications**.

Enter the name of your school and provide the relevant **subjects and grades**.

The form includes sections for:

- GCE O/L or other high school qualifications
- GCE A/L or other high school qualifications

Please enter the information accurately and ensure that the details match your certificates or transcripts.

The form also asks you to attach photocopies of your relevant certificates or transcripts.

Step 7: Academic History

Now, complete the **Academic History** section.

Here, you need to provide your educational background.

For each institution, enter:

- Institution Name
- Dates Attended
- Qualifications Obtained
- Relevant Subjects and Grades

Please provide complete and accurate information about your educational history.

You can use the additional rows provided in the form if you have attended multiple institutions.

Remember to attach the required copies of your certificates or transcripts.

Step 8: Employment Details

Next, complete the **Employment** section.

If you are currently employed, provide your:

- Present Employer's Name
- Employer's Address
- Nature of Work
- Full-time or Part-time status
- Relevant employment dates
- Telephone number

You should also provide details of your **previous employers**, if applicable.

Please include employment experience that is relevant to the course you are applying for.

Step 9: Personal Statement

The next section is the **Personal Statement**.

This is an important part of your application.

You are required to write a **motivation of 250–500 words** explaining:

- Why you want to study the selected program
- Your reasons for choosing the course
- Your motivation for pursuing the program
- Your future goals

Please make sure your statement is written clearly and stays within the required **250–500 word limit**.

Step 10: Criminal Conviction

Next, complete the **Criminal Conviction** section.

If you have a criminal conviction, select the appropriate box and provide clarification as requested in the form.

Please provide accurate information in this section.

Step 11: Declaration and Signature

Finally, read the **Declaration** carefully.

The declaration confirms that the information you have provided is complete and accurate.

After reviewing all the information, provide your **Applicant's Signature** and enter the **Date**.

Final Check Before Submission

Before submitting the form, please carefully review the entire application.

Make sure that:

1. All required fields are completed.
2. Your name and personal details are correct.
3. Your passport and identification details are accurate.
4. Your course details are correct.
5. Your academic information matches your certificates and transcripts.
6. Your employment details are complete, where applicable.
7. Your personal statement is between **250 and 500 words**.
8. Your signature and date have been added.
9. All required supporting documents are attached.

Please also make sure that all supporting documents are clear and readable. If your supporting documents are not in English, the form states that officially translated versions should also be provided along with the original-language copies.

Once you have completed and reviewed the form, please submit it as instructed by the admissions/coordinator team.

Thank you for watching this guideline. We hope this video helps you complete your PSB University International Student Application Form correctly and smoothly.

Please send the completed PSBU Admission Form to your ACT Coordinator of the following email addresses:

universityactcoordinator@gmail.com

universityactcoordinator01@gmail.com