

## APPLICATION FOR TERATAI RESIDENCY

**Important: Please call us to confirm room availability before applying.**

Contact:-

Mr. Siew: 03-41450123 ext: 3471 or WhatsApp: 011-10768599

Ms. Anna (General Office): ext: 3752

*Note: Application is subject to room availability. Platinum Victory (PV) management reserves the right to assign any available accommodation type.*

Submission options:

A) In person at the KL main campus.

B) Via PosLaju or another courier service.

### **Option A) In person at the KL main campus**

Step 1: Submit the Application with the following documents to Mr. Siew (Room A004) or Ms. Anna at the General Office, Department of Student Affairs.

Required Documents:

- 1) Duly filled Application Form.
- 2) Photocopy of Offer Letter with proof of tuition fee payment
- 3) Payment for Hostel fees (Make payment at the Department of Finance - Payment Counter)

Step 2: After payment, proceed to check-in at Teratai Residency Office.

### **Option B) Via PosLaju or any other Courier Service**

Step 1: Call us to confirm room availability.

Step 2: If room is available, courier the following documents:

Required Documents:

- 1) Duly filled Application Form.
- 2) Photocopy of Offer Letter with proof of tuition fee payment
- 3) Bank draft for Hostel fees made payable to 'TAR UMT'.

Confirmation: Await a phone call for confirmation of room availability before check-in.

*Please take note:*

- *Room allocation is based on a first-come, first-served policy and is subject to receipt of a complete application.*
- *Mailing or couriating your application and payment does not guarantee a vacancy.*
- *Unsuccessful applicants will be notified via email or phone.*